

**TEMPLATE FOR REPORTING BREACHES OF THE PRINCIPLES IN THE CODE OF PRACTICE OR PROTOCOLS:**

**Definition:** A Breach of one or more provisions within the Code or Protocols occurs in situations where a non-observance of the Code was not approved by the Head of Profession or Chief Statisticians in advance of its happening. An example would be either a deliberate or an inadvertent ‘leak’ to the press.

**Report submitted by...**Rob Wishart.....

**Date of initial Report:...**6 November 2008.....

**Reporting Organisation:...**Scottish Government.....

**Producer Organisation:...**Scottish Government.....

**RELEVANT DOCUMENT...Self-Directed Support (Direct Payments), Scotland 2008**

Relevant Principle / Paragraph	Timing of Releases All statistical releases must go out at 09.30 and that Ministerial statements etc. do not go out any earlier than this.
Circumstances of Breach e.g. Date of occurrence, nature of breach, reasons (where known) for breach	On 27 <sup>th</sup> October, when setting the meta data for this publication, the date was entered incorrectly as 27 <sup>th</sup> October instead of 28 <sup>th</sup> October. This meant that the publication immediately was posted on the Scottish Government website.
Public/Commission reaction / Impact on reputation (if any)	None
Corrective action taken	The publication went live on the web at 15:13 on 27 October 2008. The error was realised around 16:30 and the web team contacted. The document was removed from the site at 17:07.
Immediate Outcome	During the time the document was on the web, it was accessed six times. One of these was the web team and the statistics branch also accessed the document several times. It is possible that a couple of people who we cannot identify may have accessed the document.
Final Outcome (e.g. any resulting change in procedure)  N.B. This section may need to be completed later in the cycle	Agreed that in future meta-data for publications should be always be checked by a second member of staff. It was usual practice for the Statistician or Assistant Statistician to check this but unfortunately both were out of the office on this date.