

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	Patient Environment Action Team
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>PEAT data is extracted from the Estates and Facilities Management (EFM) system. All participating organisations submit data through an on-line reporting system.</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>No formal auditing is undertaken. The design of the reporting system ensures that 'out-of-range' entries cannot be made. Guidance is issued to all participating organisations on the organisation and completion of the assessment, which is undertaken to a standard format by all organisations.</p>

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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>Data is used by the Care Quality Commission to inform their Quality and Risk Profiling processes through which the performance of NHS organisations is monitored. It will also be used by individual organisations for planning and capital investment programmes to ensure the appropriate management of the Estates and Facilities function.</p>
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>Individual organisations receive notification of the outcome of the process <u>for their organisation only</u> prior to the full publication</p> <p>The data is shared with the Care Quality Commission who use it for management purposes in their Quality and Risk Profiling (QRP) process.</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>

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	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")	
	Specify if shared Inside/Outside The NHS IC	Results shared with individual organisations for their own outcomes only Shared with Care Quality Commission ("CQC") for management purposes.
	Range	1 - Chief Executives (NHS Trusts), PEAT contacts (independent hospitals) 2 - Analytical Staff within the CQC's Intelligence (Quality and Risk Profile – "QRP") section
	Nature	1 - To provide the opportunity to challenge/question the outcome 2 - To inform the QRP process
	Timing	Collected and published annually. Results are notified to organisations in May annually and data shared with the CQC annually in June.
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>Patient Environment Action Team (PEAT)</p> <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>None</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 eg: any data sharing agreements, relevant legislation.</i></p> <p>All NHS IC policies for Data Security/Protection are followed. There are no additional arrangements in place.</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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