

## Statement of Administrative Sources

### Annex B: Supporting metadata

<b>Organisation</b>	Health and Social Care Information Centre (HSCIC) <a href="http://www.hscic.gov.uk/">http://www.hscic.gov.uk/</a>	
<b>Enquiries</b>	Please contact the HSCIC Contact centre. Telephone: 0300 3035678 and email: <a href="mailto:enquiries@hscic.gov.uk">enquiries@hscic.gov.uk</a>	
<b>Responsible Statistician</b>	Name: Katharine Robbins Section: Adult Social Care Statistics	
<b>Section 1: Statistical End Product</b>	Guardianship Under the Mental Health Act 1983	
<b>Section 2: Original Administrative/Management Source/System</b>	<b>Name</b>	SSDA702 on-line form.
	<b>Name of the organisation responsible</b>	Local Authorities.
	<b>Purpose of the administrative source</b>	Monitoring of primary legislation.
	<b>Unit of Inquiry</b>	Cases of Guardianship Under the Mental Health Act.
	<b>Intended Coverage</b>	All Social Services Authorities.
	<b>Actual Coverage</b>	All Social Services Authorities including some nil returns.
	<b>Geographical Coverage</b>	England

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	<b>Lowest level of Geographical Coverage</b>	Local Authority		
	<b>Extent to which statistical end-producers can influence system?</b>	Any changes are subject to Burden Advice and Assessment Service (BAAS) approval.		
	<b>Data definitions used</b>	Described in publication.		
	<b>Classification systems used</b>	N/a		
	<table border="1"> <tr> <td><b>Data Collection Process</b></td> <td> <b>1)Periodicity/ Timing</b>   <b>2)Validation process</b> </td> <td>           1) Annual             2) It is expected that the Councils will have robust governance arrangements, including data management protocols, in place to assure their Board and independent auditors that all data submitted as part of the Guardianship return is measured and recorded in accordance with the related guidance.         </td> </tr> </table>	<b>Data Collection Process</b>	<b>1)Periodicity/ Timing</b>  <b>2)Validation process</b>	1) Annual  2) It is expected that the Councils will have robust governance arrangements, including data management protocols, in place to assure their Board and independent auditors that all data submitted as part of the Guardianship return is measured and recorded in accordance with the related guidance.
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	<b>Access Arrangements</b>	N/a – Omnibus tool is password protected with access only for purposes of submitting and receiving the data.		
	<b>Dissemination Procedures</b>	N/a		
	<b>Publication procedure</b>	N/a		
	<b>Timing/Periodicity of public release</b>	N/a		
	<b>Nature of changes to system that could impact on statistics</b>	Any changes to legislation would impact on the data collection.		

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<b>Section 3: Change Process</b>	Any changes required by the Department of Health which is the collection sponsor would need to be approved by BAAS.	
<b>Section 4: The subsequent statistical production process</b>	<b>Validation procedures</b>	Rigorous data validation is carried out upon submission of the data to the IC's Omnibus web tool, as well as subsequent offline validation against reference data.
	<b>Quality assessment</b>	Information on quality is available in the publication.
	<b>Periodicity of release</b>	Annually.
	<b>Potential impact of changes to the source on the statistics produced</b>	Any changes to the source may have an impact on the consistency of published time series.
	<b>Procedures for mitigating such discontinuities</b>	Where changes to the source data would have an impact on published time series, these will be clearly indicated.