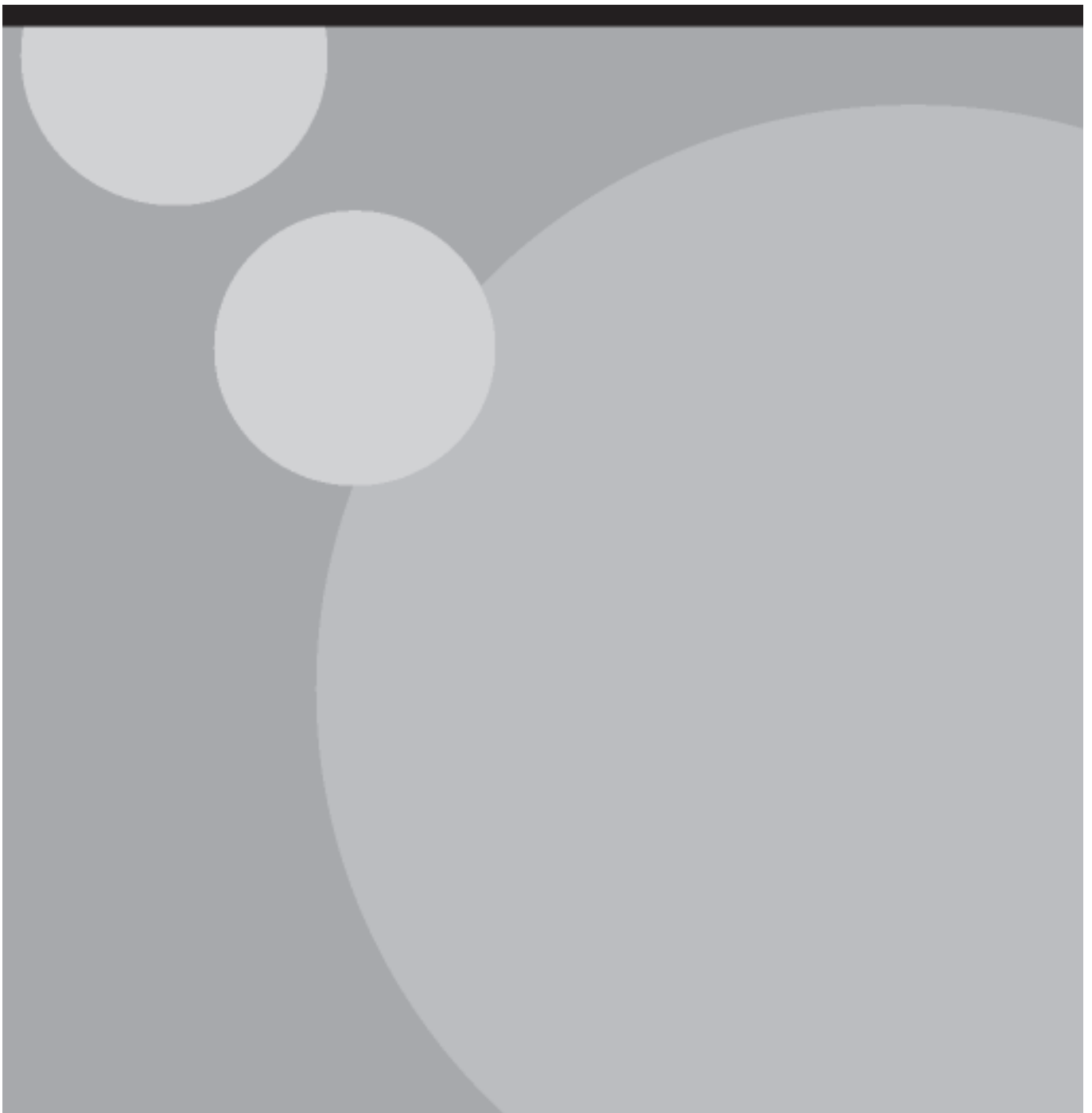


## Statement of administrative data sources



Communities and Local Government  
Eland House  
Bressenden Place  
London  
SW1E 5DU  
Telephone: 0303 444 0000  
Website: [www.communities.gov.uk](http://www.communities.gov.uk)

© *Crown Copyright, 2010*

*Copyright in the typographical arrangement rests with the Crown.*

*This publication, excluding logos, may be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation. This is subject to it being reproduced accurately and not used in a misleading context. The material must be acknowledged as Crown copyright and the title of the publication specified.*

Any other use of the contents of this publication would require a copyright licence. Please apply for a Click-Use Licence for core material at [www.opsi.gov.uk/click-use/system/online/pLogin.asp](http://www.opsi.gov.uk/click-use/system/online/pLogin.asp), or by writing to the Office of Public Sector Information, Information Policy Team, Kew, Richmond, Surrey TW9 4DU

e-mail: [licensing@opsi.gov.uk](mailto:licensing@opsi.gov.uk)

If you require this publication in an alternative format please email [alternativeformats@communities.gsi.gov.uk](mailto:alternativeformats@communities.gsi.gov.uk)

Communities and Local Government Publications  
Tel: 0300 123 1124  
Fax: 0300 123 1125  
Email: [product@communities.gsi.gov.uk](mailto:product@communities.gsi.gov.uk)  
Online via the Communities and Local Government website: [www.communities.gov.uk](http://www.communities.gov.uk)

February 2010

ISBN: 978-1-4098-2240 0

# CONTENTS

<b>Background</b>	<b>2</b>
<b>Administrative Data Sources held by CLG which are used for producing Official Statistics</b>	<b>3</b>
<b>Mortgage Rescue Scheme</b>	<b>3</b>
<b>Fire and Rescue Services Incident Recording System</b>	<b>4</b>
<b>Annual aggregate returns from Fire and Rescue Services</b>	<b>5</b>
<b>CLASS database</b>	<b>6</b>
<b>Supporting People Client Record and Outcomes data</b>	<b>7</b>
<b>Supporting People Local Systems data</b>	<b>8</b>
<b>Database of all local government PFI projects</b>	<b>10</b>
<b>National Core Indicators on Planning Policy</b>	<b>11</b>
<b>CORE (COntinuous REcording system)</b>	<b>12</b>
<b>Code for Sustainable Homes</b>	<b>14</b>
<b>Central Register of Energy Performance Certificates</b>	<b>15</b>
<b>Administrative Data Sources held by CLG which are not used for producing official statistics but have the potential to do so</b>	<b>16</b>

## Background

Official statistics published by Communities and Local Government are based on two main sources – data gathered from statistical surveys or bespoke collections, and data extracted from administrative or management systems.

By using data which are 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 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 can also deliver data with a greater breadth of coverage.

The UK Statistics Authority encourages producers of official statistics 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 Authority's main requirements are set out in Protocol 3 of the Code of Practice for Official Statistics. This Protocol requires all producers of official statistics to publish, in consultation with the National Statistician, a 'Statement of Administrative Sources' which lists:

- the administrative systems they currently use to produce official statistics; and
- other administrative sources that are not currently used for statistical purposes but which have the potential to be so used.

This document will be reviewed on a regular basis and updated when necessary.

**Janet Dougharty**

**Head of Profession for Statistics  
Communities and Local Government  
February 2010**

# **Administrative Data Sources held by CLG which are used for producing Official Statistics**

## **Mortgage Rescue Scheme**

### **Collection**

Data on the monthly total of applications, acceptances and completed cases related to the Mortgage Rescue Scheme are reported by local authorities in England who are operating this scheme.

### **Application**

The data are used for internal operational monitoring of the number of cases considered under the scheme with potential to inform ongoing policy development.

### **Access and dissemination**

Data are only made available internally to statisticians and officials responsible for monitoring the MRS. Data are not shared outside the organisation before CLG's official statistics publication on the departmental website.

### **Non-statistical publication**

None

### **Statistical publication**

Published quarterly statistics on CLG's website.

### **Synergies**

None. The administrative data are not published separately to the statistical release.

# Fire and Rescue Services Incident Recording System

Incidents attended by Fire and Rescue Services (FRSs). Details of incidents are recorded by Fire and Rescue Services from their systems and through the secure web-based 'Incident Recording System'.

## **Application**

The national data collected through this system may be used before publication as official statistics in order to gain insight of emerging patterns of incidents. There are also plans, subject to feasibility, of using the Incident Recording System to replace an existing paper-based rapid reporting system.

## **Access and dissemination**

Individual Fire and Rescue Services can access their own data and may share this with other services. The national dataset is managed by the people responsible in CLG and the devolved administrations for the purposes of preparing and releasing statistics. The data are not released until official statistics are produced.

## **Non-statistical publication**

Any data from the database are released into the public domain prior to the release of the official statistics will be produced and reviewed by Fire and Resilience Research and Statistics staff.

## **Statistical publication**

Fire Statistics UK (annual publication) and Fire Statistics Monitor (quarterly publication) are published on the CLG website with accompanying data tables. Other statistics are available on request.

## **Synergies**

None. Publication is carried out by statistical release.

# Annual aggregate returns from Fire and Rescue Services

## **Collection**

Annual aggregate returns from Fire and Rescue Services (FRSs) are made to CLG and held in a database on the Department's IT network. Data relate to the following topics: i) staffing, ii) audits of building, iii) community fire safety, iv) health and safety, and v) other operational measures such as emergency calls received

## **Application**

The national data collected through this system are not used before publication as official statistics.

Data are collated and submitted by each Fire and Rescue Service (FRS), thus each FRS has full access to its own data.

## **Access and dissemination**

The national data set is only available to statisticians before publication of the official statistics. Individual Fire and Rescue Services have access to their own data and may be sharing with other Services.

## **Non-statistical publication**

No data from the database are released into the public domain prior to the release of the official statistics.

## **Statistical publication**

Fire and Rescue Service Operational Statistics is an annual publication on the CLG website. Further detailed tables feature in the Fire and Rescue Service Equality and Diversity Annual Report. Other statistics are available on request.

## **Synergies**

None. Publication is carried out by statistical release.

## CLASS database

### **Collection**

The CLASS database holds the data supplied by local authorities in England about local government finance on a monthly, quarterly and annual basis. The database is managed by statisticians in CLG.

### **Application**

The main use of the data is to compile national estimates for publication in National and Official Statistics releases during the year and then to provide analysis and evidence for policy. Limited data are also extracted for officials and Ministers to inform policy decisions.

### **Access and dissemination**

Access to the data is managed and controlled by statisticians in CLG. All releases are subject to rigid statistics pre-release access protocols. Some quarterly or monthly information stored on CLASS is used to compile estimates for delivery to ONS and Treasury for use in National Accounts and Public Sector Finances. Some data are also used in advance of publication to establish policy on council tax capping principles.

### **Non-statistical publication**

None.

### **Statistical publication**

Key quarterly and annual data are used to compile national estimates for publication in National and Official Statistics releases during the year. Local Authority data are available, on request, after publication.

There are ongoing plans to place additional quarterly data on the CLG website.



# Supporting People Client Record and Outcomes data

## **Collection**

The Supporting People (SP) programme is administered through 152 top tier authorities. These authorities work with their local partners to commission services which are delivered largely by the third sector (the voluntary and community sector, and housing associations). Information required to carry out monitoring of the programme and analysis is obtained via the Client Record Form and Outcome Forms (Short-term & Long-term). Service providers currently have two possible methods available for returning Client Record and Outcomes forms: online web entry (CROSS), or exporting from the provider's own in-house computer system using the data specification provided.

Client Record information submitted to the Client Record and Outcomes Office, (based at the Centre for Housing Research (CHR), University of St Andrews) is transferred into a computer system managed by the CHR, on behalf of CLG before undergoing validation assessment. Discrepancies are queried by quality assessment staff with service providers.

## **Application**

SP Client Record and Outcome data are an invaluable source of information on housing-related support services. Client characteristics, economic status, ethnicity, client group, source of referral and previous tenure are the main variables collected and analysed. They provide CLG with an overview of who is accessing SP services, as well as useful monitoring data for Administrative Authorities.

## **Access and dissemination**

National quarterly (interim) and year-end datasets are not made publicly available before their release as official statistics. The administrative data is only made available outside the programme administration team after publication of the national datasets. Quarterly (interim) data sets are provided to CLG and Administering Authorities following the release of the national data.

## **Non-statistical publication**

None.

## **Statistical publication**

Quarterly (interim) and year-end datasets, which can be manipulated to produce summary reports, are published on the Client Record and Outcomes Office website managed by the CHR. These releases are pre-announced through the UKSA publication hub and the CLG statistics publication schedule. Statisticians liaise with Policy and contractors to quality assure the outputs and coordinate pre-announcement.

# Supporting People Local Systems data

## Collection

The Supporting People programme is administered through 152 top tier authorities in England. These authorities work with their local partners to commission services which are delivered largely by the third sector (the voluntary and community sector, and housing associations). The information required to carry out performance reporting and to produce periodic spend and supply analyses is obtained via the quarterly Supporting People Local System (SPLS) uploads. SPLS data is submitted by Administrating Authorities to CLG via an externally contracted IT company, Steria Ltd. As part of the validation process discrepancies are queried by Steria Ltd. with the authority who submitted the information.

## Application

This data source is used to derive quarterly National Indicators 141<sup>1</sup> and 142<sup>2</sup> and annually DSO indicators 2.10 and 2.11. To note the quarterly release of NI data is not currently deemed 'official statistics' but the year end DSO figures are. These data sources provide CLG with useful monitoring data to assist Administrative Authorities.

To note these indicators are not about individual service users but are compiled using service level data.

The quarterly NI and year end DSO datasets are not made publicly available before their publication or the release of DSO indicators as official statistics at year end.

From April 2009, additional validation checks were built into the quarterly (NI) data submissions by local authorities. After publication of the final quarter of 2009/2010 NI datasets (approximately July 2010) it will be reviewed whether these data are of sufficient quality to be released as 'official statistics'.

In addition household unit, services and spend data are submitted by Administrating Authorities via the SPLS upload mechanism but these data items are not compiled or published as official statistics and currently there are no plans to treat these data items as official statistics.

---

<sup>1</sup> NI 141 (DSO 2.11) percentage of vulnerable people achieving independent living (short-term services)

<sup>2</sup> NI 142 (DSO 2.10) percentage of vulnerable people supported to maintain independent living (long-term and floating support services)

### **Access and dissemination**

Quarterly NI data sets are produced and provided to CLG and Administering Authorities, along with a set of standard tables, by authority and region, for wider publication. The administrative data is only made available outside the programme administration team after publication of the national datasets.

### **Non-statistical publication**

National Indicator 141 and 142 data are published quarterly currently on the spkweb but from April 2010 will be published on the CLG website. As mentioned above these quarterly NI published figures are currently not 'official statistics' but do present leading quarterly indicators for DSO 2.10 and 2.11.

### **Statistical publication**

DSO 2.10 and 2.11 will be annual publications on the CLG website, pre-announced on the UKSA publication hub and CLG statistics publication schedule. Statisticians liaise with policy and contractors to quality assure the outputs and coordinate pre-announcement.

## Database of all local government PFI projects

### **Collection**

Information on all local government Private Finance Initiative (PFI) projects, both existing and planned, is held on a database. The data held for each project includes PFI credits and grants and milestone dates. The data are updated regularly to reflect project endorsement and new grant claims, along with 2 annual data collection exercises across government departments for future forecasts.

### **Application**

The information is used by CLG and HMT for operational monitoring and forecasting credit use and expenditure under the PFI. This includes analyses of projects in various ways (sector, department, region, etc.).

### **Access and dissemination**

Officials in CLG and other Government departments involved in operational monitoring of PFI have access to the full database as required.

### **Non-statistical publication**

A complete list of projects supported by government is reported regularly on the CLG website. This includes information on the stage of development reached by projects, the value of PFI credits allocated to each project, for projects in procurement, when they were endorsed, a short description and a local authority contact, the number of projects in each sector and the total PFI credit allocations available to each department and their use.

### **Statistical publication**

Details on local authority PFI is used in the Local Government Financial Statistics reports.

Supply of affordable housing through PFI schemes form a constituent part of the Affordable Housing Supply official statistics published annually. The HCA produce this data – it is not part of the general local government PFI database.

# National Core Indicators on Planning Policy

## **Collection**

Regional planning bodies and local planning authorities are required to report on core output indicators in their *Annual Monitoring Reports* as part of the approach to regional and local monitoring set out in *Planning Policy Statement 11: Regional Spatial Strategies* (PPS11) and *Planning Policy Statement 12: Local Spatial Planning* (PPS12) and accompanying monitoring guidance.

Data are collected from local authorities by the Regional Assemblies (or their successor bodies) and selected data are provided by each region to CLG on spreadsheets.

## **Application**

Data are used by Regional Assemblies and CLG to monitor compliance with Planning Policy Statements in support of Regional Spatial Strategies.

## **Access and dissemination**

Currently only data on net additional dwellings is provided to CLG by the regional bodies and this data is managed by statisticians and is not shared prior to publication.

The set of indicators has the potential to be used for further official statistics which is being explored.

## **Non-statistical publication**

There is no non-statistical publication of the national dataset prior to release as official statistics. However, individual local authority or regional assembly published AMRs will contain their own data on the National Core Indicators.

## **Statistical publication**

Net additional dwellings annual statistical release.

The AMRs contain a number of indicators that could be official statistics.

In future years data on housing quality and future land supply for housing will also be released as official statistics.

## CORE (COntinuous REcording system)

### **Collection**

CORE (COntinuous REcording) is a national information source funded jointly by the Tenant Services Authority (TSA) and Communities and Local Government that records information on the characteristics of housing association and local authority social housing tenants and the homes they rent and buy.

Registered social landlords and local authorities complete electronic logs for each social housing sale and new letting. These are submitted monthly to the CORE contractor who validate and store the logs on a database.

### **Application**

The data are used for monitoring housing costs, assessing affordability and developing policy.

### **Access and dissemination**

Data is shared with CLG, TSA and National Housing Federation for quality assurance purposes before the official statistics publication. Other registered users are given access via the CORE website on a quarterly basis only after the official statistics publication.

### **Non-statistical publication**

None

### **Statistical publication**

An annual digest and quarterly updates are published on the CORE website. Live tables on social lettings at a national level are published on the CLG website.

# HCA Investment Management System

## **Collection**

The Homes and Communities Agency's (HCA) Investment Management System (IMS) is used by social housing providers to bid for funding from the National Affordable Housing Programme. The IMS holds detail on grant applications and units delivered.

## **Application**

The information is used for the operational management and performance monitoring of the NAHP and the HCA.

## **Access and dissemination**

Performance reports are used internally by the HCA and CLG to monitor delivery of affordable housing.

## **Non-statistical publication**

IMS information is used in the HCA corporate reports and individual scheme details are published quarterly for each region on the HCA website.

## **Statistical publication**

Data are extracted from IMS on an annual basis to inform CLG's official statistics publication on affordable housing supply.

# Code for Sustainable Homes

## **Collection**

The Code for Sustainable Homes has been in operation since April 2007. It provides a rating of environmental performance of new homes in a two stage process (Design stage and Post-construction) using objective criteria and verification. The results of the Code assessment are recorded on a certificate assigned to the dwelling. The Code for Sustainable Homes is managed by BRE Global Ltd under contract to CLG using arrangements based on BRE Global's EcoHomes operating systems. Under these arrangements all Code assessments are carried out under licence by a wide range of organisations.

BRE Global Ltd maintains a central database in which all the assessed dwellings are registered, regardless of the organisation providing the Code assessment. This allows statistics to be reported to CLG.

## **Application**

The main purpose of the data is the operational monitoring of the Code for Sustainable Homes.

## **Access and dissemination**

Policy officials and the BRE Global Ltd who run the Code on a day to day basis have access to the information collected under the Code assessments.

## **Non-statistical publication**

There is no formal non-statistical publication of the information, but the data are drawn on to answer Parliamentary Questions on how many Code homes have been built.

## **Statistical publication**

It is intended to release information on the number of Code homes as official statistics on the CLG website in the near future, subject to resources and quality assurance of the data.



# Central Register of Energy Performance Certificates

## **Collection**

The Energy Performance Certificate is a mandatory component of the Home Information Pack and provides details on the energy performance of the property. Energy Performance Certificates (EPCs) and Display Energy Certificates (DECs) are lodged by register operators on a Central Register managed by Landmark Information Group Ltd on behalf of CLG.

## **Application**

The main use of this data is for operational monitoring of the energy performance certificates scheme.

It is intended that the data will be used to provide an assessment of the average energy performance (SAP) of new homes to monitor delivery against DSO 2.5.

## **Access and dissemination**

The total number of lodgements and individual report details (by reference number) are available through the Home Condition Report website ([www.hcrregister.com](http://www.hcrregister.com)). These numbers are updated on a continuous basis by the register operators.

Data are extracted and provided to CLG officials for scheme monitoring.

## **Non-statistical publication**

None at present.

## **Statistical publication**

DSO indicator 2.5 on the average energy performance of new homes using the Central Register has been published as an official statistic. It is intended that other information from the Central Register will be released as official statistics on the CLG website in the near future, subject to resources and quality assurance of the data.

## Administrative Data Sources held by CLG which are not used for producing official statistics but have the potential to do so

### **Seaside and Country Homes Scheme**

Operational monitoring and performance measurement information on a scheme to help people who are aged 60 and over and living in social housing in Greater London move to seaside and country locations under a specific nominations agreement.

### **Planning applications and appeals**

Planning Casework Central (PCC) maintains a live database of all called-in planning applications and planning appeals determined by the Secretary of State. Information is used for operational monitoring and performance management. The database is not accessible to anyone outside PCC and data are not shared externally prior to publication of Act Papers: annual reports on compliance with statutory timetables for planning decisions.

The Planning Inspectorate (PINS) maintains a live database of planning, enforcement and various other types of appeals. Information is used for casework processing and management purposes. The database is not accessible to anyone outside the Inspectorate and data are not shared externally prior to publication of the Inspectorate's Annual Report and Accounts, and regular Statistical Reports. CLG are working with PINS to establish what planning data can be used for official statistics.

### **Take Part**

The Take Part Pathfinder programme, built on the existing Take Part network, funds the provision of Take Part learning around England. Each local pathfinder is a partnership between local authorities, third sector bodies and educational institutions, coordinated by one lead organisation. There are 18 pathfinders, two per region, and CLG receives a quarterly monitoring report from Community Development Foundation who manages the programme on the Department's behalf. An evaluation process will be completed towards the end of the programme (2011).

### **Green Flag Awarded Areas**

CLG is a joint sponsor of the Green Flag Awards. The data on green flag awarded areas are shared with CLG and provide a metric on the government's aim to create cleaner, safer and greener communities.

**Allotment Disposals:** Government Office for the West Midlands (GOWM) act on behalf of the Secretary of State for disposal of a statutory allotment under

Section 8 of the Allotments Act 1925. GOWM provide data on national case work regarding allotment disposals to CLG who use the data to provide a general overview on allotments and to monitor the rate of disposals. The information provided by GOWM is held on the Planet database, a national database used by CLG, GOs and Planning Inspectorate. The rate of allotment disposals is not currently released as official statistics.

### **ERDF grant management system**

The European Regional Development Fund (ERDF) helps stimulate economic development and regeneration in the least prosperous regions of the European Union. CLG is the designated Managing Authority for all ERDF structural fund programmes in England. Data are collected to ensure accurate reporting of ERDF spend to the EU Commission and to monitor CLG financial liabilities. A summary of ERDF funds is published in the CLG Resource Accounting Report.

### **Local Development Framework database**

Information on the progress on preparation of English Local Planning Authorities Local Plans and Regional Spatial Strategies is provided by Government Offices. This enables operational and performance monitoring on progress of local plans and Regional Spatial Strategies. Aggregated data are used in such publications as departmental annual reports. The database may be queried to provide answers to the public on request for specific information.

### **National Register of Social Housing (NROSH)**

A registry of social housing data on individual properties reported directly by local authorities and housing associations. CLG will be shortly handing the NROSH operational data collection service to an external data provider and this provider will be managed by the Tenant Services Authority. Data are available on-line to registered users from local authorities, arms-length management organisations and registered social landlords, as well as central and regional government agencies. NROSH is not yet fully populated and so official statistics are not released. It is intended that it will be used as fully as possible to provide official statistics when data are fit for purpose.

### **Register of Licensed Homes in Multiple Occupation (ROLHMO)**

The 2004 Housing Act introduced compulsory licensing of Houses in Multiple Occupation (HMOs) from April 2006. Data are extracted from local authority housing administrative systems using XML schema and submitted through a secure website. Local authorities are given controlled web-based access to the raw data to assist in implementation and monitoring of HMO Licensing. Plans are being drawn up to publish these data as official statistics on the CLG website and to also provide these to ONS for Neighbourhood statistics.

## **Electronic Survey of Empty Homes (ESEH)**

This survey uses an XML schema to help local authorities provide better information on empty homes to improve the match between the supply and demand of housing. The data used is extracted from LAs Council Tax (CTAX) systems and consists primarily of exemption and discount codes, plus actual discounts. Some data have been provided to ONS for neighbourhood statistics.

## **Tenancy Deposit Protection Scheme**

This scheme was introduced by the Housing Act 2004 as part of a package of measures to raise standards in the private rented sector. The Government has awarded contracts to three companies to run tenancy deposit protection schemes who provide data to CLG. The data are used for monitoring the take-up of tenancy deposit protection, the overall performance of the scheme and the effects of the policy.

## **Housing Revenue Account Subsidy Determination**

Local authorities provide information on their housing stock to calculate the subsidy capital financing requirement (debt costs and interest). This information is used to administer each Local Housing Authority's subsidy entitlement - how much they pay us and we pay them. This information is sometimes be used to answer public and parliamentary questions and a live table using rent information is published on the CLG website. Other than rents, this information is not compiled or published as official statistics.

## **Homeowners Mortgage Support (HMS)**

Lenders participating in the HMS scheme, launched in April 2009, are required to report scheme information about registered loans directly to this database through a secure Web Portal. Data are used for internal operational monitoring of scheme performance and liabilities accrued under the scheme. Aggregated management information on the scheme was released in December 2009.

CLG will continue to investigate whether there are other administrative sources that have the potential to produce official statistics.

Systems used for grant allocations, departmental finance and human resources together with other administrative systems used to facilitate departmental business e.g. Ministerial correspondence system have been excluded.