

Action Plan to address requirements from UK Statistics Authority assessment of NIHCS statistics

March 2017

| Requirements | Action planned (Feb 2017) | Action undertaken (updated March 2017) |
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| <p>1. To enhance the public value of these statistics by increasing users understanding of the quality, NIHE should ensure that published details of the strengths and limitations of the statistics are comprehensive, and are easy to find and understand in all published outputs.</p> | <p>a) More information will be included in the sample design section of the appendices in the NIHCS main report, specifically to explain how the size of the sample may impact on use and interpretation of the statistics.</p> <p>b) More information will be provided about the strengths and limitations of NIHCS statistics in the NIHCS main report. The information will be added as an appendix that is easy for users to locate. In addition there will be information about the steps NIHE takes to accommodate these limitations eg. dealing with inaccurate responses to sensitive topics such as income.</p> <p>c) Any of the above information, which is relevant to the data produced in the NIHCS preliminary report, will also be included in the preliminary report.</p> | <p>a) This action will be completed by time of publication. A draft document has been provided to the UK Statistics Authority.</p> <p>b) This action will be completed by time of publication. A draft document has been provided to the UK Statistics Authority.</p> <p>c) This action will be completed by time of publication.</p> |
| <p>2. To enhance accessibility and maximise potential use of the NIHCS data, NIHE should provide data tables in an open format.</p> | <p>a) NIHCS data tables will be published on the NIHE website as Microsoft Excel spreadsheets.</p> | <p>a) This action will be completed at the time of publication.</p> |
| <p>3. In order to enhance users understanding of the quality of the</p> | <p>a) More information will be included in the methodology section of the NIHCS main</p> | <p>a) This action will be completed at the time of publication. Draft documents have been provided to the UK Statistics</p> |

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| <p>statistics, NIHE should review and improve the reporting of quality and methodology information in all reports to ensure appropriate information is available to users. This should include publishing:</p> <p>a) more detailed information on the methodology used to produce statistics, written in a clear and understandable way for non-technical users</p> <p>b) information on the ESS's five aspects of quality</p> <p>c) comprehensive information on NIHCS statistics quality assurance procedures for each stage of the data journey</p> <p>d) up-to date information on the survey methodology</p> | <p>report, specifically relating to the weighting and grossing process. The information about methodology will also be added to the NIHCS preliminary report.</p> <p>b) NIHE will develop and publish a background quality report on the NIHCS which will address the ESS's five aspects of quality.</p> <p>c) NIHE will develop and publish a document outlining the quality assurance procedures that take place at all stages of the NIHCS process.</p> <p>d) NIHE will ensure that all methodology information on its website is up to date.</p> | <p>Authority.</p> <p>b) NIHE has published a background quality website which addresses the ESS's five aspects of quality: http://nihe.gov.uk/nihcs_background_quality_report-2.pdf</p> <p>c) NIHE has developed a document which outlines the quality assurance processes for the NIHCS. This has been published on the NIHE website: http://nihe.gov.uk/nihcs_quality_assurance.pdf</p> <p>d) NIHE has removed out of date methodology information from its website. Methodology information relating to the 2016 NIHCS will be added to the website prior to the publication of the report.</p> |
| <p>4. To demonstrate the trustworthiness of these statistics NIHE should:</p> <p>a) ensure pre-release access to each of the NIHCS statistical reports is restricted to those people essential for production and publication, or for quality assurance and operational purposes</p> | <p>a) NIHE will restrict the pre-release of the NIHCS statistical reports as specified in the requirement.</p> <p>b) NIHE will publish a pre-release access list for each NIHCS report.</p> <p>c) NIHE will publish a Pre-Release Compliance statement.</p> | <p>a) This requirement will be carried out on an ongoing basis.</p> <p>b) The pre-release access list is in the process of being agreed and will be published when available.</p> <p>c) The Pre-Release Compliance Statement has been published on the NIHE website: http://nihe.gov.uk/research_statement_of_compliance.pdf</p> |

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| <p>b) publish lists of those people given restricted pre-release access to each of the NIHCS statistical reports</p> <p>c) publish the Pre-Release Compliance Statement, which outlines arrangements in place for pre-release access</p> | | |
| <p>5. To demonstrate its trustworthiness, NIHE should:</p> <p>a) set out documentation on how those who produce the statistics are protected from any pressures that might influence the methods, content or timing of the outputs on NIHCS statistics.</p> <p>b) publish documentation on how it ensures the integrity of official statistics, for example its revisions policy and confidentiality statement.</p> | <p>a) NIHE will produce a document showing how those who produce the statistics are protected from any pressures as specified in the requirement.</p> <p>b) NIHE will publish its revisions policy and confidentiality statements.</p> | <p>a) The document regarding integrity and the NIHCS has been published on the NIHE website: http://nihe.gov.uk/integrity_of_official_statistics.pdf</p> <p>b) The revisions policy and confidentiality statement have been published on the NIHE website: http://nihe.gov.uk/statistics_revisions_policy.pdf http://nihe.gov.uk/confidentiality_and_access_statement.pdf</p> |
| <p>6. To ensure that statistical reports are released into the public domain in an orderly manner that promotes trustworthiness and public confidence, and gives equal access to all users, NIHE should:</p> <p>a) publish a timetable of releases for these statistics 12 months in advance and ensure that these</p> | <p>a) NIHE will publish a timetable of NIHCS releases on its website and on the Statistics Release Calendar.</p> <p>b) NIHE will ensure that NIHCS statistics are released at 9.30am on the day of release.</p> <p>c) NIHE will publish the name and contact details of the responsible</p> | <p>a) The release date of the NIHCS preliminary report has been announced on the NIHE website. It will be announced on the GOV.UK release calendar when NIHE has been added to the list of producers (NIHE is not currently listed as this is the first time NIHE statistics have been announced).</p> <p>b) This action will be completed at the time of publication.</p> <p>c) This action will be completed at the time of publication.</p> |

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| <p>statistics can be accessed from the Statistics Release Calendar.</p> <p>b) ensure that NIHCS statistics are issued at 9.30am on the day of release.</p> <p>c) publish the name and contact details of the responsible statistician in the statistical reports.</p> | <p>statistician in the statistical reports.</p> | |