

STATISTICS CHARTER POLICIES & STATEMENTS

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Statistics Charter

The statistics and research function within NI Policing Board provides a broad range of data collection, analytical support, information and advice to both internal and external customers. It also holds responsibility for publishing Official Statistics. Our statistics are produced in accordance with the principles set out in the [Code of Practice for Statistics](#).

Further information is available at:

<https://www.nipolicingboard.org.uk/statistical-release-schedules-and-policies>

Trustworthiness

Confidence in people, systems and processes that enable and support the production of statistics and data.

Trustworthiness is a product of the people, systems and processes within organisations that enable and support the production of statistics and data. Trustworthiness comes from the organisation that produces statistics and data being well led, well managed and open, and the people who work there being impartial and skilled in what they do.

Our commitment is to produce, manage and disseminate statistics for the maximum benefit, in an impartial manner that is free of political or personal interests. This includes statistical methods, standards and procedures, and the content and timing of statistical releases.

Quality

Statistics that fit their intended uses, based on appropriate data and methods and not materially misleading.

Quality means that statistics fit their intended uses, are based on appropriate data and methods, and are not materially misleading. Quality requires skilled professional judgement about collecting, preparing, analysing and publishing statistics and data in ways that meet the needs of people who want to use the statistics.

Our commitment is to use suitable data sources, apply scientific methods, promote comparability and continually quality assure our products to ensure they remain fit for purpose.

Value

Useful, easy to access, remain relevant and support understanding of important issues.

Value means that the statistics and data are useful, easy to access, remain relevant, and support understanding of important issues. Value includes improving existing statistics and creating new ones through discussion and collaboration with stakeholders, and being responsible and efficient in the collection, sharing and use of statistical information.

We will help users understand and make the best possible use of our products by publishing supporting and background material. Official Statistics publications will be labelled. Our products will be available on the NI Policing Board website, to promote access and accessibility. Paper copies of reports can be provided if requested.

Publication and Release of Statistics Policy

As producers of official statistics, we are committed to producing, managing and disseminating statistics for the general good, in an impartial manner that is free of political or personal interests and in compliance with the pillar of trustworthiness contained within the Code of Practice for Statistics. The following sets out our publication and release policy -

Release of Statistics

- ✓ An annual publication schedule will be provided on NI Policing Board website.
- ✓ Publications will also be pre-announced on the GOV.UK release calendar as early as possible with the exact date specified at least four weeks in advance of publication where practicable.
- ✓ Changes to pre-announced release dates or times must be agreed by the Chief Statistician. Any changes will be announced and an explanation of the reason for the change provided.
- ✓ Statistics will be released to all users at 9.30am on a weekday.
- ✓ A maximum of 24 hours pre-release will be granted to eligible individuals specified in the NI Policing Board Pre-release Access document. A statement of compliance setting out the principles, criteria and conditions under which NI Policing Board permits pre-release access to specific outputs is available on the website.
- ✓ Statistical outputs will always be released separately from and before any political statement or comment.

Pre-release access

In the context described above, the phrase 'pre-release access' covers privileged access to statistical releases in their final form prior to being placed in the public domain. It does not cover pre-release access available to; those staff intimately engaged in the process of producing and disseminating the statistics in question (including those responsible for overseeing this process); those persons requested by the producers of statistics to quality assure the statistics before their public release.

Staff

All staff working on the production of statistics will give notice of any potential conflict of interest and, to demonstrate impartiality, will not, without prior approval, engage in any activity, in a private capacity which could be considered to be a conflict of interest with official business.

The Head of Profession will have sole responsibility for deciding on statistical methods, standards and procedures, and on the content and timing of statistical releases.



Confidentiality and Security Statement and Access

We are committed to protecting the security of our data and to maintaining the trust and cooperation of respondents to our surveys and the confidentiality of administrative data sources. We will comply with Principle 5 of the Code of Practice for Official Statistics, which states that: *'Private information about individual persons (including bodies corporate) compiled in the production of official statistics is confidential and should be used for statistical purposes only'*.

The Northern Ireland Policing Board has its own Corporate Governance Framework [nipb-corporate-governance-framework_0.pdf \(nipolicingboard.org.uk\)](#)



The statistics will be prepared by staff trained in production, management and dissemination. Key procedures are documented and are regularly reviewed and updated. All staff undertake information assurance and safe handling of data training. Training needs are reviewed bi-annually. All staff who work with data about individual persons receive appropriate security checks. All staff have received training relating to the principles behind, and their obligations under, GDPR UK and the Data Protection Act.



Statistical staff are granted continual, but limited, access to the administrative systems. The information extracted contains only the relevant data and statistical staff have no authority to directly alter any data contained within the systems. They can however inform the administrative system managers of any errors they uncover, to aid in the overall system maintenance.



We will comply with all relevant legislation relating to the collection and management of data and continually develop our procedures to protect personal data. When reporting figures or tabular results derived from datasets that could potentially result in the identification of an individual or private information about them, disclosure control methods will be adopted as appropriate.



Requests for information will be dealt with in a timely manner, taking into consideration the public interest and the Data Protection act (1998) and Freedom of Information Act (2000). Statistics being compiled by NI Policing Board prior to the published release date cannot be made available under the Freedom of Information Act as they are still in the course of completion.

Quality Policy

In adherence to the Quality Pillar of the Code of Practice for Statistics, we are committed to providing sufficient information on quality to allow users to decide whether data meets their needs. This is achieved by:

1. Applying scientific methods

Scientific principles are applied to the production of statistics, and reports are accompanied by statements providing information on methods and factors giving rise to bias where applicable.

2. Continuous improvement

All statistics are subject to regular review, including consultation with users, to ensure outputs remain fit for purpose. When necessary, steps are taken to address weakness in design, production and dissemination and to fill information gaps in existing provision.

3. Ensuring continuity

When changes are made to methodology or coverage, users are informed and, whenever possible, contextual information will be added to minimise the effect of a break in data series.

4. Performing quality assurance checks

Statistical products are regularly evaluated to ensure key indicators such as relevance, timeliness, coherence and accessibility meet user requirements. We will ensure that administrative data sources are monitored on an ongoing basis to ensure continued quality, through investigation of the quality assurance processes, managing processes for provision of data and providing clear explanations for the strengths and limitations of data.

5 Promoting comparability

Comparability within the UK is achieved whenever possible through the adoption of common standards, concepts, sampling methods, questions, definitions, statistical units and classifications. Where differences do exist, these are identified and explained.

6. Staff training

Statistics are prepared by qualified staff trained in the production, management and dissemination of statistics. Staff training needs are reviewed biannually.

7 Transparency of quality

Where appropriate, statistical outputs will be accompanied by data quality reports, allowing users to assess the strengths and limitations of the statistics to determine how well they meets their needs.

8. Performance, cost and respondent burden

We will consider the effectiveness, efficiency and the economy of statistical output, keeping respondent burden to a minimum.

Revisions Policy

Revisions to statistical data may be required because of –

1. Errors or weaknesses in procedures or systems, or in source material.
2. Receipt of updated information which alters our understanding of previous periods, for example late recording of administrative data.
3. Changes in how source administrative systems collect information or changes in the statistical methodology used to improve accuracy or measurement.

Unplanned revisions

We are committed to being open and transparent with users about the need, nature and extent of revisions; how and when to expect them; and the processes by which they will be communicated and published.

Regardless of whether the responsibility for the need for revision lies with NI Policing Board or others, our intention to issue a revision and the planned date of issue will be announced on the statistics section of the NI Policing Board website.

As soon as possible after we ascertain that a revision is necessary and warranted, we will amend all current electronic versions of any release, publication, table, article, etc. which contain the affected statistics or text, and re-populate the website as soon as possible with the amended versions.

If the revision is minor, or insignificant, i.e. inconsequential and hardly noticeable, we will insert the necessary changes without alerting anyone. Alternatively, we may accumulate minor corrections and make an update at the time of next scheduled publication to avoid making too many frequent minor changes.

Any major corrections to web versions of statistical outputs will be made as soon as possible and an appropriate notification will be placed on the website giving detailed and full explanations of why the corrections were necessary.

Planned revisions

Where major changes to source administrative systems are pre-planned, if possible, we will consult with users on such changes including any revisions of previously held data.

Some statistical outputs are more subject to revisions than others. Provisional data, for example is subject to revision. We will make it clear which figures are provisional and subject to a scheduled pattern of revision.

In addition to the measures put in place by statistics branch, the Head of Profession will provide the National Statistician with an annual report which includes information on number of required revisions to our publications, the reasons for these and a time-series of revisions due to errors in our statistical processes and procedures, so we can monitor the quality of our outputs.

Customer Service and User Engagement Policy

In line with the Value Pillar of the Code of Practice for Statistics, we are committed to provide a high level of service to all our customers.

Commitment to Data Suppliers

We will minimise the burden necessary on data providers by efficient use of the administrative systems and processes for the production of our statistics.

We will ensure confidentiality and compliance with data protection as detailed in our policy on confidentiality and security.

We will utilise administrative and other data sources where possible to minimise additional data provision for statistical purposes.

Service to users

Our commitment to our users is:

- ✓ Publish our statistics on the time and date pre-announced.
- ✓ Publish all statistics in line with the Code of Practice for Official Statistics and NI Policing Board statistical policies and procedures.
- ✓ Issue confirmation of receipt for information requests within five working days with the aim of providing a full response within 20 working days of the date on which the correspondence is received. The response will either be an answer to the issue raised, or a holding reply stating that provision of the information may take longer than the initial 20-day period, along with a date by which we intend to provide a full response, or a date by which we will be in contact with a progress update.
- ✓ Be transparent when we are unable to meet any of these commitments above.
- ✓ Give open and easy-to-use routes to allow customers to supply us with their views and opinions.
- ✓ Respond quickly and accurately to questions and enquiries.
- ✓ Consult with customers on developments and changes to our statistical methodologies, publications or publication processes.
- ✓ Respond to complaints in a timely manner. Details on our Complaints Procedure are included at the end of this document.



Customer Service and User Engagement Policy

User engagement

Key users of our statistics include members and staff of the NI Policing Board, political representatives, academics, external special interest groups, media and members of the public.

Our engagement policy recognises that these users will have different needs and we aim to ensure that on key developments to our statistics, there are transparent and clear processes encouraging views from both internal and external customers.

We will aim to encourage user engagement by:

- ✓ Providing easy and equal access to statistics through publication on the website.
- ✓ Providing contact details on all statistical releases.
- ✓ Inviting feedback from users on all publications.
- ✓ Providing links to ongoing user satisfaction surveys.
- ✓ Responding to consultation and survey responses.
- ✓ Balancing the needs of customers with the cost and burden on suppliers.

Accessibility Policy

In adherence to the Value Pillar of the Code of Practice for Statistics, we aim to maximise the use of our statistics by ensuring accessibility to the information in the most efficient and equitable manner.

We will:

- ✓ Publish as much information as possible to meet identified user needs, subject to quality, legislative and practical limitations and making routinely produced statistics available free of charge on the statistics and research page on the NI Policing Board website
- ✓ Promote the widest access for all our outputs, making them available on our website and through statistical announcements on GOV.UK
- ✓ Produce the orderly publication of statistics in line with a publication schedule on our website
- ✓ Publish information in a range of formats including Excel and Open Document Spreadsheet to maximise access and promote reuse
- ✓ Employ user friendly methods of presenting information including commentary, tables and charts
- ✓ Use a wide range of dissemination methods including web-based publication, email distribution lists, social media and communications systems within NI Policing Board
- ✓ Publish supporting documentation such as technical annexes and quality reports alongside our statistics to promote understanding and appropriate usage

Complaints Procedure

We aim to deliver a high-quality service, but we recognise that sometimes things can go wrong. When this happens, we will do our best to put matters right quickly. We will listen to your complaint and treat it seriously, and in confidence. We will investigate it thoroughly and fairly, resolve it promptly and informally whenever possible. Wherever possible we will find a remedy and learn from complaints to improve our services.

What to do if you have a formal complaint

You can complain in writing, by e-mail or by telephone. Please provide as much relevant information as possible so that we can deal with your case promptly.

You should write to:

Senior Statistician

Northern Ireland Policing Board

James House, Block D

2-4 Cromac Avenue

The Gasworks

Belfast BT7 2JA

Telephone: 028 9040 8500

Email: statistics@nipolicingboard.org.uk

An acknowledgement of all complaints will be issued within 5 working days of receipt and we aim to issue a full response to your complaint within 15 working days of receiving it.

If we cannot, we will tell you why and let you know when you can expect to get a full reply. It will help us deal with your complaint if you can provide as much background information as possible.

Northern Ireland Policing Board

James House, Block D

2-4 Cromac Avenue

The Gasworks

Belfast BT7 2JA

028 9040 8500

statistics@nipolicingboard.org.uk

www.nipolicingboard.org.uk

<https://consultations.nidirect.gov.uk/doj/nipb-statistics-feedback/>

