



User guide to HMCTS management information

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Purpose

This document has been written for use in conjunction with published management information (MI) from Her Majesty's Courts and Tribunals Service (HMCTS), updated monthly, available [here](#).

There are three primary functions of this document. Firstly, to provide context, scope and guidance on the interpretation and usage of the publication MI. Secondly, to summarise the origin and definition of the MI parameters. Lastly, to explore and articulate to the reader any differences between the published MI and the official statistics, available [here](#).

HMCTS has voluntarily elected to publish MI for a variety of reasons. HMCTS are currently undergoing a Reform programme designed to improve the efficiency of the Courts and Tribunals service. As such there is increased interest and scrutiny on performance. The selected parameters have been chosen as key metrics to measure performance in each jurisdiction. Being transparent with MI allows the public to have visibility of the data and logic that drives decision making. This is consistent with the core values of the Civil Service; honesty, integrity, impartiality and objectivity.

The published MI reports workload and timeliness parameters across all the major Courts and Tribunal jurisdictions, comprising the majority of HMCTS workload namely; Crown, Magistrates', Civil, Family, Employment Tribunal (ET), Immigration & Asylum (IA) and Social Security and Child Support (SSCS).

Usage

This MI publication is not an official or national statistic. The figures have not undergone the formal process either type of statistic must pass to achieve this label. However, HMCTS has elected to publish these under voluntary compliance with the code of practice for statistics, with approval from the Office for Statistical Regulation (OSR). A statement of this voluntary compliance can be found [here](#), and outlines how the publication of this MI meets the three main concepts of Trustworthiness, Quality and Value.

Data is recorded at individual Court and Tribunal level by operational staff, on systems in the form of relational database structures, explored further [here](#). Where responsibility for the database lies outside of HMCTS, specialist analytical teams maintain a close relationship to be aware of any changes. Automated data processing systems are in place to collect, clean and assure the data before verification within HMCTS prior to internal and external publication. Internal metrics are periodically refreshed each month to collect the latest MI.

The nature of this data collection and aggregation leads to variations in the reported parameters each month. This can be attributed largely to administrative corrections and operational procedural differences between courts and tribunals. This is especially prevalent in the most recent month after a periodic refresh. Variation reduces as time lag from the publication month increases, hence this is a 1-2-month time lag in the published MI depending on the volatility of the jurisdiction. This is aligned to the information shared with senior internal stakeholders for decision-making.

There are some definitional differences between the reported parameters and the MoJ official statistics. These are explored below in this document, [here](#). Therefore, reconciliation between the published MI and the MoJ official statistics will not be exact, but the differences in these figures have been explored and explained.

The above caveats must be considered when using the published MI. Detailed analysis should not use these figures, but instead the MoJ official statistics. Compilation of historical datasets should be avoided, as the published MI is prone to variation as previous months are updated. Any time-series analysis should utilise the MoJ official statistics. It is advisable to only use the MI to understand the most recent trend in workload and timeliness across the various Courts and Tribunal jurisdictions.

Definitions

Table 1 details the terminology used in the published MI. These definitions should be used closely when using the published MI as there are slight differences between the terms across jurisdictions. The term, applicable jurisdiction(s) and definition or explanation is provided. Where there are links to additional sources (in the case of legislative acts), these have also been provided.

Table 1: Definitions used in MI Publication

Term	Applicable Jurisdiction(s)	Definition or Explanation
Adult Proceedings	Magistrates'	These are proceedings of any type where the defendant is aged 18 or over.
Appeal	All	A formal request to a higher court or higher tier of tribunal that the verdict or ruling of a court or tribunal be overturned.
Application	Family	The act of asking the court to make an order.
Asylum	IA	Appeals against a refusal to grant asylum, including asylum claims which raise Human Rights grounds.
Breaches	Magistrates'	Cases where the defendant has failed to stick to the conditions of an order which was previously imposed against them.
Case	Crown; Magistrates'	A case is counted based on a unique case number. This case may include multiple individuals and/or multiple offences.
Charge	Crown; Magistrates'	The type of offence that a defendant has been accused of. The Criminal Justice Act 2003 requires that the decision to charge a person for all but the most minor or routine offences is now undertaken by the CPS.
Child	Family	A person under the age of 18. After the age of 16, children are able to decide where to live, unless a residence or child arrangements order is in force.
Children Act 1989	Family	An Act to reform the law relating to children; to provide for local authority services for children in need and others; to amend the law with respect to children's homes, community homes, voluntary homes and voluntary organisations; to make provision with respect to fostering, child minding and day care for young children and adoption; and for connected purposes. Online Source Available here .
Circuit Judge	Crown; Civil	A judge who normally sits in the county court and/or Crown Court.
Civil Case	Civil	Cases that do not involve family matters or failure to pay council tax. These cases are mainly dealt with by county courts and typically relate to debt, the repossession of property, personal injury, the return of goods and insolvency. Particularly important, complex or substantial cases are dealt with in the high court.
Civil Case	Magistrates'	Although most magistrates' courts deal with criminal work, they also decide many civil matters, particularly in relation to family work. Magistrates' courts civil roles include dealing with cases such as non-payment of council tax.
Clearance	ET	Different term for a disposal in ET.
Completion	Crown; Magistrates'	When a case no longer requires any court time and a final decision is reached in either the magistrates' courts or the Crown Court.

		When a defendant's case is finished in the magistrates' courts, either when a final decision is reached or the case is passed to the Crown Court.
Court	Crown; Magistrates'; Civil; Family	Four different types of Court; magistrates' court, crown court, family court and youth court. These hold trials and hearings across different jurisdictions and offence types.
Crown Court	Crown	Single entity that sits at various court centres across England and Wales; it predominately deals with serious criminal cases. Unlike the magistrates' court, trials in the Crown Court have a jury to determine the guilt of defendants and a judge who can impose tougher sentences.
Defended	Civil	Cases where the respondent has chosen to defend against the claim made. Defended cases which are not settled or withdrawn generally result in a small claim hearing or trial.
Disposal	Crown; Magistrates'	A count of the number of cases only when all the offences have been completed (following a resulting validation process) in the reporting period. Disposals figures in this report may change if the case results are entered after the first collation of the data.
Disposal	ET; IA; SSCS	A disposal is the closure of a case when work has ceased to be done. This can be through a claim being withdrawn, settled, dismissed or being decided at a hearing.
Disposal	Family	A count of the number of cases, applications or children in which a decision has been made.
District Judge	Magistrates'	Legally qualified, paid, full-time professionals and are usually based in the larger cities. They normally hear the more complex or sensitive cases at the magistrates' court.
Duplicate Order	Family	Administrative duplication of entry on the same case.
Jurisdiction	All	Refers to the type of court or tribunal in which a case or claim has been sent.
Jurisdiction	ET	The Employment Tribunal powers to hear a claim are determined by legislation, with statutory provisions defining the ambit of the jurisdiction that can be covered by a claim to an Employment Tribunal.
Family Law Act 1996	Family	An Act to make provision with respect to: divorce and separation; legal aid in connection with mediation in disputes relating to family matters; proceedings in cases where marriages have broken down; rights of occupation of certain domestic premises; prevention of molestation; the inclusion in certain orders under the Children Act 1989 of provisions about the occupation of a dwelling-house; the transfer of tenancies between spouses and persons who have lived together as husband and wife; and for connected purposes. Online Source available here .
Hearing	ET; IA; SSCS	The hearing is a meeting at which the tribunal panel considers evidence (either orally or paper based) and reaches a decision (where the decision may be to adjourn or to agree a final outcome).
High Court	Civil	Appellate court where civil cases can be appealed and considered again.
In Country Claim	IA	Claims made by a claimant currently residing in the UK.
Indictable Only (IO)	Magistrates'	The most serious cases, such as murder and rape, which must be heard at the Crown Court. The involvement of the magistrates' courts in these cases is brief, and usually consists of a decision on

		whether to grant bail and consider other legal issues, such as reporting restrictions. The case is then sent to the Crown Court.
Interim Order	Family	An order that can be made prior to the final hearing. This order is given if there are reasonable grounds for believing that the child has suffered or is at risk of suffering significant harm.
Issued	Civil	When a claim is made, it is 'issued' to the defendant. This is when it is recognised by the court administrative systems.
Justice of the Peace	Magistrates'	Do not require formal legal qualifications, but will have undertaken a training programme, including court and prison visits, to develop the necessary skills. They are also given legal and procedural advice by qualified clerks (legal advisors).
Jurisdiction	All	The category of Court or Tribunal i.e. Crown Court.
Magistrates' Court	Magistrates'	The magistrates' court is the first tier of criminal courts in England and Wales and is presided over by three 'Justices of the Peace' (known as lay magistrates) or by a district judge.
Multiple Claims	ET	Multiple cases are where two or more people bring cases, involving one or more jurisdiction(s) usually against a single employer but not necessarily so, for instance in TUPE cases, and always arising out of the same or very similar circumstances. As a multiple, the cases are processed together.
Multiple-Lead Claim	ET	A multiple-lead claim is the claim that is assigned the lead (claimant) in a group of claims. Often the lead case will undergo the hearing, and the outcome will be applied to the other cases that comprise the group.
No-Order	Family	Method of application disposal, this is made if the court has applied the principle of non-intervention under section 1(5) of the Act. This provides that the court shall not make an order unless it considers that doing so would be better for the child than not making an order at all.
Offence	Crown; Magistrates'	The type of crime or breach of law that has been committed.
Order	Family	The document bearing the seal of the court recording its decision in a case.
Out of Country Claim	IA	Claims made by a claimant currently residing outside of the UK.
Outstanding	Crown; Magistrates'	Outstanding cases are counted as at the end of a period. The number of cases outstanding at the end of each period may not be equal to the sum of cases outstanding at the start of the period and those received during the period, minus those cases completed. This is due to the timing of the data extraction and the counting rules applied to this data.
Outstanding	ET; IA; SSCS	The number of cases outstanding at the end of the period and still waiting to be dealt with to completion. Can also be known as 'caseload'. There can be a number of live cases not included in the outstanding load that are awaiting action elsewhere.
Outstanding	Family	The number of cases, applications or children outstanding at the end of the period and still waiting to be dealt with to completion. Can also be known as 'caseload'.
Possession Type	Civil	Claims that refer to mortgage and landlord possession claims. These follow a different civil court process.
Private Law	Family	Refers to Children Act 1989 cases where two or more parties are trying to resolve a private dispute. This is commonly where parents have split-up and there is a disagreement about who their children should live with and who their children should have contact with, or otherwise spend time with and when.

Public Law	Family	Refers to Children Act 1989 cases where there are child welfare issues and a local authority, or an authorised person, is stepping in to protect the child and ensure they get the care they need. Brought forward by local authorities or an authorised person (currently only the National Society for the Prevention of Cruelty to Children (NSPCC)) to protect the child and ensure they get the care they need.
Receipt	Crown; Magistrates'	A case is counted as a receipt when a file is created and entered onto the respective courts administrative system (following a validation process). At the Crown Court this includes cases sent direct from magistrates' courts, bench warrants executed (trial and sentence only) and cases transferred in, less cases transferred out.
Receipt	ET; IA; SSCS	Volumetric term covering the acceptance of a case by a HMCTS Tribunal. Also known as a 'case' for Employment Tribunals.
Receipt	Family	A count of the number of cases, applications or children which have been received and entered onto the courts administrative system (following a validation process).
S31: Care & Supervision Orders	Family	Main type of Order that is applied for, which determines whether the child should be looked after or supervised by the local authority. Comprises the majority (two thirds of Public Law Applications).
S8: Care orders	Family	Refers to the relevant section of the Children Act 1989. This includes child arrangement orders determining who the child should live with and when and who a child should have contact with or spend time with.
Single Claim	ET	Single claims are made by a sole employee/worker, relating to alleged breaches of employment rights.
Small Claims	Civil	The "small claims track" is for less complex cases, which have claim values of up to £10,000 (or £1,000 for personal injury and housing disrepair cases). These require less preparation by the parties involved than the more complex cases allocated to the fast or multi track. The hearings are designed to be accessible to people who do not have representation by a solicitor or counsel, and are dealt with in about an hour.
Summary Cases	Magistrates'	The less serious cases, such as motoring offences and minor assaults, whereby the defendant is not usually entitled to trial by jury. These cases are therefore completed in the magistrates' courts. Summary offences are subdivided into Summary Motoring and Summary Non-Motoring cases.
Summary Motoring (SMO)	Magistrates'	Includes offences such as driving whilst disqualified, speeding and failure to stop.
Summary Non-Motoring (SNM)	Magistrates'	Includes offences such as TV license evasion, minor assaults and criminal damage where less than £5,000 worth of damage is caused.
Timeliness	All	Parameters that relate to the time taken for a case/claim to go through the respective jurisdictional court/tribunal system. Different measures have been chosen across the jurisdictions, as, after thorough consideration, these metrics are the most representative of the timeliness performance of the jurisdiction.
Triable-either-way (TEW)	Crown; Magistrates'	These are more serious than summary cases and can be dealt with either in the magistrates' court or before a judge and jury at

		the Crown Court. These cases include offences such as dangerous driving, and theft and handling stolen goods. A defendant can invoke their right to trial in the Crown Court, or the magistrates can decide that a case is sufficiently serious that it should be dealt with in the Crown Court where tougher sentences can be imposed if the defendant is found guilty.
Tribunal	ET; IA; SSCS	Institutions with the authority to judge, adjudicate or determine claims or disputes.
Withdrawn Order	Family	Method of application disposal, this can only be done by order of the court.
Workload	All	Measure of the throughput of a jurisdiction. The number of cases/claims entering the system, the number of cases/claims currently in the system and the number of cases/claims that have left the system.
Youth Proceedings	Magistrates'	These are proceedings of any type where the defendant is aged between 10 and 17.

Data Sources

Table 2 provides the data sources for each of the parameters reported in the published MI. These data sources are the names of the administrative/operational court systems that are used in case management. These data sources are collated, aggregated and assured to produce the published MI. In the majority of cases these data sources correspond to those used to produce the MoJ official statistics as well.

Table 2: Data Sources used to report Published MI

Jurisdiction	Parameter	Data Source	Notes
Crown	Receipts	CREST	-
	Disposals	CREST	-
	Outstanding	CREST	-
Magistrates	Receipts	Libra	-
	Disposals	Libra	-
	Outstanding	Libra	-
	Average Time from Charge to Disposal	JOST	-
Civil	Issued	Caseman	-
	Defended	Caseman	-
	Small Claims Time to Full Hearing	Caseman	-
Family (Private Law)	Receipts	FamilyMan	-
	Disposals	FamilyMan	-
	Outstanding	FamilyMan	-
	Average time from Receipt to Final Order for S8: Care Orders	FamilyMan	-
Family (Public Law)	Receipts	FamilyMan	-
	Disposals	FamilyMan	-
	Outstanding	FamilyMan	-
	Average time for Disposal for S31: Care & Supervision cases	FamilyMan	-
ET	Receipts	COIT	COIT system contains aggregated data from ETHOS database
	Disposals	COIT	COIT system contains aggregated data from ETHOS database
	Outstanding	COIT	COIT system contains aggregated data from ETHOS database

	Average Clearance Time (Weeks)	COIT	COIT system contains aggregated data from ETHOS database
IA	Receipts	ARIA	Extracted from aggregated database stored on the crystal report server
	Disposals	ARIA	Extracted from aggregated database stored on the crystal report server
	Outstanding	ARIA	Extracted from aggregated database stored on the crystal report server
	Average Time from Receipt to Disposal (Weeks)	ARIA	Extracted from aggregated database stored on the crystal report server
SSCS	Receipts	GAPS2	-
	Disposals	GAPS2	-
	Outstanding	GAPS2	-
	Average age of a Disposal (Weeks)	GAPS2	-

Comparison to MOJ Official Statistics

The MoJ official statistics either utilise the same data sources as the internally published statistics on the HMCTS One Performance Truth (OPT) database or directly takes prepared information by the teams at HMCTS which prepare OPT. However, when comparing these sets of figures there are minor differences.

These are largely attributed to timing differences of when the data has been taken from the administrative data sources. In some cases, there are definitional differences between the parameters used in the published MI and the MoJ official statistics.

Both reasons are explored further below for each jurisdiction and the magnitude of the expected difference has been provided.

Footnotes are provided on the MI publication tables which further allude to the differences between the reported parameters and the MoJ official statistics.

This analysis has been based on comparing five quarters of data from the MoJ official statistics (Jul-17 to Jul-18) across all jurisdictions, to aggregated monthly data from OPT for the corresponding time period. This was performed in Feb-19. Intervals of variation are estimates and may be liable to change.

Criminal Justice Statistics

Crown and magistrates' court data are released as national statistics in the Criminal Court Statistics Quarterly, which can be found [here](#). At the end of each quarter a new quarterly publication is promulgated, which adds the previous quarter's aggregated and quality assured statistics. The quarter before this is revised with updated figures, and the latest quarter is assigned (p) to indicate provisional values. In June each year, all the quarters in the previous financial year are finalised, with some small revisions to previous quarters.

Crown Court

In the first two quarters compared, there are negligible differences (<0.1%) in Workload parameters (Receipts/Disposals/Outstanding). In the last three quarters compared, a more significant difference is observed, with Outstanding claims indicating the maximum difference (>2%).

This indicates that the time of data extraction of the published MI and the national statistics is the reason why the figures differ. The first two quarters of the MOJ national statistics have had the entire dataset refreshed with figures from CREST, whereas the last three quarters have not yet.

When directly querying CREST, this was verified. Namely, that the workload parameters match the published MI directly and these figures would be used to refresh the previous financial year's data in Jun-19.

In summary, there is an expected difference between the published MI and MoJ national statistics; Receipts (0-1%), Disposals (0-1%) and Outstanding (0-2%). This is due to the time that the data is extracted from CREST. When the MoJ national statistics are refreshed at the end of the financial year, the figures match the published MI.

Magistrates' Court

A filter must be placed on the internal MI on OPT to filter the data to 'Criminal' only, excluding 'Civil' and 'Enforcement' cases.

Initial comparison of workload suggests large differences between the MoJ national statistics and the published MI (3-5% across all parameters). This is attributed to the inclusion of all offence types in the published MI, whereas the MoJ official statistics report only; Triable Either-Way (TEW), Indictable Only (IO), Summary Motoring (SMO), Summary Non-motoring (SNM) and Breaches. When applying this filter to the figures obtained on OPT, there is a significant reduction in the difference (<1%).

The remaining difference is attributed to timing differences based on the extraction of the workload parameters from Libra. This was verified by a piece of work undertaken within MoJ to compare the change in figures each month.

Timeliness (Charge to Disposal) is not explicitly reported in the MoJ official statistics. This can be calculated through the difference of 'Offence to Charge' and 'Offence to Completion'. These are both measured in days and need to be converted to weeks. However, the published MI reports a monthly average and thus should not be aggregated to quarters through further averaging. Instead, it is possible to group OPT into 'Quarter to Date' (QTD) and then compare the data. When comparing this to the MoJ national statistics, there are negligible differences (<0.4%).

Civil Justice Statistics

Civil cases dealt with at Civil or County courts are released as national statistics in the Civil Justice Statistics quarterly, which can be found [here](#). At the end of each quarter a new quarterly publication is promulgated, which adds the previous quarter's aggregated and quality assured statistics. The quarter before this is revised with updated figures, and the latest quarter is assigned (p) to indicate provisional values. There are some instances where significant variation can mean that more than one quarter is revised.

Issued

Initial comparison of parameters shows a significant difference across all quarters between the MoJ national statistics and the published MI (0.75 – 1.5%). This is attributed to the exclusion of certain possession types in the MoJ national statistics. Mortgage and Landlord Possession claims are reported in a separate publication and excluded from the Civil Justice statistics tables.

When applying the same filters to OPT to compare figures, these become negligible (<0.2%) across all quarters. This difference can be attributed to the timing differences based on the extraction of the workload parameter from Caseman.

Defended

Comparison between 'Defences' in the MoJ national statistics and 'Defended' from the published MI yield large differences across all the quarters (1-6%). This is attributed to a definitional difference in the terms. The MoJ national statistics count each instance of a defence on a claim, in which there

can be more than one defence on a claim. Whereas, the published MI counts only the number of claims defended. As such the published MI is expected to be lower than the MoJ national statistics.

This difference has been verified with specialist teams at MoJ who manage Family Court statistics.

Small Claims – Time to Full Hearing

The published MI can be compared to the Small Claims – Issue to Trial measure in the MoJ national statistics. However, the published MI reports a monthly average and thus should not be aggregated to quarters through further averaging. Instead it is possible to group OPT into 'Quarter to Date' (QTD) and then compare the data. When comparing this to the MoJ national statistics, there are negligible differences (<0.2%).

Family Court Statistics

Activity in the family courts are released as national statistics in the Family Court Statistics Quarterly, which can be found [here](#). At the end of each quarter a new quarterly publication is promulgated, which adds the previous quarter's aggregated and quality assured statistics.

Parameters by Child have been selected to be published as these are consistent with the key metric to which Family Court performance is measured. Outstanding caseload is not reported in the MoJ national statistics. Comparison of Receipts between the published MI and 'Applications' in the MoJ national statistics yield a substantial difference (3.5-6%). This is attributed to a definitional difference between the parameters. Multiple applications can be made per child and undergo an administrative process in which they are grouped into a single receipt per child. This accounts for the consistently higher applications in the MoJ national statistics than Receipts in the published MI. Comparison of Disposals in the published MI and Disposal (Court) Events in the MoJ national statistics indicate a very large difference, with the published MI consistently higher across all quarters (0.3 – 24%). This is attributed to the Disposals in the MoJ national statistics excluding specific order types which are included in the published MI, namely; withdrawn orders, duplicate orders, no-orders and interim orders. Analysis into the magnitude of these orders has given the difference in the disposals in each quarter.

Timeliness parameters reported in the published MI only look at Care Orders (Private Law) and Care & Supervision Orders (Public Law). These comprise the majority of orders that are applied for through the Family court system. Hence, this is the selected internal metric that is used to evaluate Timeliness in the family court system. This is consistent in Family Public law with the MoJ national statistics. Whereas, the Family Private Law parameter includes all Private Law case types in the MoJ national statistics which are excluded in the published MI. Comparison of the timeliness parameters should not be done directly from the published MI as aggregation to quarters would lead to averaging errors. Instead it is possible to group OPT into 'Quarter to Date' (QTD) and then compare the data. When this is done there is a negligible difference in both parameters (<0.1%).

The outlined differences have been agreed with the specialist Family team who produce the MoJ national statistics. The data reporting systems for Family Court are currently undergoing a transformation as they are more complex than other jurisdictions. This will bring closer alignment of the published MI and the MoJ national statistics.

Tribunals

Claims in the tribunals are summarised and released as official statistics in the Tribunals and gender recognition certificate statistics quarterly, which can be found [here](#). At the end of each quarter a new quarterly publication is promulgated, which adds the previous quarter's aggregated and quality assured statistics. In Q4 the figures for Q1, Q2 and Q3 of that year are revisited and updated, with the A4 figures revised and updated in Q1 of the following year.

ET

Comparison of the published MI workload parameters and the MoJ official statistics cannot be done directly. The workload parameters in the published MI are the summation of single and multiple lead receipts/disposals/outstanding, whereas these are reported individually as single and multiple receipt/disposal/outstanding in the MoJ official statistics. The motivation for the published MI workload parameters is to present an accurate representation of the actual workload through ET, as only single and multiple lead cases are heard. When comparing the published MI individually as single and multiple receipts/disposals/outstanding, there are significant differences in receipts (0.1 – 22.2%) and disposals (7.4 – 17.4%) and no differences in outstanding.

The difference in receipts is attributed to an administrative aggregation/disaggregation of single and multiple claims. At different stages in the ET process, single claims can be grouped into multiple claims and multiple claims can be split into single claims. When this occurs depends on a variety of factors including the operational procedure at the local tribunal level. As such a significant variation of this is expected, however there will be less variation over time. This is consistent with the difference seen with a much smaller difference in the first three quarters than the last two. Accurate comparisons between the published MI and the MOJ official statistics is not possible until Q4 where all previous quarters are revisited and updated.

The difference in disposals is attributed to the final date of a disposal taken. ET claims can have multiple jurisdictional reasons attached and these can be disposed at different points in the claim lifecycle. The method in which these are grouped and a final claim disposal date is taken differs between the MI and the MOJ official statistics. In the published MI, ET disposals are based upon the last disposal date of the claims, whereas the MOJ official statistics looks at the first decision date of the lead jurisdiction in the claims. By taking a summation of the difference between the published MI and the MoJ official statistics this can be validated with the overall difference between the 5 quarters negligible (<0.5%).

The timeliness parameter (Average Clearance Time) can be compared to the MoJ official statistics (Age at Case Clearance). However, the published MI reports a monthly average and thus should not be aggregated to quarters through further averaging. Instead it is possible to group OPT into 'Quarter to Date' (QTD) and then compare the data. When comparing these there are minor differences. This is attributable ET Clearance Time in the published MI reporting the time from receipt to disposal for each individual jurisdictional complaint on a single claim. Single claims can have multiple jurisdictional complaints, where each individual complaint could be disposed separately. The MOJ official statistics measure the overall clearance time from receipt to final judgement of a single claim.

IA

When comparing IA workload claims between the MoJ official statistics and the published MI there are negligible differences (<0.2%). This minor difference can be attributed to the can be attributed to the timing differences based on the extraction of the workload parameter from ARIA.

The timeliness parameter (Receipt to Disposal) in the published MI considers In country claims only. This drives a difference between this parameter and the MoJ official statistics (Age at Case Clearance). The published MI reports a monthly average and thus should not be aggregated to quarters through further averaging. Instead it is possible to group OPT into 'Quarter to Date' (QTD) and then compare the data. When comparing these for both In/Out country claims, they are accurate to the same number of decimal places (the MoJ officials' statistics are rounded to whole numbers, whereas the published MI reports figures to 1 decimal place).

SSCS

In the first 3 quarters compared there are negligible differences (<0.03%) in Receipts and Outstanding. However, a comparably significant difference in Disposals (>1%). Upon investigation this difference is attributable to how disposals are counted between the published MI and the MoJ official statistics. The MoJ official statistics counts a disposal as all claims that have undergone a clearance, whereas the published MI counts the number of cases disposed. When comparing the parameters using the same definition we obtain a negligible difference (<0.02%).

There is some variation in the last 2 quarters, this is indicative of data being refreshed at the end of the financial year. This will align the published MI and MoJ official statistics.

The timeliness parameter (Average age of Disposal) can be compared to the MoJ official statistics (Age at Case Clearance). However, the published MI reports a monthly average and thus should not be aggregated to quarters through further averaging. Instead it is possible to group OPT into 'Quarter to Date' (QTD) and compare. When comparing these they are accurate to the same number of decimal places (the MoJ official statistics are rounded to whole numbers, whereas the published MI reports figures to 1 decimal place).

Publication Schedule

The published MI is released on the 2nd Thursday of each month. The full publication schedule has been released [here](#). Any change in the publication schedule will be announced on the schedule page with as much notice as possible.

Voluntary Compliance: Code of Practice for Statistics

Although the published MI are not official statistics or national statistics, where possible we follow the Code of Practice (CoP) for Statistics, which can be found [here](#). This was published in February 2018 to set standards for organisations in producing and publishing official statistics and ensure that statistics service the public good. The code is built around three main concepts, or pillars:

- Trustworthiness – is about having confidence in the people and organisations that publish statistics.
- Quality – is about using data and methods that produce assured statistics.
- Value – is about publishing statistics that support society's needs for information.

A statement of voluntary compliance, which details how these three pillars are met is provided [here](#).

Further Information

Related Publications

Below are links to related publications to the published MI. These include links to the official statistics which provides the definitive position on the parameters and the Office of National Statistics (ONS) Code of Practice (CoP) for Statistics.

MoJ Official Statistics

The Ministry of Justice publishes a range of statistics relating to the operation of the criminal and civil justice systems, on aspects of criminal justice policy, and on other areas of the department's responsibility. The holding page for these is located [here](#).

Civil Justice Statistics

A quarterly bulletin presenting statistics relating to civil cases and judicial reviews is provided [here](#).

The figures give a summary overview of the volume of civil and judicial review cases dealt with by the courts over time and the overall timeliness of these cases.

It is used to monitor court workloads, to assist in the development of policy and their subsequent monitoring and evaluation.

Criminal Court Statistics

A quarterly bulletin presenting statistics on cases in the magistrates' courts and Crown Court and, from March 2017, includes language interpreter and translation services statistics is provided [here](#).

These reports present the latest statistics on type and volume of cases that are received and processed through the criminal court system of England and Wales. The figures give a summary overview of the volume of cases dealt with by these courts over time, with statistics also broken down for the main types of case involved.

Also published are detailed breakdowns of the headline court caseload and timeliness statistics, broken down by court or Local Justice Area.

Family Court Statistics

A quarterly bulletin presenting a collection of national statistics on activity in the family courts of England and Wales is provided [here](#).

The figures in this collection give a summary overview of the volume of cases dealt with by these courts over time, with statistics also broken down for the main types of case involved.

Tribunals Statistics

A quarterly bulletin presenting tribunal statistics is provided [here](#).

The figures in Tribunals Statistics Quarterly are the official statistics for a given period. They are based on information extracted and quality assured by HMCTS prior to publication. It is the current policy with this publication to revise figures on an annual basis, for the end of financial year figures published in June.

The quarterly publication covers ET, IA, SSCS in addition to a variety of other 'Special' tribunals.

Code of Practice for Statistics

The UK statistics authority provides documentation, guidance and examples of application of the Code of Practice (CoP) for Statistics. This can be found [here](#).

Acronyms and Abbreviations

Acronym or Abbreviation	Meaning
IA	Immigration & Asylum
CREST	Crown Court Electronic Support System
ET	Employment Tribunal
SSCS	Social Security and Child Support
MOJ	Ministry of Justice
HMCTS	Her Majesty's Courts and Tribunals Service
MI	Management Information
NSPCC	National Society for the Prevention of Cruelty to Children
OSR	Office for Statistical Regulation
ONS	Office for National Statistics
CoP	Code of Practice
OPT	One Performance Truth
TEW	Triable-Either-Way
IO	Indictable Only
SMO	Summary Motoring Offences
SNM	Summary Non-Motoring

FYTD	Financial Year To Date
QTD	Quarter To Date