

Statement of Administrative Sources



Annex B: Supporting metadata

Organisation	The Information Centre for Health and Social Care (The NHS Information Centre for health and Social Care) http://www.ic.nhs.uk/	
Enquiries	Please contact the NHS IC Contact centre Telephone: 0845 300 6016 and email: enquiries@ic.nhs.uk	
Responsible Statistician	Name: Ian Bullard Section: Workforce & Facilities	
Section 1: Statistical End Product	NHS Hospital and Community Health Services: Medical and Dental staff, England <i>and</i> NHS Hospital and Community Health Services: Non-medical staff, England	
Section 2: Original Administrative/Management Source/System	Name	ESR (Electronic Staff Record)
	Name of the organisation responsible	Department of Health

Information provided is believed to be correct as of March 2011 and may be subject to change.

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Purpose of the administrative source	Apart from operational uses (paying staff, etc.), the data is also used for: <ul style="list-style-type: none"> • Policy development and monitoring • Local performance management and benchmarking • Data quality improvement • Workforce planning (national and local) • Healthcare commissioning
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 http://www.ic.nhs.uk/services/datasets/dataset-list/national-workforce-dataset-nwd
Classification systems used	Occupation Codes http://www.ic.nhs.uk/statistics-and-data-collections/data-collections/information-supporting-our-data-collections

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	Data Collection Process	1)Periodicity/Timing 2)Validation process	1) Monthly 2) Ongoing validation
	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.
Section 3: Change Process	ESR manage the change control process through their Special Interest Groups and the receipt of ISNs.		
Section 4: The subsequent statistical production process	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		Annual
	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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