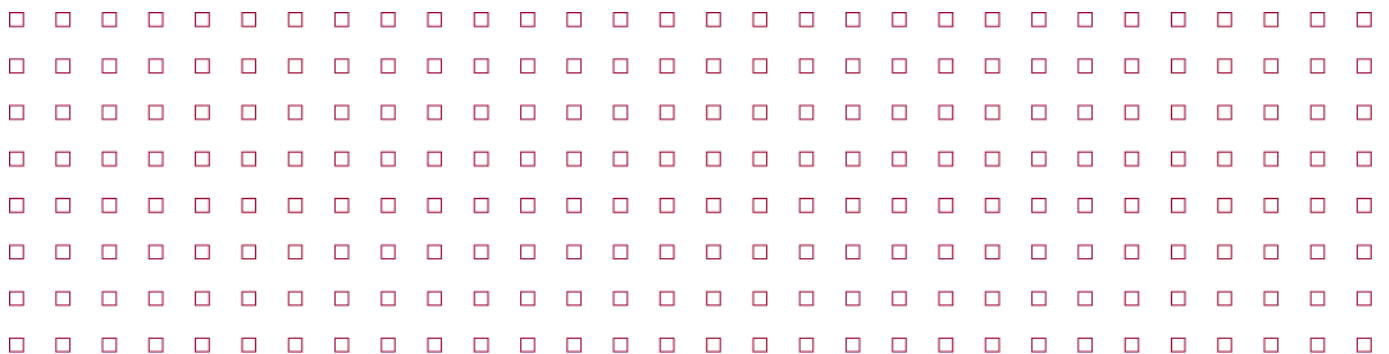


Statement of Administrative Sources

Statistical Bulletin

Ministry of Justice

Published October 2012





Ministry of
JUSTICE

Statement of Administrative Sources

Statistical Bulletin

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**This information is also available on the Ministry of Justice website:
www.justice.gov.uk/statistics**

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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. 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. At present this mainly applies to our statistics on Landlord and Mortgage Possession Statistics where the following controls apply.

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. Counts of less than 8, including zero, are suppressed, while all higher counts are only provided rounded to the nearest 5. Percentage changes between two periods are not provided where there are less than 30 cases in the earlier period. Figures for time periods other than calendar quarters and annual totals will not be provided.

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.

Care Monitoring System

Brief description

Case progression tool for monitoring care and supervision applications (where the application was made after 1st April 2012) in family courts.

Collection

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

Application

Operational monitoring, performance management, policy development.

Access and dissemination

Access to the live dataset 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.

Statistical publication

None.

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.

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

Various 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. Some 'performance' statistics also provided on a monthly basis on the intranet via the HMCTS Performance database.

MoJ operates a disclosure control policy when responding to requests for sub-national statistics on mortgage and landlord possession actions. Counts of less than 8, including zero, are suppressed, while all higher counts are only provided rounded to the nearest 5. Percentage changes between two periods are not provided where there are less than 30 cases in the earlier period. Figures for time periods other than calendar quarters and annual totals will not be provided.

Statistical publication

The following statistical publications are made using data from this source: Judicial and Court Statistics; Court 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 supplied to Public Service Agreement management team on a quarterly basis. Performance statistics are also provided on a monthly basis on the intranet via the HMCTS Performance Database

Statistical publication

The following statistical publications are made using data from this source: Judicial and Court Statistics; 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.

Statistical publication

The following statistical publications are made using data from this source: Judicial and Court Statistics; 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 8, including zero, are suppressed, while all higher counts are only provided rounded to the nearest 5. Percentage changes between two periods are not provided where there are less than 30 cases in the earlier period. Figures for time periods other than calendar quarters and annual totals will not be provided.

Statistical publication

The following statistical publications are made using data from this source: Judicial and Court Statistics; Court Statistics Quarterly; Mortgage and Landlord Possession Statistics.

Tribunals Service Case Management systems including: ARIA, ETHOS (and Caseflow), GAPs 2, MARTHA, CICA 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

None.

Statistical publication

The following statistical publications are made using data from this source: Employment Tribunals and Employment Appeals Tribunal Annual Statistical Report; Quarterly Tribunals Statistics reports; Annual Tribunals Statistics report; Quarterly Gender Recognition Certificate Statistics report, HMCTS Annual Report and Accounts; Senior President's Report.

Freedom of Information (Fol) requests database

Brief description

Case management system for Fol requests received by the Ministry of Justice (MoJ).

Collection

Data entered onto database by staff in the MoJ's Data Access and Compliance Unit (DACU).

Application

Operational monitoring and resource allocation within the DACU team.

Access and dissemination

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

Statistical publication

The following statistical publications are made using data from this source: Freedom of Information Act: Statistics on Implementation in Central Government (MoJ data only)

ORACLE HRMS

Brief description

HR Database containing the human resources records for public sector Prison Service and National Offender Management Service (NOMS) HQ staff.

Collection

Data entered by staff at National Shared Service Centre in Newport.

Application

Operational HR management system.

Access and dissemination

1. Adhoc access to users across NOMS via Discoverer and 6i interrogation applications.
2. Data provided to NOMS staff submitting ad hoc requests for specialist extractions.
3. 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 MoJ website 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.

Statistical publication

NOMS Annual Equalities Report publishes statistics on equalities data for staff (NOMS and Public Prisons) meeting the specific public sector duty under the Equalities Act 2010.

Information from Oracle HR is used in the contributions to the Quarterly Public Sector Employment Survey and Annual Civil service Employment Survey which are used by Office for National Statistics to produce statistical publications.

Synergies

These data are also used in: Women and the Criminal Justice System; Race and the Criminal Justice System; The National Offender Management Service Annual Report: Management Information Addendum.

Phoenix

Brief description

Database containing the human resources records for Ministry of Justice MoJ) staff.

Collection

Data entered onto database by MoJ, management, staff and employees.

Application

Operational monitoring, resource allocation.

Access and dissemination

1. Adhoc access to raw data provided through the intranet via request form.
2. Access to differing levels of user - mainly HR officials.

Statistical publication

The following statistical publications are made using data from this source: 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).

CREST

Brief description

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.

The data stream received by Analytical Services contributes to the internal monthly management information on total 'Offences Brought to Justice' (OBTJ).

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

The following statistical publications are made using data from this source: Workload statistics in Judicial and Court Statistics and Court Statistics Quarterly; The final OBTJ count and a more detailed breakdown are published annually in Criminal Justice Statistics Quarterly Update bulletins, alongside sentencing disposals; Inform scenarios for Prison Population Projections (sentencing trends).

Synergies

These data also are used in: Criminal Justice Statistics Quarterly Update bulletins; Women and the Criminal Justice system; Race and the Criminal Justice system.

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

The number of requests for face-to-face language services completed under the Framework Agreement, and the numbers of complaints made, are currently published on an ad hoc basis in the 'Statistics on the use of language services in courts and tribunals' bulletins on the MoJ website. It is planned to move reporting to a quarterly basis once service request data systems are fully established.

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

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

The following statistical publications are made using data from this source: ASBO data are published annually on the Home Office Crime Reduction website; Internal monitoring of Impact Indicators; Company Winding-up and Bankruptcy Statistics.

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.

The datastream received by Analytical Services contributes to the internal monthly management information on total 'Offences Brought to Justice' (OBTJ).

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.

An internal monthly Offences Brought to Justice Report is available on the Ministry of Justice

Statistical publication

The following statistical publications are made using data from this source: Workload statistics in Judicial and Court Statistics and Court Statistics Quarterly; The final OBTJ count and a more detailed breakdown are published annually in Criminal Justice Statistics Quarterly Update bulletins, alongside data on prosecutions and sentencing disposals; Inform scenarios for Prison Population Projections (sentencing trends).

Synergies

These data also are used in: Criminal Justice Statistics Quarterly Update bulletins; Women and the Criminal Justice system; Race and the Criminal Justice system.

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 National Policing Improvement Agency¹ (NPIA) 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

The following statistical publications are made using data from this source: Proven Re-offending Quarterly; Local Adult Re-offending, Compendium of Re-offending Statistics and Analysis; Youth Justice Statistics; Criminal history tables in Criminal Justice Statistics Quarterly Bulletins, Offender Management Statistics, Conviction Histories of Offenders and Statistics on Women and the Criminal Justice System; Offences Brought To Justice (OBTJ) and Cautions tables in Criminal Justice Statistics Quarterly Update bulletins; Knife Possession Sentencing Quarterly Brief; Monthly update to the Justice Outcomes on the police.uk website.

Synergies

These data also are used in: Prolific and other Priority Offenders publication (Home Office); Drug misusing offenders' publication (Home Office).

¹ Due to changes announced by the government, NPIA business transferred to the Home Office on 1 October 2012

Police force Failure To Appear warrant information systems (various across the 43 police forces in England & Wales)

Brief description

Failure To Appear (FTA) warrants received, executed and outstanding, by category of warrant, in each police force area.

Collection

Collection methods vary across the forces. Some forces collect the data manually by inputting to a spreadsheet from paper-based forms; others collect data using an IT system.

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; however, some forces compile the data by extraction from their own administrative database.

Access and dissemination

Police forces have access to their own local systems via local IT networks.

Extracted data collated in the monthly spreadsheets are provided to Justice Statistics Analytical Services by secure email.

Statistical publication

The number of Failure To Appear (FTA) warrants received, executed and remaining outstanding, by category of warrant, are published quarterly for each police force in the Criminal Justice Statistics Quarterly Update bulletins on the MoJ website.

Police force Penalty Notice for Disorder (PND) systems (various across the 43 police forces in England & Wales)

Brief description

Penalty Notices for Disorder (PNDs) issued and paid.

Collection

Collection methods vary across the forces. Some forces collect the data manually by inputting to a spreadsheet from paper-based forms; others collect data using an IT system.

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; however, some forces compile the data by extraction from their own administrative database.

Access and dissemination

Police forces have access to their own local systems via local IT networks.

Extracted data collated in the monthly spreadsheets are provided to Justice Statistics Analytical Services by secure email.

Non-statistical publication

None.

Statistical publication

The number of Penalty Notices for Disorder issued are published quarterly for each police force in the Criminal Justice Statistics Quarterly Update bulletins on the MoJ website. Summary totals of PNDs paid in full, by age band, are also presented.

Synergies

These data also are used in: Women and the Criminal Justice system; Race and the Criminal Justice system.

Controlled Work & Administration (CWA)

Brief description

- Contract & Schedule Maintenance
- Provider Reference Data
- Civil advice (non court) claims
- Police Station advice claims
- Magistrates Court claims

Collection

Data entered onto system via Legal Services Commission 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 LSC analysts

Statistical publication

Legal Services Commission Statistical Information report and Core Data Sets

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, Mediation, Magistrates Court Non Standard Fees, High Cost Cases)

Collection

Data entered by LSC 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 LSC analysts .

Statistical publication

Legal Services Commission Statistical Information report and Core Data Sets on LSC Website.

Means Assessment & Administration Tool (MAAT)

Brief description

- Magistrates Means Assessment
- Crown Court Means Assessment
- Benefit Status Checking

Collection

Data entered onto system via HMCTS and Legal Services Commission 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 LSC analysts

Statistical publication

Legal Services Commission Statistical Information report.

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

Brief description

Billing system for Crown Court cases

Collection

Data entered by LSC 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 LSC analysts.

Statistical publication

Legal Services Commission Statistical Information report and Core Data Sets on LSC Website.

Client and cost management system (CCMS)

Brief description

Replacing CIS during 2013 for:

- Civil Representation Means & Merits
- Civil Representation Case Management including The Statutory Charge
- Cash receipting
- Client & Provider payments
- Billing

Collection

Data entered by LSC 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 LSC analysts.

Statistical publication

Legal Services Commission Statistical Information report and Core Data Sets on LSC Website.

Integrated Accredited Programmes System (IAPS)

Brief description

Operational database for the management of accredited programme requirements in all probation trusts

Collection

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

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.

Statistical publication

None.

Synergies

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

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 from 2010, covering England and Wales.

National Offender Management Service (NOMS) Deaths in Custody Database

Brief description

The central system for storing 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, Accommodation and Occupancy database, 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

- (i) Access to the central system is limited to relevant staff working in headquarters.
- (ii) Information is supplied to multiple destinations including the public, establishments, regional offices, external stakeholders (e.g. Chief Inspector of Prisons, Prison Probation Ombudsman etc.).
- (iii) A range of information is made available through the NOMS Performance Hub.

Statistical publication

Safety in Custody Statistics.

Synergies

These data are also used in: Annual press release on numbers of deaths in prison custody; Chief Inspector of Prisons Annual Report; Prison Probation Ombudsman Annual Report.

National Offender Management Service incident reporting system

Brief description

The system for recording incidents in prison custody including self-harm and assaults.

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 both IRS and NOMIS 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 security 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.
- A range of information is made available through the NOMS Performance Hub.

Statistical publication

Safety in Custody Statistics.

Synergies

These data are also used in: Chief Inspector of Prisons Annual Report; Prison Probation Ombudsman Annual Report.

Offender Assessment System (OASys)

Brief description

Operational database used to assess the risks and needs of eligible offenders in prisons and probation trusts.

Collection

Data are entered onto system locally by prison and probation staff.

Application

Data are used to identify the risks and needs of the offending population. Data are used for resource allocation, performance measurement, management information and research.

Access and dissemination

Selected management information reports are uploaded to the Performance hub on a quarterly, bi-annual and annual basis, in addition to provision of data for needs analysis, research and other ad-hoc requests.

Non-statistical publication

Management information reports uploaded to the NOMS performance hub.

Statistical publication

None.

Prison National Offender Management Information System (p-NOMIS) and Inmate Information System (IIS)

Brief description

Prison case management systems.

Collection

Data are entered onto p-NOMIS by each prison establishment. 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 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 (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.

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

Non-statistical publication

Performance monitoring disseminated to criminal justice practitioners via the NOMS Performance Hub. The National Offender Management Service Annual Report: Management Information Addendum published 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.

Statistical publication

The following statistical publications are made using data from this source: Weekly prison population and accommodation briefing; Monthly prison population (as at last Friday of the month); 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.

Synergies

These data are also used in: Knife crime sentencing quarterly bulletin; Women and the Criminal Justice System; Race and the Criminal Justice System; NOMS equalities report; Terrorism statistics quarterly bulletin (Home Office publication).

Probation case management systems

Brief description

Probation supervision and court reports.

Collection

Monthly extracts of starts, caseload, terminations and court reports are submitted from each of the 35 probation trusts.

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 trusts.

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).

Synergies

These data are also used in: Knife crime sentencing quarterly bulletin; Women and the Criminal Justice System; Race and the Criminal Justice System; NOMS Annual Equalities Report.

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; ISP tables and Mentally Disordered Offenders

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).

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

The following statistical publications are made using data from this source: Will be used for the custody chapter of the Youth Justice Statistics from 2013/14 onwards.

Non-statistical publication

The following non-statistical publications are made using data from this source: 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

The following statistical publications are made using data from this source: Used for the custody chapter of the Youth Justice Statistics. SCH and STC population data is provided to the MoJ for the Offender Management Statistics quarterly bulletin.

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

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

The following statistical publications are made using data from this source: Youth Justice Statistics (OS).

Synergies

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

Linked Data

Brief description

The linked data is developmental and is produced from linking existing administrative data sources together to create a new valuable information asset which is being used for a variety of purposes.

Collection

The 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 linked data are: magistrates' court (Libra), Crown court (CREST), MoJ's Police National Computer extract, prisons caseload data, probation caseload data, NOMS accredited interventions data, and OASys data. Sensitive personal data is needed for matching the datasets and includes variables such as first name, surname, date of birth, reference numbers (arrest summons number, PNC ID, prison number etc) gender.

The Data Improvement Project also includes anonymised record level administrative data from DWP and HMRC as part of the data share between MoJ / DWP / HMRC to improve understanding of the links between offending, employment and benefits. For the data share, administrative data from DWP / HMRC (from the National Benefits Database for example) was linked by DWP colleagues, using data matching techniques, to MoJ administrative data.

The data improvement project is a developmental project. Currently, MoJ internal data sources have been linked for the period 2008 to 2011 capturing around 10 million offenders. The MoJ / DWP / HMRC data share is a one-off including offending, benefit and employment spells for 3.6 million offenders from 2000 to 2010. 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 linked data into regular production.

Application

The linked data is developmental and is currently not used for regular official statistics although this will change when the linked data is moved into regular production. Currently the linked data is cleaned, linked, quality assured and used for internal analyses to support policy development / implementation / evaluation and a series of ad-hoc statistics releases have been published.

Access and dissemination

Access to the anonymised 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 One Performance Truth and is used for management information purposes only.

Non-statistical publication

None. With the exception of the court timeliness data, there are currently no 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 ad-hoc 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.

Ad-hoc statistics – To date, the following ad-hoc statistics releases have been published:

www.justice.gov.uk/downloads/statistics/mojstats/offending-employment-benefits-emerging-findings-1111.pdf

www.justice.gov.uk/downloads/statistics/mojstats/prov-estimate-benefit-claims-prisoners-may11.pdf

In addition, a description and initial analysis on the internal MoJ linked data was published as a guest chapter in the Criminal Justice Statistics National Statistics publication.

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 Equality Impact Assessments and research reports published by MoJ.

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