

## Statement of Administrative Sources

### Annex A: Information on administrative source

<b>Enquiries</b>	Please contact the Health and Social Care Information Centre (HSCIC) Contact centre Telephone: 0300 3035678 and email: <a href="mailto:enquiries@hscic.gov.uk">enquiries@hscic.gov.uk</a>
<b>Name of Administrative Source</b>	SSDA702 on-line form
<b>Section 1: Collection</b>	<p><i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i></p> <p>Annual, aggregate data collection on the numbers of people subject to guardianship under Sections 7 and 37 of the Mental Health Act 1983. Data is collected from Councils with Social Services responsibilities. Information collected includes data on main disorder, source, gender and relationship of the guardian.</p>
<b>Section 2: Quality assurance</b>	<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>It is expected that the Councils will have robust governance arrangements, including data management protocols, in place to assure their Board and independent auditors that all data submitted as part of the Guardianship return is measured and recorded in accordance with the related guidance.</p>

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	<p>In addition, rigorous data validation is carried out upon submission of the data to the HSCIC's Omnibus web tool, as well as subsequent offline validation against reference data.</p>
<p><b>Section 3: Application</b></p>	<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>The aggregate data will be derived from Local Authorities' own records of uses of Section 7 and 37 of the Mental Health Act, under which a person may be subject to Guardianship. These will have various operational uses such as:</p> <ul style="list-style-type: none"> <li>• policy development and monitoring</li> <li>• local performance monitoring and benchmarking</li> <li>• data quality improvement</li> </ul> <p>Once received and validated by the HSCIC's Omnibus team they are handed over to the HSCIC's Adult Social Care Statistics team to analyse and publish.</p>
<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>Validated datasets are shared within the HSCIC's production teams as data become available. Pre-release access to statistics produced from the SSDA702 prior to publication under the terms of the HSCIC's Statistical Governance Policy, as requested and approved for briefing purposes.</p> <p>HSCIC Statistical Governance policy available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (See Statistical Governance Policy under User Documents)</p>

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	<p>HSCIC Freedom of Information process available from <a href="http://www.hscic.gov.uk/foi">http://www.hscic.gov.uk/foi</a></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>HSCIC Information Governance Statement of Compliance Policy available from <a href="http://systems.hscic.gov.uk/infogov/igsoc/background/index_html">http://systems.hscic.gov.uk/infogov/igsoc/background/index_html</a></p>	
	Specify if shared Inside/Outside The HSCIC	Data shared within HSCIC and outside with DH as described above.
	Range	Internally the data are shared between the Adult Social Care Statistics Team and the Omnibus Team. Externally the data are shared with DH policy lead for QA purposes.
	Nature	Analysis and preparing publication – internal. DH for Quality assurance.
	Timing	Data collected and published annually. Sharing with DH policy lead 24 hours before publication (pre-release).
<b>Section 5: Non-statistical publication</b>	<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>	

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	None
<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> <p>Guardianship under the Mental Health Act 1983</p> <p>HSCIC publications calendar: <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</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>None</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</i></p> <p>All HSCIC policies for data security/protection are followed. There are no additional arrangements in place.</p> <p>Relevant IG policies:</p> <p>HSCIC Statistical Governance policy available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (See Statistical Governance Policy under User Documents)</p> <p>HSCIC Small numbers Procedure available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (See Disclosure Control Procedure under User Documents)</p>

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	<p>ONS Confidentiality Guidance and working papers <a href="http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html">http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html</a></p> <p>HSCIC Freedom of Information process available from <a href="http://www.hscic.gov.uk/foi">http://www.hscic.gov.uk/foi</a></p>
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