

## 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>	Scottish Health Boards audited statutory accounts
<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>Health Boards collate information on investment in general practice and send this to the Scottish Government as part of the audited statutory accounts package. Summary level information is then made available to the NHS IC to produce detailed information on investment.</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>As part of the annual statutory accounts in Scotland, the data is audited by appointed auditors.</p>

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<b>Section 3: Application</b>	<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 provided to the Scottish Government and used to monitor investment in General Practice</p>
<b>Section 4: Access and Dissemination</b>	<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>Investment in General Practice data (at a national level) is shared by the Scottish Government with the NHS IC to use in a publication</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> <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>

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	Specify if shared Inside/Outside The NHS IC	<ol style="list-style-type: none"> <li>1. Data is not shared within the NHS IC beyond the statistical processing team.</li> <li>2. NHS Board accounts are laid before parliament and are published (at a high level) prior to NHS IC publication</li> <li>3. Technical Steering Committee (TSC). TSC is chaired by the NHS IC and has representation from the four UK Health Departments, NHS Employers and the British Medical Association.</li> </ol>
	Range	<ol style="list-style-type: none"> <li>1. Statistical staff at the NHS IC</li> <li>2. NHS Boards accounts published for use by ministers, NHS managers and the public.</li> <li>3. TSC</li> </ol>
	Nature	<ol style="list-style-type: none"> <li>1. Used by NHS IC for validation of investment figures</li> <li>2. Unknown what the NHS Board accounts are used for.</li> <li>3. Issued to TSC for QA purposes</li> </ol>
	Timing	<ol style="list-style-type: none"> <li>1. Received by NHS IC annually, c. June/July</li> <li>2. Unknown when accounts are published.</li> <li>3. Issued by NHS IC to TSC in July – September annually</li> </ol>
<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> <p>Investment in General Practice – partial source</p> <p>NHS IC publications calendar: <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a></p>	

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<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>Other statistical publication/products are not produced using this data as far as we know</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>Data is only shared with TSC for QA purposes which follow the restricted statistics rules and regulations pre publication</p> <p>Relevant IG polices:</p> <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>

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