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**Statistics at NHSBSA**  
**Revisions and Corrections Policy**

## Document Release Note

Document Name: Revisions and Corrections Policy

Document Details Name	Version Number	Description
Revisions and Corrections Policy	v002	A document outlining the NHSBSA Statistical revisions and corrections policy

Revision Details Revision Number	Revision Date	Revision Description	Page Number	Previous Page Number	Action Taken	Addenda/ New Page
v002	23/03/2021	Updated in line with annual refresh			Minor typographical changes	

### About this document

This policy has been produced to help users of our Official and National statistics releases understand the reasons for scheduled revisions and the procedure for correcting errors. These processes have been developed in line with the UK Statistics Authority's Code of Practice for Official Statistics.

### Scope of Document

This document sets out how revisions to NHSBSA outputs, whether scheduled or not, will take place in line with the [Code of Practice for Statistics](#).

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## Section 1: Revisions

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The NHSBSA aims to avoid the need for revisions to official statistics unless they are absolutely necessary. Our systems and quality assurance processes aim to reduce the likelihood and impact of revisions occurring. Despite this there are three types of revisions that we may need to make:

- Scheduled revisions
- Changes in methodology
- Receipt of further data

More detail on each type can be found below.

When revisions are made we will provide our users with clear and accessible information about:

- What has been revised, including the time periods for which time series have or have not been revised?
- What the revisions mean and what is their impact on the statistics?
- What previously released data has been reproduced?
- Where the latest (revised) statistics can be found?

For each release we will maintain a revision history including the information above for all past revisions of a statistical release. For statistical releases produced from sources where we expect revisions to occur then a specific revisions policy may be stated within the release, or supporting methodological notes.

### Scheduled Revisions

A scheduled revision is where statistics are initially published as provisional, which means that they are subject to change. At a later date as announced as an 'upcoming statistical release' on the NHSBSA website, the provisional statistics are revised and reissued.

Statistics published as provisional are clearly marked by a superscript 'p' next to each provisional figure and include information on the reasons why the data are provisional.

Once a provisional statistic is made final, the 'p' markers are removed and any figures that have changed are marked with an 'r'.

### Changes in statistical methodology

A change in methodology is where we find a different technique or process that can be used to produce more accurate, complete, consistent or higher quality data.

We will preannounce any methodological changes that we make to our products, either in a prior release or on the statistics section of our website. Revisions resulting from changes to methodology will not be made until the methodological change has where possible, been the subject of consultation with users. NHSBSA will also consult users on options for maintaining a consistent time series where relevant, even if this involves revising previously released data.

### **Receipt of further data**

All data can be updated when new information becomes available that relates to a period already published. Each relevant publication will set out how publications will be revised in these circumstances. Revisions would normally be made in the next planned publication after we have received new information.

## Section 2: Corrections

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We want to generate trust in what we release through a commitment of transparency. What we produce will be truthful, impartial and independent, and meet consistent standards of behaviour that reflect the wider public good. It is possible that despite our quality control procedures that our statistics may be found to be subject to errors in methodology, underlying data or processes. All of our processes will be subject to a statistical risk assessment, and we will seek to report our assessment of any known sources of error, or incorporate these into the statistics in advance and control the risk of error in such cases.

### Significant errors

An error is considered to be significant if the resultant change would contradict the conclusions that would previously have been drawn from the data. Significant errors found in our published statistics will be:

- Notified with a prominent alert on our website.
- Corrected as soon as possible.
- Communicated to users and stakeholders.

### Minor but insignificant errors

If the error is minor or textual, or insignificant in the sense that any correction would be reasonably deemed inconsequential, we will not issue a correction immediately, but would do so when a new release was due for publication.

### Minor but significant errors

If we discover an error which is insubstantial but which, in our professional judgement, warrants immediate correction we will amend electronic copies of the published release and ensure that the revision is clearly identified in the amended publication.

### Decisions about errors

Decisions on how to address any errors in published statistics will be made by our Lead Official for Statistics, in consultation with the National Statistician as appropriate. Information on all such amendments will be placed on our website alongside the link to the published document.

If an error is identified but corrected figures are not yet available due to a need for further investigation, a note will be added to the statistics to explain the situation making it clear the figures are subject to change.

The front page of the statistical publication will state when it was first published and when it was revised.

## Section 3: Handling Revisions and Corrections

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Our aim when handling revisions and corrections is to be transparent with our customers about the reason for the changes, when to expect scheduled revisions and how unscheduled corrections will be communicated.

Decisions on how to address any changes to published statistics will be made by the statistician responsible for the specific publication in consultation with our Lead Official for Statistics – as appropriate.

Our commitments in handling revisions and corrections are:

- To promptly identify the affected statistics and underlying data.
- To inform our Lead Official for Statistics, and our communications teams about any significant revisions or corrections.
- To provide a clear explanation to our users of the reason for changes where known, and the details of the size and impact on the statistics and data.
- To publish the revised or corrected statistics with a clear explanation of the reason for the change with details of the size and impact on the statistics as soon as we can.
- To include a direct comparison of original and revised statistics.
- To seek comments from key customers on proposed changes and on the options for maintaining a consistent time series, including any revisions of previously released data.
- To keep our customers informed.

## Contact us

Feedback is important to us: we welcome any questions and comments relating to this document.

Please quote 'Statement of compliance with the Code of Practice for Statistics' in the subject title of any correspondence.

You can contact us by:

**Email:** [nhsbsa.statistics@nhs.net](mailto:nhsbsa.statistics@nhs.net)

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You can also write to us at:

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**END.**