

REPORTING A BREACH OF THE CODE OF PRACTICE FOR OFFICIAL STATISTICS

1. Core Information

Title and link to statistical output	Statutory homelessness and prevention and relief https://www.gov.uk/government/collections/homelessness-statistics
Name of statistical producer	Department for Communities and Local Government
Name and contact details of person dealing with report	Sandra Tudor Sandra.Tudor@communities.gsi.gov.uk 0303 444 2295
Link to published statement about the breach (if relevant)	N/A
Date of report	15/12/2016

2. Circumstances of breach

Relevant principle/protocol and practice	Protocol 2 Practice 7 - content of a statistical report has been shared before publication with someone not on the relevant pre-release access list.
Date of occurrence of breach	14/12/2016
<p><i>Give an account of what has happened including roles of persons involved, dates, times etc</i></p> <p>One of the policy officials on the pre-release access list received the forthcoming homelessness data within the 24 hour pre-release access period. He included some of the statistics in a submission to be sent to the minister in advance of the release. The minister (Marcus Jones) is on the PRA list.</p> <p>The official then emailed the submission to a wider list of people than those on the PRA list. This email was sent at 17.42 on the evening before publication.</p> <p>The official realised their error and attempted to recall the message at 18.57. He sent an email to all copy recipients at 19.25 instructing that the email and attachment be deleted.</p> <p>The official's Deputy Director Dee O'Connell informed the Department's Chief Analyst Stephen Aldridge at 19.00 that a breach had occurred. He replied at 20.43 stating that he had informed Statistics Head of Profession Sandra Tudor.</p>	

3. Impact of the breach

<p><i>Provide details of the impact of the breach both inside the producer body and externally</i></p> <p>The email was sent to the minister and two group email addresses. One of these had 17 copy recipients 3 of whom are on the PRA list. The other had 29 recipients 3 of whom are on the PRA list. The statistics are not market sensitive and it does not appear that any use was made of the statistics by those not on the PRA list before publication.</p>

4. Corrective actions (taken or planned) to prevent re-occurrence

<p><i>Describe the short-term actions made to redress the situation and the longer term changes to procedures etc</i></p> <p>An attempt was made to recall the data.</p> <p>Longer term, there will be additional staff training in the rules on pre-release access and new processes will be put in place by policy colleagues governing actions in the 24 hour pre-release period.</p>
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