Request for SRS:

Output from Project

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| Work Instructions   1. Check that the output complies with your project’s permissions and scope. Only elements necessary for the completion of the project should be cleared. 2. Apply appropriate Statistical Disclosure Control (SDC). Your Safe Researcher Training (SRT) will cover how this should be applied. 3. Prepare all underlying, unweighted counts that were used to create the output. 4. Prepare any supplementary material that will aid staff when checking your output. 5. Complete all relevant sections of the output form. 6. For outputs from inside the SRS:    1. Put the output form, output, underlying counts, and any supplementary material in an appropriately named folder in the ‘Ready for Checking’ folder of your project space.    2. Email SRS Statistical Support ([statistical.support@ons.gov.uk](mailto:statistical.support@ons.gov.uk)) with:       1. The email header containing project number and request type (Code, Pre-publication, or Publication level)   e.g., ’Project 1234567 Publication request’   * + 1. The email body containing the 7-digit project number, request type (Code, Pre-publication, or Publication level), and any special considerations.  1. For outputs from outside of the SRS:    1. Email SRS Statistical Support ([statistical.support@ons.gov.uk](mailto:statistical.support@ons.gov.uk)) with:       1. The email header containing the 7-digit project number and request type (Code, Pre-publication, or Publication level)   e.g., ’Project 1234567 Publication request’   * + 1. The email body containing the 7-digit project number, request type (Code, Pre-publication, or Publication level), and any special considerations.     2. The output form attached.     3. The output, underlying counts, and any supplementary material attached or linked.   NOTE:   * Your files will not be cleared unless accompanied by a properly completed copy of this form. * Clearance is only granted following written confirmation from SRS Statistical Support. * Failure to comply with any the requirements issued with each clearance or with the requirements of your project and dataset may result in your accredited researcher status being revoked. * See the ‘SRS Researcher Output Clearance Guidance’ for detailed output guidance. |

# Section 1 – Researcher & project details

1.1 Enter your details.

Name: Nick Jacob

Email: nick.jacob@london.gov.uk

Phone number: 07855 943336

Project number: 1006953

1.2 Please confirm whether....  
 ‘I (the requester) am a named researcher on the project for which the files are to be cleared’

# Section 2 – Describe output & request

2.1 Please provide a description of your work, including statistical measures used and variables used:

This data extracts employee jobs numbers in London local authorities using BRES data for 2020 (revised version) and 2021 (preliminary version) by SIC section, and for Section G, by division (45, 46 and 47). It is an annual update.

2.2 Please provide the name, description, and location (file path inside the SRS) or link of the output files and any supplementary files to aid the clearance. If files are attached to the request email, then state this. Please state clearly whether each file is “for clearance” or is “supplementary to aid clearance and not for clearance”.

Folder path P:\ReadyForChecking\Nick Jacob\2022-12-20

Folders and files:  
‘for intermediate checks’ is supplementary to aid clearance and not for release  
‘for publication’ contains the two files (one each for 2020 and 2021 results) for release.

2.3 Which of the following clearance levels are you requesting for the output from your project?

NOTE – only one clearance level is permitted for each output form.

Code clearance.   
 Pre-publication clearance. If so, please confirm that:  
  ‘I understand that I have responsibility for the deletion of this data (in all its forms including a derivation) at the end of my project.’   
 Publication clearance. If so, please confirm that:  
  ‘I agree to send a copy/link of the final published outputs once published to [IDS.impact@ons.gov.uk](mailto:IDS.impact@ons.gov.uk) (or report outputs [here](https://docs.google.com/forms/d/e/1FAIpQLSeij7_2AMUPgepJOGW47Sqnc3Iahrk2fOx08MM7Hc-rWubqMg/viewform) [URLs are also listed in Section 6]), as per the agreement set out in my project application.’

2.4 Please provide a justification for the requested level of clearance.

We use these figures to update GLA’s borough-by-sector jobs series that goes back to 1971

2.5 All outputs taken out of the SRS must be within the agreed scope of your project. Please confirm that these outputs:

Are needed to answer the research questions specified in your project application or to inform work related to this research project  
 Do not change the purpose of your research  
 Will only be used as part of your research project

# Section 3 – Output History

3.1 Please list all the datasets that were used in generating the output. SRS datasets should be as named in the Metadata Catalogue ([www.ons.metadata.works](http://www.ons.metadata.works)). If possible, please also supply the dataset Digital Object Identifier (DOI) as listed on the Metadata Catalogue. Ingested data and datasets used external to the SRS should be listed with their origin.

BRES 10.57906/m3dm-jp03

3.2 Is this an update to a previously submitted clearance file?  
 No  
 Yes  
If yes, please provide the 5-digit STATS identification number(s) for previous output(s) and describe / highlight changes since the last submission.

STATS 10864  
Outputs use the new BRES files – the revised 2020 file and the new (provisional 2021 file)

# Section 4 – Output content

4.1 Please confirm that you have ensured that the output and any supplementary material contain relevant and sufficient titles / labels / descriptions to aid Statistical Support Officers checking your output.

I confirm the above.

4.2 Please confirm that the output contains unweighted counts, as well as weighted counts if weights have been used (e.g., data visualisations, ranks, percentiles, min/max values, etc).

I confirm the above.  
 Counts and unweighted counts are not applicable for this output (if selected then skip Section 4.3).

4.3 Please specify how you will provide the counts (you can select more than one answer)

Unweighted counts are directly included within the output.  
 I have supplied a supplementary document which contains the underlying counts .  
 I have added comments in the margin of the output which contain the underlying counts and I approve that these comments may be deleted by the checking officer).  
 I have attached a copy of a previously cleared output(s) used to make this output and highlighted how the previous clearances correspond to this new request.  
 Other (please describe below).

The ‘intermediate’ files show:

* Basic disclosure control work in the middle sheets. This includes checks for low values and checks on the number of observations.

The ‘for publication’ files show our proposed output

Note – As in our last outputs of this data source (on 11 January 2021 and 22 January 2022), in cases with a low number (<20) of firm observations in a cell), we have checked for dominance and in response to concerns have rounded the employee numbers in each cell to the nearest 100.

In this release, this affects two observations in sector O in 2021 and one in sector O in 2020. Both cells are highlighted in red with the original in the supplementary file and the rounded number in the publication file. We are not extracting row or column totals so this does not entail any secondary disclosure.

4.4 Does this file contain statistical results or interpretation based on data NOT held in the SRS (e.g., publicly available data external to the SRS)? Note - you should select ‘Yes’ if that data has been ingested into your SRS project even if it is available outside of the SRS in any way.   
 No – please continue to section 6  
 Yes  
If yes, please list all outputs (including figures, graphs, tables etc.), pages, or slides that contain statistical results based on ONS SRS data.

# Section 5 – Notes

THIS SECTION IS VOLUNTARY

5.1 If you have additional notes that would be helpful for us to process your request then please add them below.

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| Section 6 – Miscellaneous & Links  * Metadata Catalogue:   + [www.ons.metadata.works](http://www.ons.metadata.works) * Information on using the SRS:   + <https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/secureresearchservice> * Contact SRS Statistical Support for SDC queries or if you are in any doubt about whether content needs to be cleared   + [statistical.support@ons.gov.uk](mailto:statistical.support@ons.gov.uk) * Contact SRS Customer Support for all other queries:   + [srs.customer.support@ons.gov.uk](mailto:srs.customer.support@ons.gov.uk) * The SDC Handbook produced by the Safe Data Access Professionals network:   + <https://securedatagroup.org/sdc-handbook/>). * Every output will be considered in isolation. This means for each output we must be provided with the underlying counts for all contained SRS data even if the output has previously been cleared. * Do not assume that checking officers have any prior knowledge of your project, output, or data format. * It is the responsibility of the researcher to ensure compliance with clearance levels and appropriate use of their outputs. |