

Statement of Administrative Sources



Annex A: Information on administrative source

Enquiries	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: enquiries@ic.nhs.uk
Name of Administrative Source	ESR (Electronic Staff Record)
Section 1: Collection	<p><i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i></p> <p>Data is captured by NHS bodies' HR departments as part of the recruitment and employment processes of NHS employers.</p>
Section 2: Quality assurance	<p><i>Please give details of any arrangements for auditing the quality of administrative data from this system which is used for statistical purposes</i></p> <p>ESR comprises two separate IT systems:</p> <ul style="list-style-type: none">• Core ESR, the payroll system used by the vast majority of NHS employers in England• ESR data warehouse, a management information system, fed by core ESR each month. <p>Both have validation systems in place, which may be used by employers to check the validity of their data.</p>

Information provided is believed to be correct as of March 2011 and may be subject to change.

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Section 3: Application	<p><i>Please give a description of each of the main applications/uses to which the administrative or management data are put before they are transformed into official statistics</i></p> <p>Apart from operational uses (paying staff, etc.), the data is also used for:</p> <ul style="list-style-type: none"> • Policy development and monitoring • Local performance management and benchmarking • Data quality improvement • Workforce planning (national and local) • Healthcare commissioning
Section 4: Access and Dissemination	<p><i>Please provide a summary of the arrangements put in place for sharing and disseminating the administrative/management data during the period before they are converted into Official Statistics</i></p> <p>Information is aggregated and only made available to nominated NHS users in a web-based analytical tool. NHS users are required to register and agree to the terms and conditions of use, which includes agreeing the use of data for management information purposes only. Each user nomination is approved by a senior member of staff in their employing organisation. (An employing organisation can be either DH or NHS employer organisations)</p> <p>NHS IC Statistical Governance policy available from www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Freedom of Information process available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “Freedom of Information Process”)</p> <p>Link to National Statistician’s Guidance: Use of Administrative or Management Information http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</p> <p>NHS IC Data Access and Information Sharing Policy available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “IG policies and procedures”)</p>

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	NHS IC Information Governance Legal Compliance Policy available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “IG policies and procedures”)	
	Specify if shared Inside/Outside The NHS IC	Information shared with nominated users within the NHS family and DH.
	Range	Nominated users within NHS employer organisations. Anticipated to be HR and workforce planning staff.
	Nature	Management Information purposes e.g. benchmarking and data quality assurance
	Timing	Monthly, 2 months after the month to which it relates
Section 5: Non-statistical publication	<p><i>Please provide a summary of any exceptional arrangements put in place for placing the administrative/management data in the public domain during the period before they are converted into official statistics. If none, please state None.</i></p> <p>None</p>	
Section 6: Statistical publication	<p><i>Please provide a list of each of the ‘Official’ or ‘National’ statistics series derived from this system.</i></p> <p>Monthly statistical publication for headcount, full time equivalent, role count and turnover of NHS Hospital and Community Health Service (HCHS) staff groups working in England (excluding primary care staff).</p> <p>Quarterly statistical publications for NHS Staff Earnings Estimates and Sickness Absence Rates in the NHS.</p> <p>Annual statistical publications of the workforce census comprising:</p> <ul style="list-style-type: none"> • NHS Hospital and Community Health Services - Non-Medical Staff - England • NHS Hospital and Community Health Services - Medical Staff - England • General and Personal Medical Services - England 	

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	NHS IC publications calendar: http://www.ic.nhs.uk/publicationscalendar
Section 7: Synergies	<p><i>Please provide a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications.</i></p> <p>None.</p>
Section 8: Security/Data Protection arrangements	<p><i>Please explain any additional arrangements for ensuring the security of statistical processes that draw on administrative data other than those listed below eg: any data sharing agreements, relevant legislation.</i></p> <p>NHS IC Statistical Governance policy available from www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “IG policies and procedures”)</p> <p>ONS Confidentiality Guidance and working papers http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/</p> <p>NHS IC Freedom of Information process available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “Freedom of Information Process”)</p>

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