

**Action Plan to address requirements set out in Office for Statistics Regulation’s assessment of the SCJS
September 2017**

Requirements	Action planned/undertaken
<p>1. Scottish Government should increase the effectiveness of its user engagement by providing users with more clarity on how it has taken account of users’ feedback, including explanations when no action has been taken.</p>	<p>The Scottish Government regularly publishes outcomes papers summarising feedback received and action taken, for example following questionnaire review exercises and other forms of engagement with users. We will next do this in our forthcoming report on the user event we held on 9 August 2017 to consider future approaches for reporting SCJS results. This review will be conducted and published by the end of October 2017 on the SCJS website and on the gov.scot statistics blog. We will ensure future such reports are sufficiently detailed, respond to all substantive proposals and provide a clear indication of any decisions taken and the rationale for them, including when no action has been taken.</p> <p>We will continue to talk with and/or meet users who wish to discuss aspects of the SCJS or feedback they have provided – and will continue to highlight this an option to users in on-going communication, particularly during user engagement exercises.</p>
<p>2. To maximise the public value of the statistics Scottish Government should improve the presentation, for example, by:</p> <p>a) Reviewing each of the infographics to establish if they are accurately representing the data and adding value;</p> <p>b) Reviewing the chart types used to ensure they depict the data appropriately;</p> <p>c) Reviewing the colour schemes used in charts to ensure they meet accessibility rules.</p>	<p>Ahead of the next phase of SCJS reporting we are developing an updated reporting approach in collaboration with users to make maximum use of the flexibility offered by the new survey design. We intend to produce more streamlined SCJS reports focussing on key results which are of most value to users and updating the presentation/format of our outputs to enhance impact and best meet user needs. This approach was received positively at our August 2017 user event.</p> <p>As part of the updated and streamlined reporting approach the type, number and presentation of the infographics, tables and charts will likely differ from the 2014/15 SCJS report. We will ensure that all infographics and tables/charts are reviewed for accuracy and clarity as part of the quality assurance process ahead of the release of any outputs, including any 2014/15 graphics which are being updated. In developing outputs, we will carefully consider where tables, charts and infographics can most add value to the interpretation and dissemination of SCJS statistics within a streamlined report so that any included are proportionate in number, impactful and clearly communicate findings. We will also take steps to minimise the risk of any misinterpretation of infographics - such as considering placing certain graphics alongside relevant sections of commentary, while ensuring that graphics and their supporting text or labels accurately represent the data. As well as looking at infographics individually, they will be reviewed as an overall package to ensure they provide a clear and relevant narrative. For example, we expect to continue a layered approach to disseminate key graphics on social media (with links to the main report) providing further detailed information in the main report accurately depicting the data.</p>

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	<p>We will engage with the Good Practice Team and review key guidance around accessibility to ensure that SCJS outputs meet accessibility requirements. In addition, as the new reporting approach is developed and implemented, it will also be important to engage with users and seek feedback on initial outputs including any infographics produced following the publication of our next SCJS results. Therefore, we expect that the presentation of the statistics will continue to evolve over time.</p> <p>The period leading up to reporting will likely involve a number of refinements to outputs to ensure key messages are effectively and robustly outlined as we continue to implement the redeveloped SCJS reporting approach. This is likely to be particularly true for summary information and infographics, as we bring out emerging key points while completing the analysis and focussing the messaging. Therefore, in addition to reworking the specific infographic and chart highlighted in the assessment report, we will provide the Office for Statistics Regulation with a draft section/chapter from the forthcoming SCJS report which to demonstrate how the final overall output is likely to look.</p>
<p>3. Scottish Government should review the resources allocated to the production of these statistics to ensure that they are sufficient to meet the standards of the Code of Practice and the obligation within it to serve the public good and publish the outcome of the review.</p>	<p>Sufficient resource is currently allocated to the production of the Scottish Crime and Justice Survey, taking into account the core work required to deliver the survey each year and ensure that priority tasks to maintain the quality, trustworthiness and public value of the statistics are taken forward. These considerations also help to inform the phasing of work on the SCJS as well as wider business planning across Justice Analytical Services.</p> <p>To ensure there remains sufficient resource on the SCJS, to continue to produce the statistics to the standards of the Code of Practice and the obligation within it to serve the public good, we will complete a review to ensure best use of SCJS resource, in light of the range of current needs and future priorities for survey delivery and development activities. This review will be conducted and published by the end of October 2017.</p>
<p>4. To promote public confidence in the SCJS statistics Scottish Government should:</p> <p>a) Reduce the number of people included on the pre-release access list and provide a justification for</p>	<p>Pre-release access to SCJS statistics is provided in line with legislation in Scotland and we recognise the importance in maintaining and enhancing trust in National Statistics. Ahead of each future SCJS publication, the Scottish Government will review the number and range of individuals on the SCJS pre-release access list, ensuring in advance that all individuals have provided a strong justification for being given early access to the statistics. Further information on this will be provided nearer to the planned February publication date.</p>

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<p>each individual listed; b) Ensure that the pre-release access list is reviewed prior to each publication and updated accordingly.</p>	
<p>5. Scottish Government should provide an indicative publication date for SCJS on its release calendar, updated with a firm date within a reasonable notice period of publication</p>	<p>The Scottish Government recognise the importance of ensuring users are aware when the next set of statistics are due to be released. We now have a date for mainstage data delivery agreed with our contractors and have been able to more precisely plan for analysis and reporting work. The Scottish Government has now advised users that the next Scottish Crime and Justice Survey statistics are expected to be published in February 2018, with the Forthcoming Publications calendar updated and users also notified. When the data is finalised, or should there be any change to the February estimate, we will ensure that users are fully informed as soon as practicable and within a sufficient notice period of publication.</p> <p>We will provide indicative publication months for future SCJS releases around a year in advance and final dates will be announced around two to three months before publication.</p>