

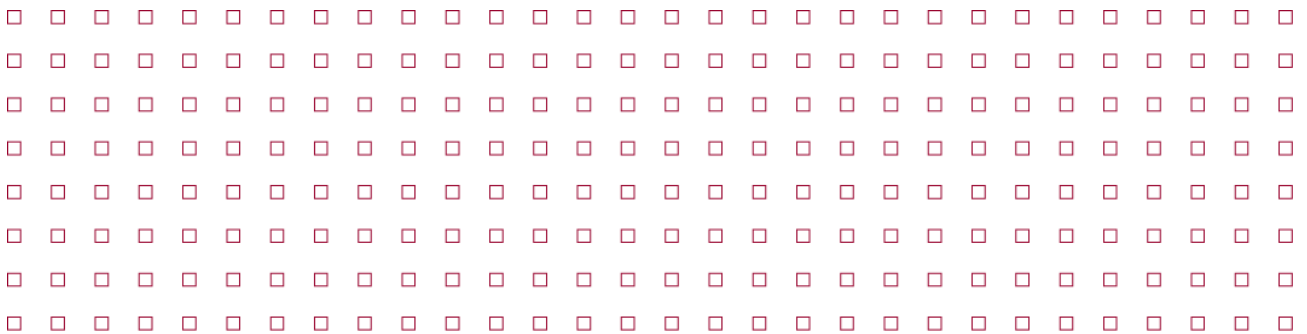


Ministry
of Justice

Ministry of Justice Statistical policies and procedures

Statement of Administrative Sources

November 2016



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Background

Official statistics published by the Ministry of Justice are based on two main sources – data gathered from statistical surveys, and data extracted from administrative 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 placed on data providers, and also avoid the costs of mounting dedicated data collection exercises. In addition, the information we extract from such systems often has the advantage of being more timely than statistical survey data and, when compared with data from surveys (and particularly sample surveys), 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.

The information published relates to the major systems used to produce statistics in Ministry of Justice and its arms length bodies and agencies. In order to maintain relevance of the information in the Statement of Administrative Sources and ensure it is accurate and up-to-date, this document will be updated on an annual basis.

Code of Practice for Official Statistics Requirements

This bulletin is made in accordance with Protocol 3 of the UK Statistics Authority's Code of Practice for Official Statistics. This states that:

Prepare, in consultation with the National Statistician, a Statement of Administrative Sources which identifies the following.

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

A full copy of the Code of Practice is available here:
www.statisticsauthority.gov.uk/assessment/code-of-practice/code-of-practice-for-official-statistics.pdf

This bulletin follows the Good Practice Template set out in “Use of Administrative or Management Information” from the National Statistician’s Guidance. A full copy of this guidance is available here: www.statisticsauthority.gov.uk/national-statistician/ns-reports--reviews-and-guidance/national-statistician-s-guidance/use-of-administrative-or-management-information.pdf

Introduction

For all the Administrative Data Sources used by Statisticians in the Ministry of Justice there are a number of common procedures and policies. Rather than repeat these for each data source in turn, these have been summarised here.

Access to data

Statisticians in the Ministry of Justice receive data feeds from core systems for producing statistics or have direct access to management information systems in order to extract the information required.

Involvement in changes to systems

For the main statistical systems, statisticians are involved in the change request process for any change to the underlying system which may affect the data or to the system used to extract management information or statistical feeds. Statisticians then have the opportunity to fully assess the impact of any changes

Audit of Data Quality

The approach to data quality varies from system to system. In all cases details of how we quality assure the published statistics is contained within the relevant publication alongside any caveats affecting data quality.

In addition to these processes, we also work in partnership with business areas on data quality. For example, we have a joint working group with IT specialists, business areas and statisticians looking at data quality in Crown and Magistrates Courts in order to reduce the number of data quality checks requested from front-line staff.

Suppression of data for confidentiality purposes

Ministry of Justice statistical publications suppress data where information is not already in the public domain and there is evidence that small numbers could lead to the identification of an individual.

In order to protect the confidentiality of personal and corporate information, the Ministry of Justice operates a disclosure control policy when responding to requests for sub-national statistics. Each publication explains the confidentiality protection applied to their data.

Security

Our statistical data is maintained in line with Ministry of Justice's data security policies.

Explanation of details provided for each data source

The National Statisticians Guidance on "Use of Administrative or Management Information" sets out in Annex A particular details that should be documented and published for each data source. This relevant part of this Annex has been duplicated here so that the reader understands what is documented in the rest of this bulletin.

Collection – a short outline of the process through which the system’s underlying ‘raw data’ are captured.

Application – a description of each of the main applications/uses to which the administrative/management data are put before they are transformed into official statistics (for example, operational monitoring, resource allocation, or performance measurement).

Access and dissemination – a summary of the arrangements put in place for sharing and disseminating the administrative/ management data, either inside or outside the organisation, during the period before they are converted into official statistics – whether via a hardcopy, an intranet, access to a database, or whatever. The details provided should cover the range, nature and timing of such access.

Statistical publication – a listing of each of the ‘official statistics’ or ‘National Statistics’ series derived from each system.

Non-statistical publication – a summary of any exceptional arrangements made for placing the administrative/management data in the public domain during the period before they are converted into official statistics. This should cover the reason for such publication and the nature and timing of it.

Synergies – a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications.

It can be assumed that there are no non-statistical publications and no synergies for a data source unless it is otherwise states that they exist in the entry for that data source.

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CaseMan

Brief description

Case management system for county court cases.

Collection

Data entered onto database by Her Majesty's Courts and Tribunals Service (HMCTS) staff in county courts.

Application

Operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Access to raw data (updated at the end of each month) is available through the Ministry's Management Information System to around ten users in the Ministry of Justice and HMCTS.

MoJ operates a disclosure control policy when responding to requests for sub-national statistics on mortgage and landlord possession actions. Counts of less than 5, excluding zero, are suppressed.

Statistical publication

Civil Justice Statistics Quarterly;
Mortgage and Landlord Possession Statistics.

FamilyMan

Brief description

Case management system for family court cases.

Collection

Data entered onto database by Her Majesty's Courts and Tribunals Service (HMCTS) staff in family courts.

Application

Operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Access to raw data (updated at the end of each month) is available through the Ministry's Management Information System to around ten users in the Ministry of Justice and HMCTS. Performance statistics are also provided on a monthly basis on the intranet via the HMCTS Performance Database (One Performance Truth – OPT).

Statistical publication

Family Court Statistics Quarterly.

Forced Marriage Protection Orders

Brief description

Database of all Forced Marriage Protection Order cases in family courts.

Collection

Data entered onto database by Her Majesty's Courts and Tribunals Service (HMCTS) staff in designated family courts.

Application

Operational monitoring, performance management, policy development.

Access and dissemination

Access to raw data (updated at the end of each month) is available through the intranet via the HMCTS Performance database to around ten users in the Ministry of Justice and HMCTS. Performance statistics are also provided on a monthly basis on the intranet via the HMCTS Performance database (OPT).

Statistical publication

Family Court Statistics Quarterly

Possession Claim Online

Brief description

Case management system for claims made through Possession Claim Online website.

Collection

Data uploaded from information collected through Possession Claim Online website.

Application

Operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Access to raw data (updated at the end of each month) is available through the Ministry's Management Information System to around ten users in the Ministry of Justice and Her Majesty's Courts and Tribunals Service (HMCTS).

Housing repossession court action data is provided to Communities and Local Government, who have policy lead in this area, on a monthly basis.

Some statistics are provided in excel spreadsheets for some key officials in the Ministry of Justice and HMCTS, some of which are on a monthly basis.

MoJ operates a disclosure control policy when responding to requests for sub-national statistics on mortgage and landlord possession actions. Counts of less than 5, but not including zero, are suppressed.

Statistical publication

Civil Justice Statistics Quarterly;
Mortgage and Landlord Possession Statistics.

Tribunals Service Case Management systems including: ARIA, ETHOS (and Caseflow), GAPs 2, MARTHA, CICA, GRS 2000 and a set of SQL and Access based systems, and manual case records.

Brief description

Case management systems holding information on appeals in Tribunals.

Collection

Data relating to an appeal are typed into or scanned into an IT system in administrative centres or hearing centres. Some information is kept in paper format.

Application

Data are used to progress an appeal case, book hearing rooms and staff for a Tribunal, and manage cases. The aggregated outputs from the systems are used to monitor workloads and plan for future work. Timeliness measures are calculated along with a number of performance measures.

Access and dissemination

The Case management systems can be accessed by individual Tribunal offices and local reports are run. In addition, a team within Her Majesty's Courts and Tribunals Service (HMCTS) is able to compile extract data and compile reports from the systems for Employment Tribunals (ETHOS), Social Security and Child Support (GAPS2) and Immigration and Asylum (ARIA). A series of monthly, quarterly and annual reports and hub posters are circulated to Operations teams within HMCTS . Senior Managers and Directors within HMCTS receive a monthly performance pack on Tribunals data, and information is included in the HMCTS Monthly Balanced Scorecard. Documents are generally sent by email, although a number of reports are now being placed on the HMCTS intranet site.

Non-statistical publication

HMCTS Annual Report and Accounts; Senior President's Report.

Statistical publication

Tribunals and Gender Recognition Certificate Statistics Quarterly

Employment Tribunal Fees and Remissions Database (JADU).

Brief description

Case management system delivering Employment Tribunal fee receipts and remission applications.

Collection

The system logs claim forms and electronic payments from users through an online portal and provides HMCTS staff with back office functionality to process new claim receipts, fee payments and remission applications.

Application

After initial processing stage is complete (i.e. the fee is paid, or remission granted) the new claim is passed on to the relevant local Employment Tribunal Office, where staff onwardly process the claim using the pre-existing Ethos database (see Tribunal Case management systems).

Access and dissemination

Data provided to MoJ and HMCTS staff via quarterly extracts.

Statistical publication

Tribunals and Gender Recognition Certificate Statistics Quarterly

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Freedom of Information (Fol) requests databases

Brief description

Case management systems for Fol requests received by individual government departments.

Collection

Staff in each government department enter data onto their own administrative system.

Application

Management of FOI requests, operational monitoring and resource allocation.

Access and dissemination

No external or internal dissemination of admin data wider than DACU team prior to publication currently.

Statistical publication

Freedom of Information Act: Statistics on Implementation in Central Government. (Due to be transferred to the Cabinet Office in September 2015).

ORACLE HRMS / Phoenix

Brief description

HR Database containing the human resources records for all Ministry of Justice (MoJ) staff including public sector Prison Service and National Offender Management Service (NOMS) HQ staff.

Collection

Data entered by staff at National Shared Service Centre in Newport with some records able to be updated directly by MoJ, management and employees. .

Application

Operational HR management system, for operational monitoring and resource allocation..

Access and dissemination

Adhoc access to raw data across MoJ and NOMS via Discoverer and 6i interrogation applications. Differing levels of access are granted depending on the user - mainly HR officials.

Data provided to NOMS staff submitting ad hoc requests for specialist extractions.

Ad hoc analysis of data provided to internal and external users on request and where appropriate.

Non-statistical publication

MoJ Workforce management information published monthly on gov.uk as management information.

The Cabinet Office Senior Salaries Transparency Exercise uses Oracle data to publish information on senior civil service responsibilities and salaries.

Staff in post figures derived from Oracle HR used as a divisor for a number of measures of corporate performance published in Annual Report and Accounts.

The National Offender Management Service Annual Report: Management Information Addendum.

Statistical publication

NOMS Workforce Statistics Bulletin Quarterly;

Women and the Criminal Justice System; Race and the Criminal Justice System;

NOMS Annual Equalities Report publishes statistics on equalities data for staff (NOMS and Public Prisons).

Annual Civil Service Employment Survey (Office for National Statistics);

Quarterly Public Sector Employment Statistics (Office for National Statistics),

Quarterly Data Summary (Her Majesty's Treasury),

Cabinet Office Workforce MI Monthly Return (Cabinet Office).

Criminal Justice Data Sources

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CREST

Brief description

Criminal cases and case management system for Crown Court cases.

Collection

Data entered onto system by Her Majesty's Courts and Tribunals Service (HMCTS) staff in the Crown Court and via XHIBIT front-end.

Application

Operational monitoring, resource allocation.

Access and dissemination

Crown Court staff access CREST for administrative purposes via the Ministry of Justice (MoJ) IT network.

Access to raw data (updated at the end of each month) is available through the Ministry's Management Information System to some key officials in the MoJ and HMCTS.

Statistical publication

Criminal Justice Statistics
Criminal Court Statistics;
Women and the Criminal Justice system;
Race and the Criminal Justice system;
Prison Population Projections.

Her Majesty's Courts & Tribunals Service language services information system

Brief description

Requests for face-to-face language services completed under the national Language Services Framework Agreement (commencing on 30th January 2012), and complaints made, by Criminal Justice System partner (e.g. criminal courts, tribunals etc).

Collection

Partners access a web-based 'portal' fronting the service request system. Data on the number of assignments and details of complaints received are captured in a management information system maintained by the contractor delivering the services under the Framework.

Application

The contractor provides the Ministry of Justice a range of management reports for monitoring their performance under the contract to deliver languages services under the Framework Agreement. Snapshots of the system are provided to Justice Statistics Analytical Services for statistical reporting purposes.

Access and dissemination

Key performance indicators covering the performance of the contractor are generated from the management reports supplied to the Ministry of Justice.

Extracted snapshot data are provided to Justice Statistics Analytical Services on request by secure email.

Statistical publication

Statistics on the use of language services in courts and tribunals – released quarterly

Her Majesty's Courts and Tribunals Service (HMCTS) Performance Database 'One Performance Truth'

Brief description

Database of summary statistical information about all HMCTS cases.

Collection

Data entered onto database by HMCTS staff.

Application

Operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Access to raw data provided through the intranet to HMCTS and Ministry of Justice account holders.

The Performance Database is a web-based performance system accessible via the Government Secure Intranet

Various statistics provided via excel spreadsheets for some key officials in the Ministry of Justice and HMCTS.

Statistical publication

Criminal Court Statistics Quarterly;

LIBRA

Brief description

Case management system for magistrates' court cases.

Collection

Data entered onto system by Her Majesty's Courts and Tribunals Service (HMCTS) staff in magistrates' courts.

Application

Operational monitoring, resource allocation.

Access and dissemination

Magistrates' courts staff access Libra for administrative purposes via the court IT network.

Other internal parties may access Libra through a secure third party link.

Criminal Justice Statistics quarterly.

Criminal Court Statistics quarterly;

Women and the Criminal Justice system;

Race and the Criminal Justice system;

Inform scenarios for Prison Population Projections (sentencing and caseload trends).

MoJ extract of Police National Computer

Brief description

Extract of selected fields from the Police National Computer (PNC).

Collection

Data entered directly by all police forces in England and Wales as well as interactions with Court and other IT systems.

Application

Measurement of re-offending (for both published statistics and research), used for published statistics and management information on criminal history, first time entrants, and emerging trends in offending.

Access and dissemination

Access to the PNC data is through a monthly extract provided by the Home Office PNC Services from the live PNC. External users can request access for statistical and research purposes through a business case via the Ministry of Justice, and subject to a range of data security and ethical considerations.

Statistical publication

Proven Re-offending Quarterly;
Youth Justice Statistics;
Criminal Justice Statistics Quarterly
Offender Management Statistics,
Knife Possession Sentencing Quarterly Brief;
Monthly update to the Justice Outcomes on the police.uk website.
Women and the Criminal Justice system;
Race and the Criminal Justice system.

Synergies

These data have been used in: Along with compendia publications including “An Overview of Sexual Offending: England and Wales”, “An overview of hate crime in England and Wales”. Data from the PNC is also a key element in assessing the impact of the payment by results pilots, and is key to the payment mechanism as part of the outsourcing of probation services to “Community Rehabilitation Companies” (CRC). In the future PNC data will be used by HMI Probation in support of their inspections of probation services.

PentiP (Penalty Notices for Disorder)

Brief description

Penalty Notices for Disorder (PNDs) issued and paid.

Collection

Since mid 2004, when PNDs were launched, the MoJ statistical team received data directly from the individual police forces on a monthly basis, providing details of PNDs issued and their subsequent outcomes. A new IT system, PentiP, commenced roll-out to police forces during 2012, as a single replacement for the existing individual police force databases. From 2013, all PNDs data were received by MoJ from the 'PentiP' data base. Data is entered directly into PentiP by all police forces in England and Wales.

Application

Data are only collected in this form for Justice Statistics Analytical Services reporting purposes. It does not form part of police force administrative processes.

Access and dissemination

Police forces have local access to PentiP IT system.

Extracted data reports are provided to Justice Statistics Analytical Services by secure email.

Statistical publication

Criminal Justice Statistics quarterly.

Women and the Criminal Justice system;

Race and the Criminal Justice system.

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Controlled Work & Administration (CWA)

Brief description

Contract & Schedule Maintenance

Provider Reference Data

Civil advice (non court) claims

Police Station advice claims

Magistrates Court claims

Family mediation (since February 2015)

Collection

Data entered onto system via Legal Aid Agency staff and/or Legal Aid providers.

Application

Claim processing and validation, operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Raw data is coordinated on weekly and monthly, quarterly and yearly basis into Corporate Financial & Performance Reporting and for use by LAA and MOJ analysts

Statistical publication

Legal Aid Statistics Quarterly Bulletin

Corporate Information Systems (CIS)

Brief description

Civil Representation Means & Merits

Civil Representaion Case Management including The Statutory Charge

Cash receipting

Client & Provider payments

Billing (Civil Rep, Magistrates Court Non Standard Fees, High Cost Cases)

Family mediation (before February 2015)

Collection

Data entered by LAA staff and/or Legal Aid providers.

Application

Claim processing and validation, operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Raw data is coordinated on weekly and monthly, quarterly and yearly basis into Corporate Financial & Performance Reporting and for use by LAA and MOJ analysts.

Statistical publication

Legal aid statistical quarterly.

Means Assessment & Administration Tool (MAAT)

Brief description

Magistrates Means Assessment

Crown Court Means Assessment

Benefit Status Checking

Collection

Data entered onto system via HMCTS before November 2014 and Legal Aid Agency staff.

Application

Claim processing and validation, operational monitoring, resource allocation, performance measurement (including Service Level Agreements with HMCTS and other 3rd parties), forecasting and policy development.

Access and dissemination

Raw data is coordinated on weekly and monthly, quarterly and yearly basis into Corporate Financial & Performance Reporting and for use by LAA and MOJ analysts

Statistical publication

Legal aid statistics quarterly.

Crown Court Remuneration (CCR) and Crown Court Litigator Fee (CCLF)

Brief description

Billing system for Crown Court cases

Collection

Data entered by LAA staff and/or Legal Aid providers

Application

Claim processing and validation, operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Raw data is coordinated on weekly and monthly, quarterly and yearly basis into Corporate Financial & Performance Reporting and for use by LAA and MOJ analysts.

Statistical publication

Legal aid statistics quarterly.

Client and cost management system (CCMS)

Brief description

Replacing CIS (mandatory for providers in 2016) for:

Civil Representation Means & Merits

Civil Representation Case Management including The Statutory Charge

Cash receipting

Client & Provider payments

Billing

Collection

Data entered by LAA staff but mainly entered by Legal Aid providers.

Application

Claim processing and validation, operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Raw data is coordinated on weekly and monthly, quarterly and yearly basis into Corporate Financial & Performance Reporting and for use by LAA and MOJ analysts.

Statistical publication

Legal aid statistics quarterly.

Remuneration of costs (ROC)

Brief description

Administrative system for central fund cases

Collection

Data entered by the National Taxing Teams of the Legal Aid Agency

Application

Claim processing and billing

Access and dissemination

Raw data is combined with accounts data to provide payment outcomes for central fund cases.

Statistical publication

Legal aid statistics quarterly.

Exceptional Case Funding (ECF) tracker

Brief description

Case management tool used by ECF caseworkers to track progress of applications.

Collection

Data entered by LAA caseworkers either from paper or online application forms.

Application

A case management and management information tool to manage workflow and resource requirements.

Access and dissemination

Monthly snapshots of the tracker are provided to Legal Aid Statistics Team by secure email. The tracker itself is password protected.

Statistical publication

Legal aid statistics quarterly.

Telephone (VOICE report)

Brief description

Report containing information on civil legal aid operator and specialist telephone cases.

Collection

Data entered on to a central system by specialist telephone legal aid providers. This information is extracted on a monthly basis by the legal aid agency and entered into the voice report. Data for the operating service is received from the operating services case handling system. More detailed information is reported on at the end of the financial year.

Application

The information is used for operational monitoring before they are transformed into official statistics.

Access and dissemination

The monthly voice reports can be accessed via the MoJ secure network.

Statistical publication

Legal aid statistics quarterly.

General Ledger Aramis/Phoenix (Aramis GL)

Brief description

The MOJ general ledger holds the full invoicing and billing across the department and its agencies including:

- Invoicing
- Billing

Collection

Some data entered by LAA finance staff but also entered by finance staff in all areas of the department

Application

Processing of payments, operational monitoring, resource allocation, performance measurement, forecasting and policy development.

Access and dissemination

Raw data on transactions is coordinated on monthly, quarterly and yearly basis into Corporate Financial & Performance Reporting and for use by LAA and MOJ analysts.

Statistical publication

Legal aid statistics quarterly.

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Prison National Offender Management Information System (p-NOMIS), Inmate Information System (IIS) and Accommodation & Occupancy (A&O)

Brief description

Operational databases used in prisons and Young Offender Institutions in England and Wales for the management of offenders. They hold a range of data on individual prisoners, including personal details, type of custody, sentence details, imprisonment history, offender management including recording receptions, transfers and discharges and other movements within and outside of the prison establishment and adjudications and activities. It also holds the Incident Reporting system described elsewhere in this document. It holds data on any prisoner held in a public sector prison since 2010 and a contracted out prison since 2012.

Collection

Data are entered onto P-NOMIS by each prison establishment. A snapshot of P-NOMIS is taken overnight and available through the P-NOMIS management information system. These are collated in IIS for England and Wales. Extracts from both NOMIS and IIS are created weekly, monthly and annually and provided to central users. Historical data is also available from the former Local Inmate Database System (LIDS).

Application

Data are used in the tactical and strategic management of the prison population, including operational monitoring and performance measurement.

Access and dissemination

Daily prison population headline figures circulated to a limited number of internal users and used in the day-to-day operational management of the prison population.

A weekly breakdown of the prison population (more detailed than the published weekly headline figures) is circulated as a restricted document to internal colleagues and key external stakeholders with responsibility for the management of the prison population or to other parts of the justice system which impact on the prison population.

A wide range of data from P-NOMIS are collated and available on a monthly basis through the National Offender Management Service's performance hub as management information for performance monitoring. The Performance Hub is a restricted database accessible only by authorised prison management and administrative staff and NOMS HQ staff. Access to the Performance Hub is managed by NOMS analytical unit.

Selected management information from the Performance Hub is used in monthly or quarterly reports to NOMS management boards and ministers for operational monitoring.

Quarterly, monthly and fortnightly MI briefings on a range of topics e.g., Foreign National Prisoners; religion.

Non-statistical publication

For transparency headline prison population and accommodation figures are published on a weekly basis and by establishment on a monthly basis;

The National Offender Management Service Annual Report: Management Information Addendum publishes a detailed view of performance against a wider range of indicators for prisons, including by prison function. The Prison Performance Digest provides a breakdown by individual establishment of performance against a number of indicators, namely prisoner population, escapes, absconds, purposeful activity, release on temporary license and random mandatory drug testing. Most data in these publications are not covered by official statistics.

Statistical publication

The following statistical publications are produced using data from this source:

Offender Management Statistics Quarterly (and annual tables published in April each year);

Story of the Prison Population (ad-hoc publication, updated periodically);

Modelling of short-term part of Prison Population Projection model.

Safety in Custody Statistics Quarterly

Knife possession sentencing quarterly;

Proven re-offending statistics Quarterly;

Women and the Criminal Justice System;

Race and the Criminal Justice System;

National Offender Management Service equalities report;

Terrorism statistics quarterly (Home Office publication).

Synergies

The Chief Inspector of Prisons uses these systems as part of his function to inspect prisons as required by legislation. Some data from P-NOMIS will appear in the inspection report for the prison. Published official statistics and unpublished data may also be published in their Annual Report.

The Prison and Probation Ombudsman may publish some data in their Annual Report and other PPO reports.

Prisons' Independent Monitoring Board (IMB) may also include data from P-NOMIS in their annual reports.

Except for the data that are published official statistics, all of this data comes directly from the administrative system and not from datasets used to produce official statistics.

National Offender Management Service incident reporting system

Brief description

The system for recording incidents in prison custody including self-harm, assaults, failures from release on temporary licence, escapes, absconds, finds and disorder. Data recorded includes information at incident level and the offender involved.

Collection

Information is recorded on paper based forms near the location of incidents. These forms are then collected and entered centrally on IRS or NOMIS in each establishment (or at headquarters for escort contractors). Extracts from IRS on the incidents and P-NOMIS of personal information for prisoners involved in incidents are taken monthly and merged into a central system from which statistics are compiled.

Application

Operational monitoring, performance measuring, resource allocation, forecasting and policy development.

Access and dissemination

Access to the incident reporting system is restricted to selected staff working in establishments and to relevant staff based at headquarters.

Access to the central system from which self-harm and assaults statistics are produced is limited to relevant staff working in headquarters.

Information is supplied to multiple destinations including establishments, regional offices and external stakeholders.

Data from selected incident types are collated and made available on a monthly basis through the National Offender Management System's performance hub as management information for operational and performance monitoring. The Performance Hub is a restricted database accessible only by authorised prison management and administrative staff and NOMS HQ staff. Access to the Performance Hub is managed by NOMS analytical unit.

Selected management information from the IRS is used in monthly or quarterly reports to NOMS management boards and ministers for operational and performance monitoring.

Non-statistical publication

National Offender Management Service Annual Report: MI addendum and Prison Performance Digest will publish data originally sourced from IRS. The data that is published is either not covered by official statistics, or published at the same time.

Statistical publication

Safety in Custody Statistics Quarterly

Offender Management Statistics Quarterly

Synergies

The Chief Inspector of Prisons uses these systems as part of his function to inspect prisons as required by legislation. Some data from IRS may appear in the inspection report for the prison as evidence of their findings on the safety, security and performance of the prison. Published official statistics and unpublished data may also be published in their Annual Report.

Data may also appear in the Prisons and Probation Ombudsman (PPO) Annual reports or other PPO reports (see deaths in custody database).

National Offender Management Service (NOMS) Deaths in Custody Database

Brief description

The central system for recording information relating to deaths in prison custody in England and Wales.

Collection

Information is derived from multiple sources including the incident reporting system (IRS and NOMIS), Inmate Information System, prisoners records, coroners, fatal incident investigations by Prison Probation Ombudsman investigators, casework files.

Application

Compliance with statutory responsibilities, operational monitoring, performance measuring, resource allocation, forecasting and policy development.

Access and dissemination

Access to the central system is limited to relevant staff working in headquarters.

Information is supplied to multiple destinations including the public, establishments, regional offices, external stakeholders (e.g. Chief Inspector of Prisons, Prison Probation Ombudsman etc.).

Data from the deaths in custody database are collated and made available on a monthly basis through the National Offender Management System's performance hub as management information for operational and performance monitoring. The Performance Hub is a restricted database accessible only by authorised prison management and administrative staff and NOMS HQ staff. Access to the Performance Hub is managed by NOMS analytical unit.

Management information on deaths in prison custody is used in monthly and quarterly reports to NOMS management boards and ministers for operational and performance monitoring.

Statistical publication

Safety in Custody Statistics Quarterly

Synergies

The Chief Inspector of Prisons uses these systems as part of his function to inspect prisons as required by legislation. Some data on deaths may appear in the inspection report for the prison as evidence of their findings on the safety, security and performance of the prison. Published official statistics may also be published in their Annual Report.

The Prisons and Probation Ombudsman (PPO) publish data on prison deaths investigations started in their Annual Report. As their figures cover investigations started, which may not be on the day of the death, and they include deaths occurring outside the prison their figures may not align exactly with published figures in Safety in Custody and

as the investigation may not start on the day of the death and due to investigating a wider range of deaths the figures in their annual report may slightly differ from Safety in Custody figures. Data will also appear in their Fatal Incident Report in to the death obtained from administrative systems and their investigation.

Deaths in prison custody also appear in the Coroners Statistics publication. Data for this publication are provided from coroners.

Multi-Agency Public Protection Arrangements (MAPPA) Database

Brief description

Central system for storing data on MAPPA eligible offenders.

Collection

Data submitted to NOMS by each of the 42 MAPPA areas.

Application

Operational monitoring.

Access and dissemination

Access to centrally stored data limited to officials in Offender Management and Public Protection Group (OMPPG), however the data is retained locally in MAPPA management units.

Non-statistical publication

MAPPA annual reports for each area.

Statistical publication

MAPPA statistical bulletin covering England and Wales.

Public Protection Unit Database (PPUD)

Brief description

Case management system for those offenders serving life sentences and indeterminate sentences of imprisonment for public protection, recalled offenders and offenders who are restricted patients.

Collection

Data entered onto database by Public Protection and Mental Health casework sections.

Application

Data used to manage the parole process for indeterminate sentence prisoners (ISPs), the recall and re-release process for recalled prisoners, and case management, discharge and recall process for restricted patients.

Access and dissemination

Selected data on returns to custody against emergency and standard targets used centrally and uploaded to Local Criminal Justice Board Performance hub on monthly basis.

Statistical publication

The following statistical publications are made using data from this source: Offender Management Statistics Quarterly Bulletin (and annual version): Licence recalls and returns to custody; Indeterminate Sentenced Prisoners tariff information and releases; ISP tables; Proven Re-offending Statistics Quarterly; Restricted Patients publication which is published alongside Offender Management Statistics Quarterly

Non-statistical publication

Parole Board Annual Report. This is not a statistical release but an annual report required by Parliament (Paragraph 11, Schedule 19, Criminal Justice Act 2003).

Integrated Accredited Programmes System (IAPS)

Brief description

Operational database for the management of accredited programme requirements in the NPS and CRCs.

Collection

Data are entered on local IAPS databases for the NPS and CRCs. These are collated in the national Oracle database which is accessed via an Open Database Connection (ODBC) for national reporting.

Prisons data are collected in an ad-hoc basis directly from each prison establishment. This system is due for review to bring management of the data collection under the remit of the Hub.

Application

Data are used to record and manage offenders with an accredited programme requirement. Data are used for resource allocation, programme audit, programme evaluation, performance measurement and management information.

Access and dissemination

Data are accessed by restricted users with designated OMNI terminals. Selected data are uploaded to the Performance hub on a monthly basis, in addition to provision of data for operational audit and for contribution to PQs, FOI's and other ad-hoc requests.

Non-statistical publication

Performance monitoring disseminated to criminal justice practitioners via the NOMS Performance Hub. Annual programme reviews disseminated to probation treatment managers and selected NOMS staff.

The NOMS Annual Report: Management Information Addendum publishes a detailed view of performance against a wider range of indicators for probation.

Statistical publication

Accredited Programmes Annual Statistics Bulletin.

Synergies

These data also contribute to: National Offender Management Service Annual Report: Management Information Addendum; NOMS Equalities Annual Report.

nDelius and Probation case management systems

Brief description

This is a generic label for what had historically been a range of systems, which was unified under the **nDelius** system. Moving forward CRCs are not obliged to use nDelius but they are contractually required to provide some key MI data information that will be compatible with and feeding this system via the SPG (Strategic Partner Gateway).

Collection

Transforming Rehabilitation is a reform programme that is changing the way offenders are managed in the community. Since 1 June 2014, Probation Trusts have been replaced by the National Probation Service (NPS), which manages the most high-risk offenders across seven divisions; and 21 new Community Rehabilitation Companies (CRCs), who manage medium and low-risk offenders.

Monthly extracts of starts, caseload, terminations and court reports are submitted from NPS and CRCs.

Application

Data are used to manage offenders under probation service supervision. Data are also used for resource allocation, performance measurement and management information.

Access and dissemination

Selected data are uploaded to National Offender Management Service (NOMS) Performance hub.

Non-statistical publication

Performance monitoring disseminated to criminal justice practitioners via the NOMS Performance Hub.

The NOMS Annual Report: Management Information Addendum publishes a detailed view of performance against a wider range of indicators for probation.

Community Performance Quarterly MI release, which publishes CRCs and NPS performance MI data.

Statistical publication

Offender Management Statistics Quarterly

Youth Justice data

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eAsset

Brief description

Monthly population data for the under-18 custodial population.

Collection

Database for the monthly under 18 custody population data, a snapshot from the last Friday of the month or the first Friday of each month has been used, depending on the actual month end. This will include young people on remand as well as those on custodial sentences.

Application

Operation monitoring of the under 18 custodial estate, used to allocate places in the secure estate for children and young people for those who are given a custodial remand or sentence.

Access and dissemination

The YJB Placement Service at the Youth Justice Board (YJB) use Secure Accommodation Clearing House System (SACHS) to place young people into custody. A limited number of people have access to the reporting functionality at the YJB. The system is also used by the secure establishments.

Statistical publication

Youth Justice Statistics

Proven Re-offending Statistics Quarterly.

Non-statistical publication

Monthly population brief; Year on year monthly custody data is also provided to the Sentencing Guidelines Council for publication in an annual newsletter; SCH and STC population data is provided to the MoJ for the monthly prison population brief.

Synergies

Replaced SACHS in March 2012, SACHS was used for reporting until July 2012.

Secure Accommodation Clearing House System (SACHS)

Brief description

Monthly population data for the under-18 custodial population.

Collection

Database for the monthly under 18 custody population data, a snapshot from the last Friday of the month or the first Friday of each month has been used, depending on the actual month end. This will include young people on remand as well as those on custodial sentences.

Application

Operation monitoring of the under 18 custodial estate, used to allocate places in the secure estate for children and young people for those who are given a custodial remand or sentence.

Access and dissemination

The Placements and Casework Service at the Youth Justice Board (YJB) use SACHS to place young people into custody. A limited number of people have access to the reporting functionality at the YJB

Non-statistical publication

The following non-statistical publications are made using data from this source: Monthly population brief is published on the MoJ website; Year on year monthly custody data is also provided to the Sentencing Guidelines Council for publication in an annual newsletter.

Statistical publication

Youth Justice Statistics

Offender Management Statistics quarterly.

Synergies

Replaced by eAsset in March 2012, SACHS was used for reporting until July 2012.

Themis

Brief description

Youth Offending Team (YOT) returns from 2002/03 to 2008/09 (aggregate level data).

Collection

YOT returns of youth justice data, mainly around offences and disposals for young people and the relevant Key Performance Indicators (KPIs) are sent to the Information team in Youth Justice Board (YJB). These are uploaded automatically into Themis.

Application

Operational monitoring of the youth justice system and monitoring the performance of YOTs.

Access and dissemination

The Information Team in the YJB all have access to Themis. Some members of policy teams also have access to run their own extracts. Data is sometimes sent back to YOTs for verification.

Non-statistical publication

Historic data is only used on request.

Statistical publication

Youth Justice Statistics.

Synergies

Replaced by YJMIS from April 2009.

YJMIS

Brief description

YOT data returns (record level and some aggregated level data)

Collection

YOT returns of offences and disposals for young people on a record level basis. Designed to replace the Themis system and allow for capturing Asset data with offender records

Application

Operational monitoring of the youth justice system and monitoring the performance of YOTs.

Access and dissemination

Access is available to members of the Information team, Analysis Team and to the IT staff managing the transition. YOTs also have access to populate the database.

Non-statistical publication

The following non-statistical publications are made using data from this source: Quarterly YOT performance summary information; Toolkits for Youth Justice Board (YJB).

Statistical publication

Youth Justice Statistics.

Synergies

Replaced Themis as the source of YOT data in April 2009.

Data Improvement Project - Linked Data

Brief description

The Data Improvement Project is a developmental project that has two main strands, internal linked data which is produced from linking existing administrative MoJ data sources together and cross-government linked data from linking with other departments' administrative data sources. These lead to valuable new resources which are being used for a variety of analytical purposes in MoJ and across wider government.

Collection

The internal linked data is produced by taking extracts of administrative data sources held by MoJ and linking these extracts together using data linking techniques. The MoJ data sources currently included in the internal linked data are: MoJ's Police National Computer (PNC) extract, prisons' caseload data, probation caseload data, NOMS accredited interventions data, Offender Assessment System (OASys) data and data from the magistrates' court (Libra) and crown court (CREST). Sensitive personal data is needed for matching the datasets and includes variables such as first name, surname, date of birth, gender and reference numbers (e.g. crime records office ID, PNC ID, prison number). MoJ internal data sources have been linked for the period 2008 to 2013 capturing around 11 million offenders.

The Data Improvement Project also holds de-identified record level administrative data from other government departments as part of agreed data shares. Data is included from DWP and HMRC as part of the data share between MoJ / DWP / HMRC to improve understanding of the relationship between offending, employment and benefits. For this data share, administrative data from DWP / HMRC (from the National Benefits Database for example) was linked using data matching techniques to MoJ administrative data. Two data shares have taken place to date (in 2011 and 2013) with DWP / HMRC and a third is in progress.

A data share between MoJ / BIS took place in 2014 to improve understanding of the relationship between further education and offenders. Administrative data from the Individualised Learning Record (ILR) was matched to MoJ administrative data. The MoJ / BIS data share has also been matched to the MoJ / DWP / HMRC data share in 2015, resulting in a longitudinal dataset that includes offending, employment, benefits and further education.

Future development of the linked data includes increasing the scope to link to other administrative data sources (both within and external to MoJ) and to move the internal linked data into regular production.

Application

The internal and cross-government linked data are developmental and currently not used for regular official statistics although this will change when the internal linked data is moved into regular production. Currently both the internal and cross-government linked data are cleaned, linked, quality assured and used for internal analyses to support policy development / implementation / evaluation. A number of experimental statistics releases have been published based on the MoJ / DWP / HMRC data share.

Access and dissemination

Access to de-identified linked data is given to analysts within MoJ providing the necessary safeguards are complied with – this includes only releasing the linked data to analysts who have a defined business need to access the linked data. Members of the Data Improvement Project team are the only people with access to the sensitive personal data (personal identifiers) which is needed to link the different data sources together.

Once the linked data moves into regular production and official statistics are produced from the data, the arrangements for sharing and disseminating the linked data prior to publication will change as appropriate.

Linked magistrates' and Crown court data is routinely produced to provide information on the timeliness of court cases. These statistics are published quarterly in an official statistics publication. Access to the statistics prior to publication is available on the HM Court Service performance database and is used for management information purposes only.

Non-statistical publication

None. With the exception of the court timeliness data, there are currently no routine official statistics produced from the linked data as it is developmental. The only data / analyses from the linked data published in the public domain have been released as experimental statistics releases. Once the linked data is moved into regular production, we will release the data as official statistics.

Statistical publication

Official statistics – Linked data is used to produce the court timeliness statistics published in Court Statistics Quarterly and Judicial and Court Statistics.

Experimental statistics – To date, the following experimental statistics releases have been published using the MoJ / DWP / HMRC data share:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/217428/offending-employment-benefits-emerging-findings-1111.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/217412/impact-employment-reoffending.pdf

<https://www.gov.uk/government/statistics/experimental-statistics-from-the-2013-moj-dwp-hmrc-data-share>

<https://www.gov.uk/government/statistics/p45-employment-for-offenders-tax-years-200506-to-201112>

It is envisaged that regular statistical publications will be published when the linked data is moved into regular production.

Synergies

These data are also used in various Impact Assessments and research reports published by MoJ, NOMS and other government departments.



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