

## Statement of Administrative Sources



### Annex A: Information on administrative source

<b>Enquiries</b>	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: <a href="mailto:enquiries@ic.nhs.uk">enquiries@ic.nhs.uk</a>
<b>Name of Administrative Source</b>	Council finance systems
<b>Section 1: Collection</b>	<i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i>  Councils record finance transactions for accounting and audit purposes.
<b>Section 2: Quality assurance</b>	<i>Please give details of any arrangements for auditing the quality of administrative data from this system which is used for statistical purposes</i>  Council finance records will be party to internal and external auditing.
<b>Section 3: Application</b>	<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>  This information is used in the day to day management of finances:

Information provided is believed to be correct as of Feb 2012 and may be subject to change.

Copyright © 2013, Re-used with the permission of The Health and Social Care Information Centre. All rights reserved.

	<ul style="list-style-type: none"> <li>• Monitoring Budgets</li> <li>• Planning and Commissioning Services</li> </ul> <p>This information is used for performance measurement which includes:</p> <ul style="list-style-type: none"> <li>• Users and Uses annex published within the report</li> <li>• Local Area Agreement's (LAA's)</li> <li>• Feeds into 1 National Indicator for adult social care services</li> <li>• The Care Quality Commission (CQC) performance assessment of councils with adult social services responsibilities (CASSR's)</li> <li>• Local financial accountability</li> </ul>
<p><b>Section 4: Access and Dissemination</b></p>	<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>The NHS Information Centre also provides management information via the National Adult Social Care Intelligence Service (NASICIS). Councils have access to raw unvalidated data via NASICIS before it is published.</p> <p>NHS IC Statistical Governance policy available from <a href="http://www.ic.nhs.uk/publicationscalendar">www.ic.nhs.uk/publicationscalendar</a> (then click on "Statistical Governance Policy")</p> <p>NHS IC Freedom of Information process available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on "Freedom of Information Process")</p> <p>Link to National Statistician's Guidance: Use of Administrative or Management Information  <a href="http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html">http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</a></p> <p>NHS IC Data Access and Information Sharing Policy available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on "Data access information sharing policy")</p>

Information provided is believed to be correct as of Feb 2012 and may be subject to change.

	<p>NHS IC Information Governance Legal Compliance Policy available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on "Information governance legal compliance")</p>	
Specify if shared Inside/Outside The NHS IC	<p>The NHS IC share information with the Chartered Institute for Public Finance and Accounting (CIPFA) prior to publication for Quality Assurance and subsequent Publication.</p> <p>If requested, unpublished data may be released in line with National Statistics code of practice</p> <p>Councils may share their information with external research organisations if they choose to out source benchmarking. Councils may also share information with their neighbouring councils assess performance and promote best practice.</p>	
Range	<p>This may include sharing it with other stakeholders e.g. other CASSR's, Government Office Regions and Senior Officials in the Department of Health, CIPFA and the Care Quality Commission.</p>	
Nature	<p>Management Information purposes and performance monitoring.</p>	
Timing	<p>If requested, the NHS IC shares information with other organisations (for Management Information) and CIPFA (for Management Information and 3<sup>rd</sup> party publication) more than 24 hours prior to publication and in line with National Statistics code of practice.</p> <p>The councils may share information throughout the year for operational reasons.</p>	

Information provided is believed to be correct as of Feb 2012 and may be subject to change.

Copyright © 2013, Re-used with the permission of The Health and Social Care Information Centre. All rights reserved.

<b>Section 5: Non-statistical publication</b>	<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>	
<b>Section 6: Statistical publication</b>	<p><i>Please provide a list of each of the 'Official' or 'National' statistics series derived from this system.</i></p> <ul style="list-style-type: none"> <li>• Personal Social Services Expenditure and Unit Costs, England</li> <li>• Social Care and Mental Health Indicators from the National Indicator Set</li> <li>• Adult Social Care Survey, England</li> <li>• Adult Social Care Outcomes Framework from 2011-12 onwards</li> </ul> <p>NHS IC publications calendar: <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a></p>	
<b>Section 7: Synergies</b>	<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>The Chartered Institute for Public Finance and Accounting (CIPFA) publish information once it has been published by the NHS IC.</p>	
<b>Section 8: Security/Data Protection arrangements</b>	<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>There is a data sharing agreement in place between the NHS IC and CIPFA for the data collection (PSS Ex1) which is collated using the council finance records.</p> <p>Relevant IG polices:</p>	

Information provided is believed to be correct as of Feb 2012 and may be subject to change.

	<p>NHS IC Statistical Governance policy available from <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a> (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a> (then click on “Small Numbers Procedure”)</p> <p>ONS Confidentiality Guidance and working papers <a href="http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/">http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/</a></p> <p>NHS IC Freedom of Information process available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Freedom of Information Process”)</p>
--	---

Information provided is believed to be correct as of Feb 2012 and may be subject to change.

Copyright © 2013, Re-used with the permission of The Health and Social Care Information Centre. All rights reserved.