

Statement of Administrative Sources

Annex A: Information on administrative source

Enquiries	Please contact the Health and Social Care Information Centre (HSCIC) Contact centre Telephone: 0300 3035678 and email: enquiries@hscic.gov.uk
Name of Administrative Source	ONS 2011 Census
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>Census statistics help paint a picture of the nation and how we live. They provide a detailed snapshot of the population and its characteristics.</p> <p>The 2011 Census of England and Wales took place on 27th March 2011 with a number of new approaches designed to improve census return rates in all areas and with all population groups.</p> <p>Preaddressed questionnaires were posted out to all households using a specially developed national address register. Participants could either return the questionnaire by post or online.</p> <p>Reponses were receipted daily and this information was then uploaded onto the questionnaire tracking system. This enabled the identification of households for follow-up where a questionnaire had not been returned or completed online.</p>

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<p>Section 2: Quality assurance</p>	<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>The key points in the ONS QA process are as follows;</p> <ul style="list-style-type: none"> • A range of quality assurance panels reviewed estimates at varying levels of detail, including different geographic levels. • The quality assurance process considered a range of evidence, including comparison to administrative data sources. • Census estimates included in the quality assurance included persons and their key characteristics (students, armed forces and ethnicity). • Estimates of households occupied by usual residents were also quality assured. • The QA process identified issues which were adjusted for in the data processing • Analysis explained inconsistencies with the comparator data against which census estimates were evaluated.
<p>Section 3: Application</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>Census data underpins funding allocation to provide public services.</p>

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Section 4: Access and Dissemination	<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>	
	HSCIC Statistical Governance policy available from http://www.hscic.gov.uk/pubs/calendar (See Statistical Governance Policy under User Documents)	
	HSCIC Freedom of Information process available from http://www.hscic.gov.uk/foi	
	Link to National Statistician’s Guidance: Use of Administrative or Management Information http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html	
	HSCIC Information Governance Statement of Compliance Policy available from http://systems.hscic.gov.uk/infogov/igsoc/background/index.html	
Specify if shared Inside/Outside The HSCIC	Shared within the HSCIC and available publically	
Range	Statistical staff within the HSCIC	
Nature	For use in the production of Official Statistics by the HSCIC	
Timing	Data was published in 2011	

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<p>Section 5: Non-statistical publication</p>	<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 other than by data owners as above.</p>
<p>Section 6: Statistical publication</p>	<p><i>Please provide a list of each of the 'Official' or 'National' statistics series derived from this system.</i></p> <p>HSCIC publications calendar: http://www.hscic.gov.uk/pubs/calendar</p> <p>Clinical Commissioning Group Outcomes Indicator Set (CCG OIS) – Publications</p>
<p>Section 7: Synergies</p>	<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 prior to Publication</p>

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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</i></p> <p>Relevant IG polices:</p> <p>HSCIC Statistical Governance policy available from http://www.hscic.gov.uk/pubs/calendar(then click on “Statistical Governance Policy”)</p> <p>HSCIC Disclosure control Procedure available from http://www.hscic.gov.uk/pubs/calendar (then click on “Disclosure Control Procedure”)</p> <p>ONS Confidentiality Guidance and working papers http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html</p> <p>HSCIC Freedom of Information process available from http://www.hscic.gov.uk/foi</p>
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