

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	Social Services Department Human Resources records
Section 1: Collection	<i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i> Human Resources systems are used in the day to day management of councils staffing and resources.
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> Councils routinely carry out data cleaning exercises on their systems to ensure the data is current. Analysis of data at team level is used by councils to monitor quality.

Information provided is believed to be correct as of January 2013 and may be subject to change.

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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>This information is used in the day to day management of human resources:</p> <ul style="list-style-type: none"> • Equality Monitoring • Staffing numbers • Sickness absence monitoring • Workforce planning <p>This information is used for performance measurement which includes:</p> <ul style="list-style-type: none"> • The Care Quality Commission (CQC) performance assessment of councils with adult social services responsibilities (CASSR's).
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>The NHS IC does not share the statistics in their final form prior to publication.</p> <p>The data collection system is run by Skills for Care (SfC). At any time, including prior to publication of the NHS IC's derived official statistics, data from the system is made available to users through the SfC website and is used by SfC to answer ad-hoc requests including briefing requests from the Department of Health.</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>

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	<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>
Specify if shared Inside/Outside The NHS IC	<p>The data is actually provided by councils to the National Minimum Dataset for Social Care (NMDS-SC) which is operated by Skills for Care (SfC). SfC carry out the data collection, validation and analysis of the data before passing a draft report to the NHS IC for publication.</p> <p>Councils may also share their information with external research organisations if they choose to out source equality benchmarking.</p>
Range	CASSR’s, Skills for Care.
Nature	Management Information purposes and performance monitoring.
Timing	The councils may share information throughout the year for operational reasons.
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>

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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>Personal Social Services Staff of Social Services Departments as at September, England</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>
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>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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