

Statement of Administrative Sources



Annex A: Information on administrative source

Enquiries	Please contact the NHS IC Contact centre Telephone: 0845 300 6016 and email: enquiries@ic.nhs.uk
Name of Administrative Source	GP Quarterly Payments and Registrations System (Exeter Payments System) and is supplied by the Exeter Payments Bureau; NHAIS administered by Connecting for Health.
Section 1: Collection	<i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i> Data input by Primary Care Trusts (PCT) & shared service agencies on behalf of PCTs into the Exeter Payments System from information submitted by GP practices.
Section 2: Quality assurance	<i>Please give details of any arrangements for auditing the quality of administrative data from this system which is used for statistical purposes</i> Validation carried out upon submission. Organisation Data Services(ODS) (part of NHS Connecting for Health) exercise quality control over the data system
Section 3: Application	<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> The primary use of this data is for transfer of payments via the relevant Primary Care Trust. Information made available to PCTs to monitor contract performance.

Information provided is believed to be correct as of May 2010 and may be subject to change.

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<p>Section 4: Access and Dissemination</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>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the terms and conditions of use, which includes agreeing the use of data for management information purposes only and not for publication. 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 http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (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 http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Data access information sharing policy”)</p> <p>NHS IC Information Governance Legal Compliance Policy available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Information governance legal compliance”)</p>
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	Specify if shared Inside/Outside The NHS IC	DH workforce team
	Range	Senior officials at DH
	Nature	Management Information purposes only.
	Timing	On request, information shared for management information purposes
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>Annual statistical publications of the workforce census comprising:</p> <ul style="list-style-type: none"> • General & Personal Medical Services England • General & Personal Medical Services Detailed Results England at 30 September. • Attribution Dataset – GP Registered Populations <p>NHS IC publications calendar: http://www.ic.nhs.uk/publicationscalendar</p>	
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>The same source is used but in a different way to produce information in support of lists of GPs in NHS Choices. The underlying purpose is not statistical.</p>	

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<p>Section 8: Security/Data Protection arrangements</p>	<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>Relevant IG policies:</p> <p>NHS IC Statistical Governance policy available from http://www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from http://www.ic.nhs.uk/publicationscalendar (then click on “Small Numbers Procedure”)</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 http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Freedom of Information Process”)</p>
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