

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.

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 |
| SSSC Register | SSSC | To register and regulate the social service workforce in Scotland. | Covers those working in the social service in Scotland. | Quarterly registration statistics. |

i) 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 Appendices 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.