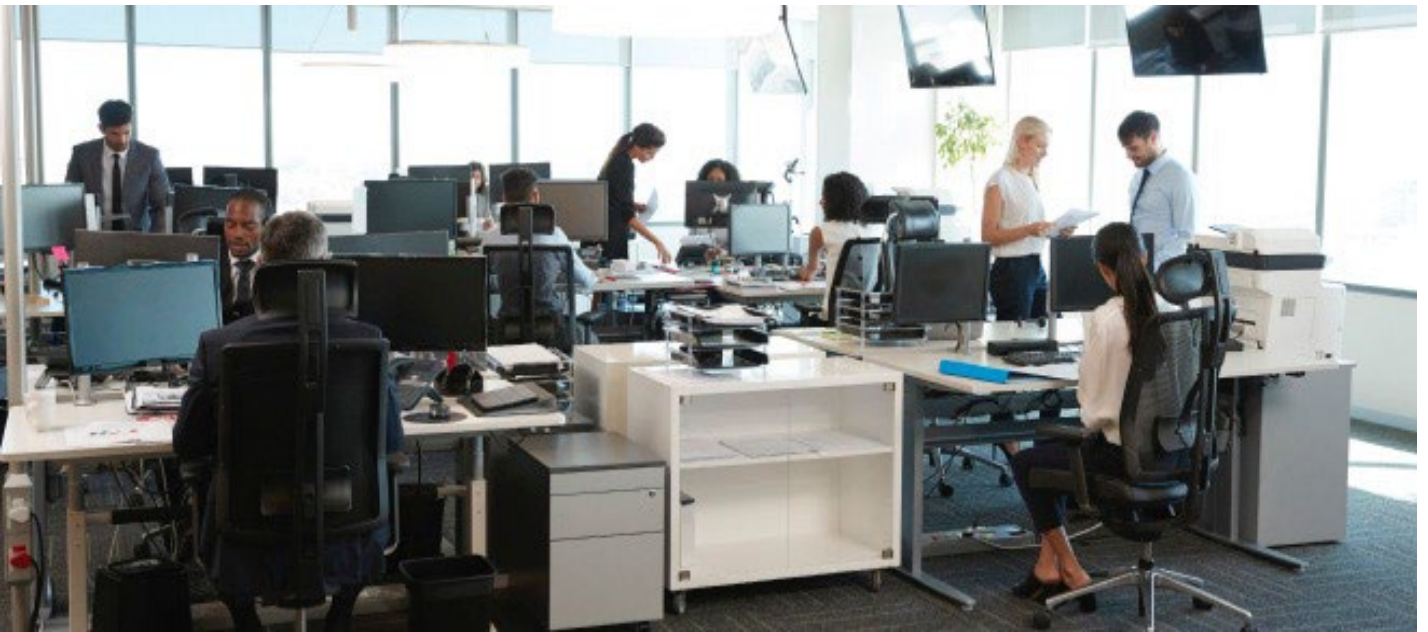


Code of Practice for Statistics Revisions and Corrections Policy



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Introduction

Workforce Statistics & Analysis (WSA) is the statistical team embedded within People and Organisational Development within the Department of Finance (DoF) in the Northern Ireland Civil Service (NICS). Consisting of statisticians from the Northern Ireland Statistics & Research Agency (NISRA), WSA are responsible for producing and disseminating a range of Official and Accredited Official Statistics relating to the HR functions of the NICS, including recruitment, promotion and equality; sickness absence; as well as pay forecasting and Equal Pay Audits. The full series of statistics published by WSA is available on the [NISRA Website](#).

This revisions policy has been developed in accordance with the [Code of Practice for Statistics](#). The Code is clear that producers show they comply by holding themselves accountable to adherence to clear publication policies – for example, to pre-announce official statistics and to adhere to the date; and to notify users promptly of corrections and revisions. The Revisions and Correction policy covers all WSA outputs classified as Official or Accredited Official Statistics. WSA intend to be open and transparent about any revisions to outputs which may be made. This will help to ensure confidence among users. Within WSA publications, the revision of statistics could be required for the following reasons:

- A change in statistical methodology or in methodology used to collect required data;
- Receipt of updated information which alters our understanding of the previous periods (e.g. late recording on an administrative IT system used for operational purposes); or
- Errors or weaknesses in our systems or processes or in the source material.

These revisions are the result of working with large administrative databases that are constantly changing on a daily basis. Scheduled revisions or unscheduled corrections to our statistics and data are released as soon as practicable and in line with this policy.

Corrections are when we have identified errors in our published statistics and we want to correct them as soon as possible. Planned revisions on the other hand, relate to published statistics being updated with more complete data and are an accepted part of the process when publishing up-to-date meaningful statistics which may not be finalised.

Revisions

This statement is issued in accordance with the requirements set out under the Code of Practice for Statistics and sets out our intention to be open and transparent about any revisions we make to Official or Accredited Official Statistics, and to ensure that users of the statistics that we produce have easy access to comprehensive information about those revisions.

Many of the revisions made by WSA are a normal and inevitable feature of statistical work, and users are able to absorb and plan for those revisions accordingly. They reflect the conflicting demands of having to provide timely information which is also accurate, reliable and meaningful. Any such revisions are usually minor in nature with minimal implications for the interpretation of the data. WSA continually strives to produce the most accurate and reliable figures it can, in light of the available information and resources. However, improvements and consequential revisions can result from ongoing developments and improvements to our processes and data sources.

Scheduled Revisions

Where major changes to source administrative systems are pre-planned or where changes to statistical methods are intended, we will, where possible, consult with users on such changes. Including on how best to record in the future and the options for maintaining a consistent time-series – including any revisions of previously held data.

In addition to the measures put in place by WSA, the Head of Profession will provide the National Statistician with an annual report which includes information on the 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.

Unscheduled Corrections

Occasionally figures may need to be corrected as a result of errors or weaknesses in procedures or systems, or as a result of errors in source material. Regardless of whether the responsibility for the error lies with WSA or others, we will follow the procedures described below.

Announcement of impending corrections

We will be open and transparent about the need for any unscheduled corrections. Once the need for a correction that warrants customer notification is ascertained, we will announce our intention to issue a correction and the planned date of issue on the [NISRA Website](#).

Dissemination of corrections

Decisions relating to the dissemination of unscheduled corrections will be made by the senior statistician within WSA. In general terms:

Web versions of releases/publications/tables/articles/etc.

As soon as possible after we ascertain that a correction is necessary and warranted, we will amend all current electronic versions of any release, publication, table, article, etc. which contains the affected statistics or text, and re-populate the website as soon as possible with amended versions. If the correction is minor, or insignificant, in the sense of being 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 the next scheduled web publication to avoid making too many frequent but 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 [NISRA website](#) to ensure that users are aware of the correction.

Known users of the publication will be notified by email.

Paper versions of releases/publications/tables

Unless there are compelling reasons, we will not attempt to recall/re-issue any paper versions of any release, publication or table etc. that contains the affected statistics or text if it has already been distributed. Paper copy provision of reports is limited to where strictly necessary, so few copies are distributed. WSA will ensure that when further paper copies are issued, they will include any corrections that have been incorporated in the electronic versions. However, if the error is substantial or significant, we will, where practicable, notify the recipients of paper versions by telephone or e-mail, and point them to the revised version available on the web. If the release or publication has a long shelf-life, WSA will consider re-issuing a revised paper version in exceptional circumstances. Otherwise request will be redirected to the electronic, online versions.

Feedback

We welcome feedback from users on our Revisions and Corrections Policy. Please send any comments to workforcestatisticsandanalysis@finance-ni.gov.uk