

## Statement of Administrative Sources



### Annex B: Supporting metadata

<b>Organisation</b>	The Information Centre for Health and Social Care (The NHS Information Centre for health and Social Care) <a href="http://www.ic.nhs.uk/">http://www.ic.nhs.uk/</a>	
<b>Enquiries</b>	Please contact the NHS IC Contact centre Telephone: 0845 300 6016 and email: <a href="mailto:enquiries@ic.nhs.uk">enquiries@ic.nhs.uk</a>	
<b>Responsible Statistician</b>	Name: Ian Bullard Section: Workforce & Facilities	
<b>Section 1: Statistical End Product</b>	Monthly NHS Hospital and Community Health Service (HCHS) Workforce Statistics in England	
<b>Section 2: Original Administrative/Management Source/System</b>	Name	ESR (Electronic Staff Record)
	Name of the organisation responsible	Department of Health
	Purpose of the administrative source	Apart from operational uses (paying staff, etc.), the data is also used for: <ul style="list-style-type: none"> <li>• Policy development and monitoring</li> </ul>

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		<ul style="list-style-type: none"> <li>• Local performance management and benchmarking</li> <li>• Data quality improvement</li> <li>• Workforce planning (national and local)</li> <li>• Healthcare commissioning</li> </ul>
	Unit of Inquiry	Employees of NHS organisations
	Intended Coverage	All NHS employees in England
	Actual Coverage	All NHS employees in England except in respect of 2 employers
	Geographical Coverage	England
	Lowest level of Geographical Coverage	Employer
	Extent to which statistical end-producers can influence system?	ESR Data Warehouse User Group meetings and ESR Special Interest Group meetings
	Data definitions used	National Workforce Dataset <a href="http://www.ic.nhs.uk/services/datasets/dataset-list/national-workforce-dataset-nwd">http://www.ic.nhs.uk/services/datasets/dataset-list/national-workforce-dataset-nwd</a>
	Classification systems used	Occupation Codes <a href="http://www.ic.nhs.uk/statistics-and-data-collections/data-collections/information-supporting-our-data-collections">http://www.ic.nhs.uk/statistics-and-data-collections/data-collections/information-supporting-our-data-collections</a>
	Data Collection Process	1)Periodicity/Timing 2)Validation process
		1) Monthly 2) Ongoing validation

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	Access Arrangements	Access to ESR Data Warehouse is controlled by Department of Health. NHS bodies may have access appropriate to their NHS responsibilities.
	Dissemination Procedures	ESR Data Warehouse
	Publication procedure	n/a
	Timing/Periodicity of public release	n/a
	Nature of changes to system that could impact on statistics	Re-organisation/re-classification of employers, etc.
<b>Section 3: Change Process</b>	ESR manage the change control process through their Special Interest Groups and the receipt of ISNs.	
<b>Section 4: The subsequent statistical production process</b>	Validation procedures	Validation against historical sources and direct contact with source provider. Mixture of automated and manual quality assurance.
	Quality assessment	Information on quality is available in the publication.
	Periodicity of release	Monthly
	Potential impact of changes to the source on the statistics produced	Inconsistent information means a break in time series.
	Procedures for mitigating such discontinuities	Estimates of comparable figures where possible.

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