

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	Sickness Absence Rates in the NHS	
Section 2: Original Administrative/Management Source/System	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"> • Policy development and monitoring • Local performance management and

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		benchmarking <ul style="list-style-type: none"> • 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
	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.
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	Quarterly
	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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