Statement of Administrative Sources

Protocol 3 of the [Code of Practice for Official Statistics](#) requires Departments to prepare, in consultation with the National Statistician, a statement of administrative sources which identifies:

- The administrative systems currently used in the production of official statistics
- 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 contemplated
- Information on other administrative sources which are not currently used in the production of official statistics but have potential to be so used
- Arrangements for providing statistical staff, whether inside the producer body or elsewhere, with access to administrative data for statistical purposes
- Arrangements for auditing the quality of administrative data for statistical purposes
- Arrangements for ensuring the security of statistical processes that draw on administrative data.

Further guidance is provided in the National Statistician's guidance on the use of Administrative or Management Information http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html.

Defra Statisticians are fully engaged in the Departmental Data Sharing Programme which will take account of statistical requirements in establishing procedures for data management, quality, and access and metadata standards. These are still to be finalised but will be included in an updated version of this statement when they are available.

Defra and its Agencies and Arms Length Bodies manage a very wide range of administrative data systems. This first published issue of the Defra Statement of Administrative Sources covers those administrative sources currently used to produce National Statistics which are formally assessed for compliance with the Code of Practice. Future updates of the Statement will increase its coverage in stages, starting with other high profile statistics used to measure Defra's performance against its Public Service Agreement and Departmental Strategic Objectives.

Please find below a list of the Administrative data sources used to produce Defra's key Official Statistics. The link for each entry will take you to a pdf document with a summary description of the data source.

Official Statistic (NS denotes National Statistic)	Administrative data source used
Family Food (NS)	Department of Health Nutritional Composition data.

Food Transport Indicators (NS)	Administrative data is used for transport emissions factors and for imports of food from non-EU countries:
	
	National Atmospheric Emissions Inventory data:
	  1. Estimates of CO_2 emissions from food transport by forms other than road.
	
	HMRC data:
	  2. Estimates of tonne kilometre and vehicle kilometre of food imports from non-EU countries.

1. UK Milk Prices and Composition of Milk (NS) 2. Utilisation of Milk by Dairies in England and Wales (NS)	Rural Payments Agency data: UK Wholesale Milk Production.
UK Milk Statistics Datasets UK Production and Supply of Milk Products.	Rural Payments Agency data: Volume of Milk Sold Direct from Farms
UK Milk Statistics Datasets • UK Availability, Disposals and Production of Milk and Milk Products. • UK Production and Supply of Milk Products.	Rural Payments Agency data: Public Storage of Skimmed Milk Powder and Butter
UK Slaughter Statistics (NS)	Food Standards Agency Data: Abattoir Throughput Data in GB.

UK Sea Fisheries Statistics (NS)	UK Fisheries Administrations data: [Fisheries Activity Database]().
• Farming Statistics: June (NS) • Farming Statistics: December (NS)	Rural Payments Agency data collected through the British Cattle Movement Service: [Cattle Tracing System]().
Farming Statistics: December (NS)	Defra data stored in the Rapid Analysis and Detection of Animal-related Risks (RADAR) System: [GB Sheep and Goat Inventory]()
Organics Statistics (NS)	[Organics Certification Bodies data.]()
Incidence of TB in Cattle, GB (NS)	Animal Health and Veterinary Laboratories Agency data: [Sam Administrative System]().
Local Authority Collected Waste Management Statistics for England (NS)	Data submitted by Local Authorities: [WasteDataFlow – Local Authority Waste Management Statistic]()s.

All staff in Defra and its Agencies are required to complete the National School of Government's data handling training which covers handling of personal and confidential data, annually. Information Asset Owners have been identified for all assets holding personal and confidential data and quarterly risk assessments completed for each asset. In addition Members of the Government Statistical Service and other staff identified as being involved in the compilation and production of official statistics will be required to complete a new on line declaration that they have read and understood Principle 5 and related practices of the Code of Practice for Official Statistics and undertaken relevant training on data handling.

| Name of Official Statistic and contact | **Family Food** (National Statistic)

Contact: David Lee or Janet Carr (familyfood@defra.gsi.gov.uk) |
|---|---|
| Name of contributing data set and what it contributes | **Department of Health Nutritional Composition data.**

Estimated nutrient intakes are calculated from food purchases using nutrient composition data supplied by the Department of Health (DH). The majority of the data is from the DH's nutrient analysis programme, supplemented by values from manufacturers and retailers. |
| <u>Brief</u> Description of data and data set | The data are supplied by the Department of Health. Each of the 500 food codes in the Family Food Module is made up of a number of sub-codes with nutrient composition data attached. A weighted average nutrient composition is calculated for each food code based on estimates of the market share of each sub-code. The nutrient composition data is updated on a rolling basis to keep information in line with new or reformulated products. |
| How the data is collected | Nutrient composition data sourced from the Department of Health. |
| Original purpose of dataset and any other publications from the data | Diet & Nutrition Surveys conducted by the Department of Health (previously carried out by Food Standards Agency until a change in Departmental responsibilities in 2010). The DH state "The National Diet and Nutrition Survey (NDNS) is a continuous cross-sectional survey, designed to assess the diet, nutrient intake and nutritional status of the general population aged 18 months upwards living in private households in the UK."   The results of the surveys within the programme are used to develop nutrition policy at a national and local level; and to contribute to the evidence base for Government advice on healthy eating".

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsStatistics |
| Security of the data – how it is managed | Our database containing nutrient profiles is updated annually with any changes direct from DH. The database processes data from the DH into a format which we can use.

The DH has an advisor on Defra's Family Food Advisory Committee. Data are provided by Gentleman's agreement to Defra. |
| Is supporting metadata available for this dataset? | The DH publish their own results and this can be found at the following link:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_129470

The page also contains a link to a Mccance and Widdowson database |
| How do we get access? | By contacting the DH directly. |

Name of Official Statistic and contact	**Food Transport Indicators** (National Statistic) Contact: David Lee (david.lee@defra.gsi.gov.uk)
Name of contributing data set and what it contributes	**Estimates of CO2 emissions from food transport by forms other than road.** Estimates of CO2 emissions from food transport by forms other than road are calculated using emissions factors from the National Atmospheric Emissions Inventory (NAEI) and from estimates of vehicle kilometres
Brief Description of data and data set	The NAEI compiles estimates of emissions to the atmosphere from UK sources such as cars, trucks, power stations and industrial plant. These emissions are estimated to help to find ways of reducing the impact of human activities on the environment and our health.
How the data is collected	The emission factors are from analysis of the test data results carried out by Transport Research Laboratory (TRL) who compile and hold the database of emissions data
Original purpose of dataset and any other publications from the data	Projections of UK emissions are compiled to enable comparisons with international commitments under the National Emissions Ceilings Directive and the UNECE Gothenburg Protocol to be made. A list of reports that use the data is available at: http://naei.defra.gov.uk/reports.php
Security of the data – how it is managed	This is the responsibility of NAEI. We download aggregate results that are in the public domain.
Is supporting metadata available for this dataset?	The Data Warehouse section of the website contains searchable meta data http://naei.defra.gov.uk/data_warehouse.php
How do we get access?	Through the website: http://naei.defra.gov.uk/emissions/selection.php

Name of Official Statistic and contact	**Food Transport Indicators** (National Statistic) Contact: David Lee (david.lee@defra.gsi.gov.uk)
Name of contributing data set and what it contributes	**Estimates of tonne kilometre and vehicle kilometre of food imports from non-EU countries** Estimates of tonne kilometres and vehicle kilometres of food imports from Non-EU countries are calculated using tonnages of food imported from overseas from Her Majesty's Revenue and Customs (HMRC) and from estimates of average vehicle loads and distances.
<u>Brief</u> Description of data and data set	HMRC collects figures on UK imports and exports of goods. Datasets of figures relating to food are provided to Defra for analysis and dissemination.
How the data is collected	HMRC collect data from traders via customs declarations applying to non-EU imports and exports. They check the data and remove any disclosive aspects before passing the dataset to Defra.

Original purpose of dataset and any other publications from the data	HMRC collect the data in order to:
	
	   i. Collect revenue
	   ii. Produce accurate international trade statistics
	   iii. Control the import and export of restricted goods, and detect the smuggling of prohibited goods
	Overseas trade statistics for all goods at a detailed level is available to the public at:
	www.uktradeinfo.com

Security of the data – how it is managed	This is the responsibility of HMRC. We receive results that are in the public domain.
Is supporting metadata available for this dataset?	The Overseas Trade Statistics section of the website contains Non EU meta data https://www.uktradeinfo.com/index.cfm?task=noneumetadata
How do we get access?	Through the website: www.uktradeinfo.com

Name of Official Statistic and contact	1. **UK Milk Prices and Composition of Milk** (National Statistic) 2. **Utilisation of Milk by Dairies in England and Wales** (National Statistic) Contact: leigh.riley@defra.gsi.gov.uk
Name of contributing data set and what it contributes	**UK wholesale milk production -** Volume of milk delivered to dairies.
Brief Description of data and data set	Monthly volumes of wholesale milk available to dairies in the United Kingdom.
How the data is collected	Data compiled from monthly returns submitted to the RPA by registered milk purchasers.
Original purpose of dataset and any other publications from the data	To monitor milk production against quota volumes for individual milk producers.
Security of the data – how it is managed	Aggregate data - the company returns are fully protected (treated in the same way as statistical data).
Is supporting metadata available for this dataset?	Supporting documents available online: http://rpa.defra.gov.uk/rpa/index.nsf/UIMenu/4A334E8354FFBC6680256F72003D5985?Opendocument The information used by EU to assess UK position for milk quota. Quality and systems approved by EU.
How do we get access?	Via email/online.

Name of Official Statistic and contact	**UK production and supply of milk products** (Official dataset) Contact: leigh.riley@defra.gsi.gov.uk
Name of contributing data set and what it contributes	**Volume of milk sold direct from farms -** Enables calculation of total milk production.
<u>Brief</u> Description of data and data set	Aggregate data covering the volume of milk and milk products sold direct from farms in the United Kingdom.
How the data is collected	Data compiled from monthly returns submitted to the RPA by registered milk producers.
Original purpose of dataset and any other publications from the data	To monitor milk production against quota volumes for individual milk producers.
Security of the data – how it is managed	Aggregate data - the company returns are fully protected (treated in the same way as statistical data).
Is supporting metadata available for this dataset?	Supporting documents available online: http://rpa.defra.gov.uk/rpa/index.nsf/UIMenu/4A334E8354FFBC6680256F72003D5985?Opendocument The information used by EU to assess UK position for milk quota. Quality and systems approved by EU.
How do we get access?	Via email.

Name of Official Statistic and contact	1. **UK availability, disposals and production of milk and milk products** (Official dataset) 2. **UK production and supply of milk products** (Official dataset) Contact: leigh.riley@defra.gsi.gov.uk
Name of contributing data set and what it contributes	**Public storage of skimmed milk powder and butter –** monthly intervention stocks.
<u>Brief</u> Description of data and data set	Aggregate data covering the volume of skimmed milk powder and butter available in public cold stores.
How the data is collected	Data compiled from monthly returns submitted to the RPA by registered public cold stores.
Original purpose of dataset and any other publications from the data	To monitor closing stocks of butter and skimmed milk in intervention stores.
Security of the data – how it is managed	Aggregate data - the company returns are fully protected (treated in the same way as statistical data).
Is supporting metadata available for this dataset?	Supporting documents available online: http://rpa.defra.gov.uk/rpa/index.nsf/UIMenu/916F2D78F31CEDE280256F72003DB233?Opendocument The information used by EU to assess UK position for milk quota. Quality and systems approved by EU.
How do we get access?	Via fax /email.

Name of Official Statistic and contact	**UK slaughter statistics** (National Statistic) Contact: Sarah.Thompson@defra.gsi.gov.uk
Name of contributing data set and what it contributes	**Abattoir throughput data in GB.**
<u>Brief</u> Description of data and data set	Food Standards Agency (FSA) data for individual abattoirs showing number of livestock slaughtered each week.
How the data is collected	Recorded by abattoirs and checked by FSA's Meat Hygiene Inspectors.
Original purpose of dataset and any other publications from the data	Monitoring compliance with food/meat hygiene & animal welfare legislation.
Security of the data – how it is managed	Treated the same as statistical data. Individual records are protected.
Is supporting metadata available for this dataset?	System used to monitor and enforce compliance with food/meat hygiene & animal welfare requirements. Metadata not currently available.
How do we get access?	Email

Name of Official Statistic and contact	**UK Sea Fisheries Statistics** (National Statistic) The data set also contributes to three reports produced by MMO that accompany UK Sea Fisheries Statistics. These are primarily management tools used by the UK Fisheries Administrations. They are: • Weekly UK Fish Quota Uptake Reports • UK Fishing Vessel List • Monthly Return of Sea Fisheries Statistics: England and Wales Contact: Kevin Williamson, email Kevin.Williamson@marinemanagement.org.uk, tel 020 7979 8575.
Name of contributing data set and what it contributes	**Fisheries Activity Database** The Fisheries Activity Database (FAD), under the umbrella of the Sea Fisheries Management Systems, provides a key source of data relating to the management and monitoring of fisheries. In addition data is also sourced from the corresponding systems operated by the other UK fisheries administrations (i.e. Marine Scotland, DARD, and WG). These data are held within a UK-wide data structure known as IFISH.
<u>Brief</u> Description of data and data set	The FAD data cover England, Wales and Northern Ireland only. In England they are primarily collected and processed by staff working at coastal offices of the MMO. Similar arrangements exist in other parts of the UK, with coastal staff entering data. The data set is common across all administrations and comprises data relating to fishing vessels, catches, landings of fish (both quantity and value), and fishing effort, including variables such as fishing gear type and days spent at sea.
How the data is collected	The main sources of the data are logbooks, landing declarations, sales notes and personal contact with fishermen and merchants. From September 2005, collection of sales information has been based on a scheme of registration for buyers and sellers of first sale fish and designation of fish auction sites. This requires sales notes related to these sales to be reported to the MMO and other UK Fisheries Administrations, which are used in addition to the voluntary information from fishermen. Coverage of vessels over 10 metres is (almost) complete. Vessels under 10 metres are less well represented though their coverage is understood to have significantly improved following the move to use data on sales notes for these vessels. Historically, data collection has been paper-based but this is being replaced, in some cases, by electronic recording and submission of the data
Original purpose of dataset and any other publications from the data	The prime purpose of the data set is the effective management and monitoring of fishing activity, including through both EU and UK legislation, mainly: • Council Regulation (EC) No 2807/83 (as amended) • Sea Fisheries (Conservation) Act 1967, widened by the Sea Fish (Conversation) Act 1992 • Council Regulation 1224/2009 The data collected feed into a wide range of published statistics, principally the National Statistics cited above as well as being used to produce analyses to inform the

	operational functions of the MMO in managing fishing activity
Security of the data – how it is managed	The FAD data system is stored on a secure database at CEFAS in Lowestoft. Access is by user id and password, and levels of access are managed by a permit system. The UK-wide system – IFISH – is stored in synchronised copies at both CEFAS in Lowestoft and Marine Scotland in Edinburgh. Access is only available to designated staff in the UK fisheries administrations.
Is supporting metadata available for this dataset?	Metadata documentation is managed by CEFAS/AT in Lowestoft. This documentation is available on request. Various validation checks are built into the data entry process and a UK Cross Checking System is used to compare catch and landings data with information from the UK Vessel Monitoring System. Further data quality checks are undertaken by the Fisheries Statistics Unit before the publication of data
How do we get access?	Direct access to the data set is provided, using SQL software to extract data as required.

Name of Official Statistic and contact	1. **Farming Statistics: June** (National Statistic) 2. **Farming Statistics: December** (National Statistic) Contact: Alison Bromley: alison.bromley@defra.gsi.gov.uk
Name of contributing data set and what it contributes	**Cattle Tracing System.** Data from the Cattle Tracing System (CTS) is used to replace information on cattle numbers of holdings in England which was collected by survey pre-2005
<u>Brief</u> Description of data and data set	The Rural Payments Agency collect CTS data through the British Cattle Movement Service (BCMS) on behalf of Defra. It holds movement records for all cattle moving between unlinked agricultural holdings. The Rapid Analysis and Detection of Animal-related Risks (RADAR) team validate and clean the dataset for wider use through the department
How the data is collected	CTS data is collected via online and postal returns
Original purpose of dataset and any other publications from the data	Movement records collected for animal health purposes and required under EU legislation. Statisticians produce national estimates of cattle populations twice a year and have in the past produced a more detailed 'Cattle Book' with detailed breakdowns of the data. This is available at http://webarchive.nationalarchives.gov.uk/20120314123720/http://www.defra.gov.uk/statistics/foodfarm/landuselivestock/cattlebook/
Security of the data – how it is managed	CTS data is covered by RPA/BCMS data protection and confidentiality statements. Individual records which might identify a holding or a farmer are fully protected. Only aggregate figures are published.
Is supporting metadata available for this dataset?	Metadata for all the data held by RADAR is at <u>http://archive.defra.gov.uk/foodfarm/farmanimal/diseases/vetsurveillance/radar/</u> Quality for statistical purposes was assessed through a report at <u>http://www.defra.gov.uk/statistics/files/defra-stats-foodfarm-landuselivestock-june-results-BovineRegisters.pdf</u>
How do we get access?	We have direct access to the data

Name of Official Statistic and contact	**Farming Statistics: December** (National Statistic)
	Contact: Alison Bromley: alison.bromley@defra.gsi.gov.uk
Name of contributing data set and what it contributes	**GB Sheep and Goat Inventory**
	Data from the GB sheep and goat inventory is used to replace information on the number of sheep at 1st December on holdings in England which was collected by survey pre-2010.
Brief Description of data and data set	Defra's farming statistics team collects annual sheep and goat data on behalf of Defra, the Scottish Government and the Welsh Government. It holds records of the number of sheep and goats held by keepers on 1st December each year in England (and 1st January for Wales and Scotland). The data is stored in the Rapid Analysis and Detection of Animal-related Risks (RADAR) system.
How the data is collected	Data is collected via postal returns
Original purpose of dataset and any other publications from the data	Identification and recording of sheep is required for animal health purposes and required under EU legislation. Statisticians produce national estimates of December sheep populations in England.
Security of the data – how it is managed	Data is covered by Defra's data protection and confidentiality statements. Individual records which might identify a holding or a farmer are fully protected. Only aggregate figures are published.
Is supporting metadata available for this dataset?	Metadata for all the data held by RADAR is at http://archive.defra.gov.uk/foodfarm/farmanimal/diseases/vetsurveillance/radar/
	Quality for statistical purposes was assessed through a report at http://www.defra.gov.uk/statistics/files/defra-stats-foodfarm-landuselivestock-december-decembersheepdatasourcereview110830.pdf
How do we get access?	We have direct access to the data

Name of Official Statistic and contact	**Organic statistics** (National Statistic) Contact: Sarah Harriss: sarah.harriss@defra.gsi.gov.uk
Name of contributing data set and what it contributes	**Organics Certification Bodies data.** Data is used to produce national figures for organic crop areas, organic livestock populations and operator numbers.
<u>Brief</u> Description of data and data set	Organic Certification Bodies hold details of their operators which is mandatory under EU legislation. Defra (as the 'responsible body') is required to send an EU return each year that includes details of all certified organic operators.
How the data is collected	Each Certification Body sends a list of their organic operators, along with crop areas and livestock numbers measured at a point in time through the year during the annual on-farm inspections.
Original purpose of dataset and any other publications from the data	The organic Certification Bodies compile data specifically for Defra based on the annual on-farm inspections of their licensees. These inspections take place to allow the Certification Bodies to fulfil the organic control requirements as determined by the organic EU Regulations.
Security of the data – how it is managed	Treated the same as statistical data.
Is supporting metadata available for this dataset?	
How do we get access?	Data is provided annually by the organic Certification Bodies.

Name of Official Statistic and contact	**Incidence of TB in Cattle for Great Britain** (National Statistic) Contact: tbstatistics@defra.gsi.gov.uk
Name of contributing data set and what it contributes	Data sourced from the Animal Health and Veterinary Laboratory Agency's (AHVLA) **Sam administrative system.** The data provides us with actual figures on herds and cattle tested and test results and culled animals.
<u>Brief</u> Description of data and data set	The system is owned by the AHVLA. It contains data from disease testing and control programmes.
How the data is collected	Data is collected during administration of the bTB testing programme and compensation scheme
Original purpose of dataset and any other publications from the data	Data collected from the administration of bTB testing programme. Regional statistics are also produced as well as national level statistics.
Security of the data – how it is managed	Managed by the AHVLA which applies Government wide data handling and confidentiality rules
Is supporting metadata available for this dataset?	A review is currently underway to combine this statistical output and those produced separately. A full metadata statement will be produced for this amalgamated statistic later this year.
How do we get access?	Data downloaded via a direct link to the administrative system.

Name of Official Statistic and contact	**Local Authority Collected Waste Management Statistics for England** (National Statistic) Contact: Jim Holding (jim.holding@defra.gsi.gov.uk)
Name of contributing data set and what it contributes	**WasteDataFlow**
<u>Brief</u> Description of data and data set	Quarterly submitted waste tonnages split by collection and disposal methods, materials and local authority. Data is submitted by all UK local authorities.
How the data is collected	Submitted quarterly by local authorities on WasteDataFlow. Data is mainly management information supplied to local authorities under contractual arrangements with their individual waste management contractors.
Original purpose of dataset and any other publications from the data	To measure local authorities against local performance indicators and EU and national landfill targets. The data is also used for the EU Waste Statistics Regulation submission for the UK, to monitor the household recycling rate target under the revised Waste Framework Directive, and for data submissions to Eurostat and the ONS.
Security of the data – how it is managed	Only registered local authority users and waste statistics teams in Defra and the EA can access the data before we publish it on Defra's website as a National Statistic. Once it has been published it is in the public domain and available to any registered users.
Is supporting metadata available for this dataset?	There is a metadata sheet included in each of the published spreadsheets on Defra's website.
How do we get access?	Summary data: http://www.defra.gov.uk/statistics/environment/waste/wrfg23-wrmsannual/ Raw data/custom reports: www.wastedataflow.org (Registration – email address – required) http://data.gov.uk/dataset/waste-data-flow