

## 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 Information Centre (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: Paul Niblett Section: Social Care Statistics	
<b>Section 1: Statistical End Product</b>	Personal Social Services Staff of Social Services Departments as at September, England	
<b>Section 2: Original Administrative/Management Source/System</b>	Name	Social Services Department Human Resources records (National Minimum Dataset for Social Care (NMDS-SC))
	Name of the organisation responsible	Councils with Adult Social Services Responsibilities (CASSR's)

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	Purpose of the administrative source	This is used to manage the day to day staffing levels in CSSR's
	Unit of Inquiry	Person employed by the social services department at worker level.
	Intended Coverage	All staff of social services departments by CSSR's.
	Actual Coverage	All staff of social services departments by CSSR's.
	Geographical Coverage	England
	Lowest level of Geographical Coverage	CSSR
	Extent to which statistical end-producers can influence system?	The governance structure for NMDS-SC is through a Data User Group (DUG) run by Skills for Care (SfC). It comprises key stakeholders including employer representatives, local authorities, Department of Health, the NHS Information Centre for Health and Social Care, Department for Education, the General Social Care Council, Care Quality Commission and Social Care Institute for Excellence. Any proposals for change to the data set are formally evaluated following consultation with employers and other key stakeholders and reported back to the DUG. Recommendations from the DUG are then made for decision to the NMDS-SC Steering Group chaired by the Head of Strategic Workforce Intelligence at Skills for Care.
	Data definitions used	Guidance is given to councils in order for the aggregated returns to be completed. This is published on the SfC web site at <a href="http://www.nmds-sc-online.org.uk/content/view.aspx?id=Local%20Authorities">http://www.nmds-sc-online.org.uk/content/view.aspx?id=Local%20Authorities</a>
	Classification systems used	N/A
	Data Collection Process	1)Periodicity/Timing 2)Validation process
		Annual Councils routinely carry out data quality and validation reports.
	Access Arrangements	Data is collected via an online system operated by SfC.
	Dissemination Procedures	N/A
	Publication procedure	N/A
	Timing/Periodicity of public release	N/A

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	Nature of changes to system that could impact on statistics	Changes to the definitions of data items and discontinuation of data items following review and consultation could impact the continuity of time series in the statistics.
<b>Section 3: Change Process</b>	Any formal changes to the data collection, including adding or removing data items and clarifications to definitions, are discussed in detail through the Data User Group and NMDS-SC Steering Group mentioned above.	
<b>Section 4: The subsequent statistical production process</b>	Validation procedures	Validations are conducted by the NHS IC Social Care Collection Team which includes: Validation at the point of data entry where appropriate, for example data is questioned by the system where it falls outside expected values e.g. pay. Where LAs fail to respond or to meet minimum quality criteria, they will be contacted by SfC staff.
	Quality assessment	Information on the quality of the data is summarised in the publication  Please refer to National Statistician's Guidance: Quality, Methods and Harmonisation <a href="http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html">http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</a>
	Periodicity of release	Annual
	Potential impact of changes to the source on the statistics produced	Changes to the definitions of data items and discontinuation of data items following review and consultation means that there is a break in the time series.
	Procedures for mitigating such discontinuities	There is likely to be a discontinuity in 2011 as the data source changes from the NHS IC's staffing return to the NMDS-SC. This will be fully documented within the 2011 report.

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