

# SR04 EFFICIENCY PROGRAMME

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## Guidance for assessing data maturity

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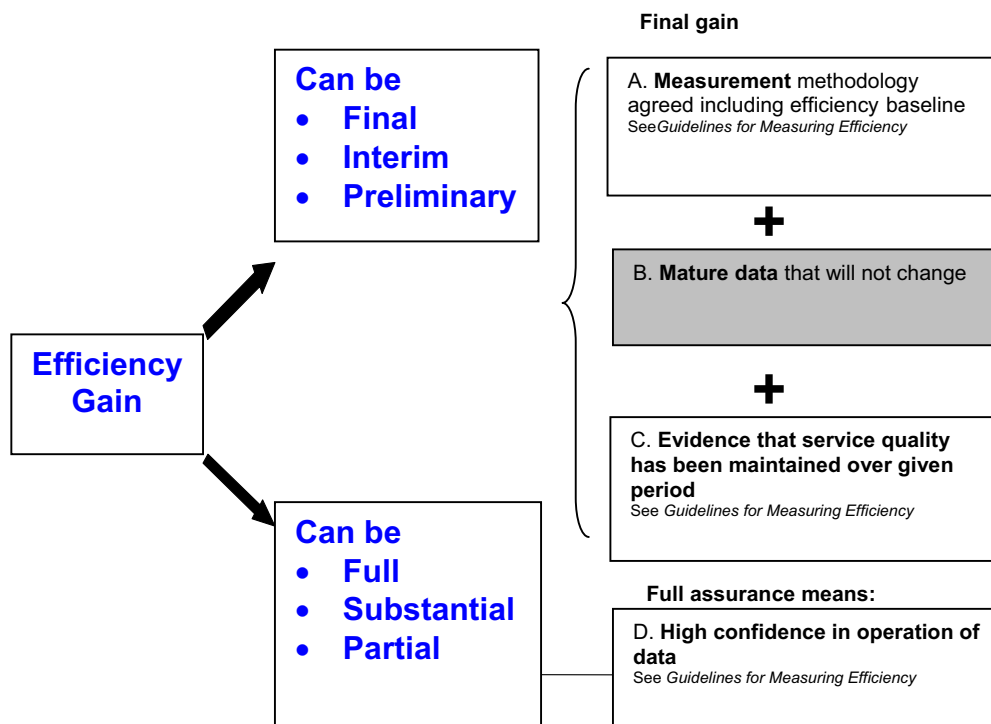
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# 1 Overview

From Q1 06/07 onwards, Departments are responsible for performing a signed-off self-assessment of the quarterly data they submit to HMT.

Gains are to be described initiative by initiative, in four ways: methodology, data maturity, quality and data systems assurance. Separate detailed guidance is available on each of the four aspects in 'Guidance Notes for Signing-off SR04 Efficiency Gains'.

This document deals with one of those four ways: data maturity, shaded grey in the diagram below.



## 2 Data maturity classifications

2.1 Departments are required to classify the data they report as 'Likely to change', 'May change' or 'Will not change'. These classifications are defined below:

<b>Classification</b>	<b>Definition</b>
Likely to change	Figure is an estimate that is highly likely to change.
May change	Figure provides a good indication of total gain but is still considered subject to change, e.g. because year-end adjustments are anticipated.
Will not change	Figure is not expected to change and will be post any year-end adjustments. (N.B. Figure may be based on estimates if this was agreed in the Department's measurement methodology).

### 2.2 Likely to change

This may include proxies for expected gains. These proxy figures remain rough indications until replaced by a final figure.

### 2.3 May change

Data in this category has been generated by the intended data systems (e.g. as described in the Efficiency Technical Note) but maybe subject to final changes. Some, usually minor, adjustments maybe made to these figures.

### 2.4 Will not change

Data in this category has been generated by the intended data systems. Any planned year-end adjustments have been made and the data is not expected to change further. Error is the only circumstance in which the data would subsequently change. All such restatements are exceptional items and should signed off and notified to HMT as soon as possible. Reference any such restatements in the notes box on the data classifications sheet of the turnaround document. Data that are estimates can be classified as 'will not change' if this was agreed in the measurement methodology.

### **3 Reporting estimates of actual delivery**

The classification system allows departments to report gains that are estimates of actual delivery and are pending year-end confirmation. Therefore departments should not hold back from reporting these gains. Gains which are estimates of actual delivery can be reported in the short-term as “likely to change” and “may change”. When new, final data is received, the classification of the cumulative data can be changed.

### **4 Further information**

#### **Contact details**

For further information please contact the SR04 Efficiency Team – either via your Account Manager or through HMT’s Central Enquiries Unit ([CEU.Enquiries@hm-treasury.gov.uk](mailto:CEU.Enquiries@hm-treasury.gov.uk)).

#### **SR04 Efficiency Team**