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**Statistics at NHSBSA**  
**Statement of Administrative Sources**

## Document Release Note

Document Name: Statement of Administrative Sources

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Statement of Administrative Sources	v002	A statement of administrative sources for NHSBSA Official Statistics.

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v002	23/03/2021	Reviewed and revised as part of annual refresh			Minor typographical changes made	

### About this document

This is the NHS Business Services Authority's (NHSBSA) Statement of administrative sources in relation to the production of Official Statistics.

Information in this document has been organised as follows:

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## Section 1: Introduction

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In accordance with the UK Statistics Authority's Code of Practice for Official Statistics, the NHS Business Services Authority (NHSBSA) is required to produce a Statement of Administrative Sources which identifies:

- I. The administrative systems currently used in the production of official statistics.
- II. Procedures to be followed within the organisation to ensure that full account is taken of the implications for official statistics when changes to administrative systems are being contemplated.
- III. Information on other administrative sources that are not currently used in the production of official statistics but have the potential to be so used.
- IV. Arrangements for providing statistical staff, whether inside the producer body or elsewhere, with access to administrative data for statistical purposes.
- V. Arrangements for auditing the quality of administrative data used for statistical purposes.
- VI. Arrangements for ensuring the security of statistical processes that draw on administrative data.

This document contains a general statement about these matters.

Specific details for data sources that are used to generate Official Statistics can be found in Annex A which is an addendum to this document.

## Section 2: Background

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Official statistics published by the NHS Business Services Authority (NHSBSA) are based on data extracted from administrative and or management systems. By using data which is already available within administrative or management systems, rather than collecting data afresh, we are able to limit the overall burden, and also minimise data collection costs. In addition, the information we extract from such systems often has the advantage of being timelier than when compared with data from surveys and can also deliver data with a greater breadth of coverage.

The UK Statistics Authority actively encourages public bodies to exploit administrative and management sources for statistical purposes. However, the Authority recognises that the statistical advantages of such arrangements can only be fully realised if statisticians have appropriate access to such systems; if statistical purposes are reflected in the design, management, and development of such systems; and if adequate safeguards are put in place to ensure the professional integrity of any official statistics derived from them.

## **Section 3: Procedure for handling change**

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Changes to administrative systems may sometimes impinge on statistical uses. For NHSBSA data sources, statistical staff have strong links to officials in the part of the organisation that are responsible for maintaining and updating our IT and data management systems. NHSBSA statisticians are involved in the change control process that relates to these systems to ensure that as far as possible statistical needs are taken into account in any decision-making around changes in the data collected or its format.

Similarly, NHSBSA statisticians are consulted about the data content of new systems when they are produced. If any new administrative sources of data are used for statistical purposes then these will be added to this document.

If there is a change or discontinuity in the underlying source data that could affect comparability over the time series, this will be highlighted and described in the publication. More details about the organisation's revision and correction processes and practices can be found in our Revision and Corrections Policy, which is published on the statistics pages of the NHSBSA website

## Section 4: Arrangements for auditing the quality

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For NHSBSA statistics based on administrative sources, there are several aspects to quality checking. At the point of data loading, the extracts we receive are checked for format and coverage. A series of data cleansing rules are then applied to control for known quality issues. Some operational processes also include quality checking and audit processes to verify accuracy of information captured and interpreted by our systems and personnel.

Where appropriate, statistical users will run their own basic quality checks (such as an assessment of the extent of missing values) and take appropriate action. Code for producing official statistics is peer-reviewed internally along with all outputs for a statistical release. Some statistical processes are also subject to formal independent peer review, internal audit assessment, UKSA assessment and/or peer review by other organisations that produce Official Statistics. Finally, in all cases we conduct reasonableness checks when new statistics are produced (are they in line with previous figures? Are they what is expected given what has happened since? Are there plausible explanations for changes?).

More details about the organisation's quality assurance processes and practices can be found in our Quality Guidelines statement, which is published on the statistics pages of the NHSBSA website. Information relevant to individual statistical series will be provided in associated documentation for those products.

## Section 5: Security arrangements

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The organisation has comprehensive arrangements in place for ensuring the security of statistical processes that draw on administrative data. There are a number of security mechanisms and policies in place at the NHSBSA to ensure that access to administrative data is only given and available to those with the correct justifications and permissions. This includes administrative data only being accessible via a secure environment.

More details about our security arrangements can be found in the organisation's Confidentiality and Access statement for Official Statistics, which is published on the statistics pages of the NHSBSA website.

## **Section 6: Arrangements for providing statistical staff with access to administrative data**

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The NHSBSA has comprehensive governance arrangements in place for controlled access to administrative and analytical data. Access control arrangements are the same for all individual-level administrative datasets stored in our data warehouse. Access is controlled by database privileges (for example by user and password-based access), with the data being stored in secure areas.

Access to particular datasets is granted for specified periods to named staff, and this access is regularly reviewed; NHSBSA staffs regularly receive suitable data protection awareness training including before access is granted. All requests for access are justified through specific business requirements which is scrutinised to ensure that the request for access is in line with data protection, confidentiality and security guidelines.

Further details can be found in our policy on Confidentiality and Access for Official Statistics, which is published alongside this statement on the NHSBSA website.

## **Section 7: Other administrative sources with potential to be used for statistical purposes**

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NHSBSA acknowledge that there is existing administrative and management information within the organisation that is not currently used for statistical purposes, but have the potential to be in the future. NHSBSA is committed to investigate these additional sources and, where appropriate, consider their release as Official Statistics. In the event of such a decision this statement and Annex A will be revised accordingly.

### **Annex A**

Description of administrative sources.

Please see separate 'Annex A.xlsx' spread sheet which is an addendum to this statement.

## Contact us

Feedback is important to us; we welcome any questions and comments relating to this document.

Please quote 'Statement of Administrative Sources' in the subject title of any correspondence.

You can contact us by:

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