

From : [REDACTED]  
To : [REDACTED]  
CC : [REDACTED], Nicola.Edge@scotland.gsi.gov.uk, Sandy  
Stewart/NEWPORT/ONS; [REDACTED]  
Date Sent : 12/03/2014 10:40:54  
Subject : Re: Meeting today - cancellation

Hi [REDACTED],

2pm on 20th March is fine for us.

Myself, [REDACTED] and [REDACTED] will be the assessors working on the Recorded Crime in Scotland reassessment. Myself and [REDACTED] will be at the meeting and [REDACTED] is planning to travel up from [REDACTED] to join us. Could you confirm who will be attending from Scottish Government?

An agenda for the meeting is:

- Clarify the scope of the assessment
- Overview of the reassessment process
- Agree a timetable/assessment stages
- Confirm evidence required/arrangements for user consultation
- Answer any queries.

There is an outline of the generic assessment process in the Producer Handbook on our website. This is intended to help producers to prepare for, and understand, the assessment process. It would be useful for those who will be working on the assessment to read this document prior to our meeting. However, we are increasingly running assessments in more flexible ways, as we've agreed to do with this one, so don't take it too literally. Our website also has a number of other useful documents available, such as examples of good practice, and a reassessment statement. These documents are available at:  
<http://www.statisticsauthority.gov.uk/assessment/assessment/guidance-about-assessment/index.html> (links on the righthand side of the page). You might also want to consult with [REDACTED] in Roger's office, who oversees liaison with the Authority over assessment matters.

If you have any questions in advance of the meeting please give me a call.

Kind Regards,

[REDACTED] | Monitoring & Assessment Team | UK Statistics Authority | [REDACTED]

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From: [REDACTED]  
To: [REDACTED]  
Cc: [REDACTED], Sandy  
Stewart/NEWPORT/ONS@ONS, Nicola.Edge [REDACTED]  
Date: 10/03/2014 17:41  
Subject: RE: Meeting today - cancellation

Hi [REDACTED],

I do apologise that I was unable to meet today, however I am really keen to meet with you and your team. I agree with you that it would be a great opportunity for us to agree constructive and achievable plans. My team and I are available on Thursday 20<sup>th</sup> March 2014 at 2pm. I hope that this time is convenient for you. I realise that this may be a little later than ideal, however outstanding annual leave plans makes it impossible to schedule an earlier meeting. I think that it will also be more productive for us to prepare for the meeting

As you note in your email, I fear that we may be having a bit of communication difficulty. Perhaps an agenda for the meeting would be helpful, if you could circulate. It would be also helpful to hear about any initial ideas that you have as to the focus of phase 1 activity, and how this will relate to phase 2 activity.

I look forward to meeting with you and the team.

Yours,

[REDACTED]

Head of Safer Communities Analysis  
The Scottish Government

[REDACTED]

**From:** [REDACTED]  
**Sent:** 10 March 2014 11:11  
**To:** [REDACTED]  
**Cc:** [REDACTED]; Sandy Stewart  
**Subject:** Re: Meeting today - cancellation

[REDACTED],

It is disappointing that you are not available to meet today, we are keen to meet with the team. In your absence we would be happy to meet with any of your colleagues who could work with us to start the assessment. Is there anyone available to deputise for you this afternoon or at another time this week?

I feel that perhaps I was not sufficiently clear on the phone last Friday, but the key reason to meet with the team is to obtain your input as we develop constructive, agreed and achievable plans for the assessment. We are aware that the team is working towards the publication of robust crime statistics in June and we would very much like to ensure that we align with your current commitments.

I hope that we can rearrange the meeting, either today with colleagues or for later this week.

Best wishes,

[REDACTED].

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From: [REDACTED]  
To: [REDACTED]  
Date: 10/03/2014 10:07  
Subject: Meeting today - cancellation

Hi [REDACTED]

I am afraid that I have to cancel our informal catch-up today. I do apologise, however I am aware that you are keen to make progress – as are we. In order that we do not lose anytime, may I propose that you send me a copy of your plans for Phase 1 of the assessment on recording practices. It would be very helpful for me to (i) get a better sense of the outcome sought for phase 1, (ii) the activities that the UKSA will undertake as part of phase 1 and (iii) what will be required of the Scottish Government within phase 1. I can then focus our preparation on meeting these expectations, whilst ensuring that we maintain progress towards the publication in June.

I would also find it helpful to get a sense of how you see phase 1 and phase 2 fitting together.

As this activity was the focus of our meeting today, I do hope this plan will ensure we still make progress.

Yours,

[REDACTED]

[REDACTED]  
Head of Safer Communities Analysis  
The Scottish Government

[REDACTED]

[REDACTED]

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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