

Statement of Administrative Sources

Annex B: Supporting metadata

Organisation	Health and Social Care Information Centre (HSCIC) http://www.hscic.gov.uk/			
Enquiries	Please contact the HSCIC Contact centre Telephone: 0300 303 5678 and email: enquiries@hscic.gov.uk			
Responsible Statistician	Name: Pritpal Rayat Section: Screening and Immunisations			
Section 1: Statistical End Product	Cervical Screening Programme – England			
Section 2: Original Administrative/Management Source/System		Source 1	Source 2	Source 3
	Name	KC53 – Adult Screening Programme: Cervical Screening	KC61 – Pathology Laboratories	KC65 – Colposcopy Clinics
	Name of the organisation responsible	Health and Social Care Information Centre (HSCIC)	NHS Cancer Screening Programmes (now part of Public Health England)	NHS Cancer Screening Programmes (now part of Public Health England)
	Purpose of the administrative source	Programme management/monitoring	Programme management/monitoring	Programme management/monitoring
	Unit of Inquiry	Women who live within the	Samples examined by	Women referred to

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		geographical boundary of the Local Authority (LA), aggregated by LA	pathology laboratory. Aggregated by pathology lab.	colposcopy, biopsies and outcomes aggregated by colposcopy clinic
	Intended Coverage	All Upper Tier LAs in England	All pathology laboratories processing cervical screening tests in England	All colposcopy clinics in England
	Actual Coverage	All Upper Tier LAs in England	All pathology laboratories processing cervical screening tests in England	All colposcopy clinics in England
	Geographical Coverage	England	England	England
	Lowest level of Geographical Coverage	Upper Tier Local Authority	Reporting Region	Reporting Region
	Extent to which statistical end-producers can influence system?	There are bi-annual meetings with the Cervical Screening Evaluation Group and bi-annual meetings of the Regional Co-ordinators, where recommendations for changes are addressed.	There are bi-annual meetings with the Cervical Screening Evaluation Group and bi-annual meetings of the Regional Co-ordinators, where recommendations for changes are addressed.	There are bi-annual meetings with the Cervical Screening Evaluation Group and bi-annual meetings of the Regional Co-ordinators, where recommendations for changes are addressed.
	Data definitions used	See Cervical Cancer in Data Dictionary	See Cervical Cancer in Data Dictionary	See Cervical Cancer in Data Dictionary

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		http://www.datadictionary.nhs.uk/data_dictionary/messages/central_return_forms/community/kc53/kc53_fr.asp?shownav=1	http://www.datadictionary.nhs.uk/data_dictionary/messages/central_return_forms/community/kc61/kc61_fr.asp?shownav=1	http://www.datadictionary.nhs.uk/data_dictionary/messages/central_return_forms/community/kc65/kc65_fr.asp?shownav=1
Classification systems used		Nil	Nil	Nil
Data Collection Process	1)Periodicity/ Timing 2)Validation process	1) Annual Collection 2) Validation by the Regional QA Co-ordinators	1) Annual Collection 2) Validation by the Regional QA Co-ordinators	1) Annual Collection 2) Validation by the Regional QA Co-ordinators
Access Arrangements		Access is controlled by the HSCIC. Individual requests for data are considered and where appropriate a Data Sharing Agreement is drawn up and signed off before data is shared.	Access is controlled by the HSCIC. Individual requests for data are considered and where appropriate a Data Sharing Agreement is drawn up and signed off before data is shared.	Access is controlled by the HSCIC. Individual requests for data are considered and where appropriate a Data Sharing Agreement is drawn up and signed off before data is shared.
Dissemination Procedures		Not aware of any disseminations	Not aware of any disseminations	Not aware of any disseminations
Publication procedure		n/a	n/a	n/a
Timing/Periodicity of public release		n/a	n/a	n/a
Nature of changes to system that could impact		There are no planned system changes that will	There are no planned system changes that will	There are no planned system changes that will

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	on statistics	influence the statistics.	influence the statistics.	influence the statistics.
Section 3: Change Process	Source 1	Change procedures are managed by the NHS Cancer Screening Programmes through the bi-annual Evaluation Group meetings.		
	Source 2	Change procedures are managed by the NHS Cancer Screening Programmes through the bi-annual Evaluation Group meetings.		
	Source 3	Change procedures are managed by the NHS Cancer Screening Programmes through the bi-annual Evaluation Group meetings.		
Section 4: The subsequent statistical production process		Source 1	Source 2	Source 3
	Validation procedures	Validation against historical sources. Mixture of automated and manual quality assurance	Validation against historical sources. Mixture of automated and manual quality assurance	Validation against historical sources. Mixture of automated and manual quality assurance
	Quality assessment	Regular consultation with the users through the Cervical Screening Evaluation Group and QA Co-ordinators group meetings. Key stakeholders/users are consulted on the format and outline of the report prior to	Regular consultation with the users through the Cervical Screening Evaluation Group and QA Co-ordinators group meetings. Key stakeholders/users are consulted on the format and outline of the report prior to	Regular consultation with the users through the Cervical Screening Evaluation Group and QA Co-ordinators group meetings. Key stakeholders/users are consulted on the format and outline of the report prior to

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		publication. Information on quality is summarised in the Quality Statement in the publication and in the Appendix on Data Validation and Data Quality.	publication. Information on quality is summarised in the Quality Statement in the publication and in the Appendix on Data Validation and Data Quality.	publication. Information on quality is summarised in the Quality Statement in the publication and in the Appendix on Data Validation and Data Quality.
	Periodicity of release	Annual	Annual	Annual
	Potential impact of changes to the source on the statistics produced	Potential changes in policy could affect the target age group for screening and therefore data collection age bands making historic comparison difficult.	Potential changes in policy could affect the target age group for screening and therefore data collection age bands making historic comparison difficult.	Potential changes in policy could affect the target age group for screening and therefore data collection age bands making historic comparison difficult.
	Procedures for mitigating such discontinuities	Data is reported in several overlapping age bands. Where new age groups are introduced, existing groups are continued for at least 5 years to cover the periodicity of the screening programme.	Data is reported in several overlapping age bands. Where new age groups are introduced, existing groups are continued for at least 5 years to cover the periodicity of the screening programme.	Data is reported in several overlapping age bands. Where new age groups are introduced, existing groups are continued for at least 5 years to cover the periodicity of the screening programme.