Dear ████

Thank you for sharing with us a draft of the User Guide that you have produced. You asked for feedback on the Guide, which we have considered. We have structured the feedback in relation to the Requirements set out in the Assessment Report (attached), as we thought that may prove to be more helpful to you. Overall we consider that the Guide shows positive improvement compared with the previous draft. While it is quite comprehensive there are still some gaps in terms of detail, presentation and supporting information. Please note that some of our comments about elements that we feel are missing may be captured by the other documentation (such as the Technical Report and Framework of Assurance) .

We also wanted to provide more general feedback on the Guide, which we hope you will consider:

• This is a very comprehensive document, covering many aspects of the police recorded crime statistics. There does however seem to be an element of duplication throughout the Guide, therefore we feel there is scope for it to be refined and restructured in order to minimise duplication; links within the document would also be helpful
• The language in the document is generally clear, however there are examples where a more neutral tone is needed, when it describes the role of Police Scotland for example.

Finally, looking at your timetable can you provide an indication of when we should expect the Technical Report and Framework of Assurance document for our feedback? Please let us know if you require further clarification on any of the points we've made. Speak to you soon

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Feedback on Scottish Government User Guide.docx