

STATEMENT OF ADMINISTRATIVE SOURCES

SCOTTISH SOCIAL SERVICES COUNCIL

This document provides details on the administrative sources used by the Scottish Social Services Council (SSSC) for Official Statistics publications.

Background

Official statistics produced by the SSSC are based on two main sources of data. These sources are statistical surveys and censuses, and data extracted from administrative or management information systems from other organisations (mainly local authorities).

The use of administrative or management information from other organisations enables the SSSC to reduce the burden it places on data providers in terms of the time and cost involved in data collection exercises. It also has the advantage of often being timelier than survey data, as well as having the potential to collect a wider range or breadth of information.

The UK Statistics Authority (UKSA) encourages the use of administrative data for statistical purposes. It recognises that the statistical advantages of such arrangements can only be fully realised if:

- statisticians have appropriate access to such systems
- statistical purposes are reflected in the design, management, and development of such systems
- adequate safeguards are put in place to ensure the professional integrity of any official statistics derived from them.

Protocol 3 in the [Code of Practice for Official Statistics](#) requires producers of official statistics to publish a 'Statement of Administrative Sources. This covers:

- the administrative systems used to produce official statistics

- procedures to be followed if changes to the administrative systems are contemplated
- information about administrative sources not currently being used but with the potential to be so used
- arrangements in place to provide statistical staff with appropriate access to such sources
- arrangements to audit the quality of the administrative data used for statistical purposes
- arrangements to ensure the security of the resultant statistical processes.

1. Administrative Systems Currently Used in the Production of Official Statistics

Name/Title of original admin/MI data source	Name of Organisation responsible for this system/ source	Main administrative purpose of this system/source	Geospatial Coverage	Title(s) of all Statistical Products derived from this source
Local Authority Management Information Systems	Local Authorities	Human resource management	Local Authority level, Scotland	Mental Health Officers' Report; Workforce Data Report; Online data
Annual Returns	Care Inspectorate	To register and regulate the social services in Scotland	Full postcode data held, UK wide – but mainly Scotland	Workforce Data Report; Online data

2. Other administrative sources with the potential to be used for statistical purposes

The Social Care Register is an administrative database that contains information on individuals who are registered with the SSSC. There is potential for this to be used for statistical purposes in the future.

The SSSC is investigating other such sources, and any developments will be notified through updates to this document.

3. Information about SSSC Statistics governance arrangements for administrative data sources

i) Arrangements for providing statistical staff (whether inside or outside the organisation) with access to administrative or management sources for statistical purposes

Access to the datasets is governed by strict processes to protect data confidentiality. In order to access the Mental Health Officers' data, a confidentiality agreement document must be completed by each individual wishing to access the data. For the Local Authority Social Work Services census a fair processing notice must be signed. For the annual returns a data sharing agreement is in place between the SSSC and the Care Inspectorate.

ii) Arrangements for auditing the quality of the original source data

We undertake a range of validation checks on administrative data as part of the quality assurance process of preparing official statistics. These procedures include: logic and sanity checks against published data standards, trend analysis, comparing against other available sources, and checking outliers with data providers.

Regarding the Care Inspectorate Annual Returns, the Care Inspectorate cleans the data before sending it to the SSSC. Details of this process can be found in Appendix A of the annual Workforce Data Report.

The specific procedures for auditing the quality of the data provided by local authorities are:

1. Local authorities complete an aggregate spreadsheet return, which has built in validation checks and enables local authorities to provide commentary.
2. Once local authorities feel they have corrected any errors satisfactorily using the spreadsheet, they send their completed return to the SSSC.
3. SSSC Data Analysts then look at the data and check for any remaining errors and look at any comments added to the submission by a local authority. The data analyst then sends queries on any outstanding errors back to the LA to resolve.

iii) Procedures for handling changes, and possible discontinuities, in the underlying source data

SSSC Data Analysts maintain contact with data providers through regular meetings with the Data Providers Group which covers the Local Authority Social Work Services (LASWS) data collection and the sub-set of it which constitutes the MHO data collection. This group provides a forum for the SSSC analysts to consult with data providers and bring any changes to data collection requirements to their attention. It also provides opportunities for data providers to advise the SSSC analysts of any forthcoming changes to their administrative systems that may affect the data collection.

Regular contact is maintained between the Inspectorate and the Council regarding changes to the annual returns collection process. There is also general oversight of all workforce data through the Scottish Social Services Workforce Data Group (SSSWDG) which meets quarterly.

iv) Procedures for ensuring the security of the statistical processes which use administrative or management sources

SSSC Data Analysts ensure the security of statistical processes that draw on administrative data by following a set of best practice guidelines regarding the secure receipt, transmission, storage, access and disposal of data. The SSSC policies for data confidentiality, data quality and data revisions can be found [here](#).

Access to administrative data is only granted to authorised individuals who require it to carry out their work. Data is stored on secure servers, to which only a restricted set of individuals who have been granted permission have access.