



Department for
Communities and
Local Government

Statement of administrative sources

Used for statistical purposes

Withdrawn



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March 2017

ISBN: 978-1-4098-5041-0

Contents

Introduction	2
Table (1) – Local Government Finance Statistics	4
Table (2) – Housing Statistics (HCA and GLA)	6
Table (3) – Housing Statistics (CORE)	8
Table (4) – Housing Statistics (LOGASNet)	9
Table (5) – Housing and Planning Statistics (Interform)	10
Table (6) – Energy Performance Statistics	11
Table (7) – NewBuy Guarantee Scheme Statistics	12
Table (8) – Help to Buy: Equity Loan Statistics	13
Table (9) – Planning Applications	14
Table (10) – Green Belt Statistics	15
Table (11) – Homelessness Statistics	16

STATEMENT OF ADMINISTRATIVE SOURCES

(Issued in accordance with Protocol 3 of the *Code of Practice for Official Statistics*)

Introduction

Statisticians in the Department for Communities and Local Government (DCLG) use two main sources of data to derive official statistics. As well as collecting data via dedicated statistical surveys (whether sample surveys or censuses) we also exploit quantitative information drawn from the Department's own, as well as other organisations', administrative, financial, or management systems. The original purpose of these datasets was to underpin and inform each organisation's day-to-day operational functions.

By using operational records for statistical purposes we can reap the following benefits:

Cost-effectiveness - it is less costly for us to use an existing data source than to mount a conventional statistical survey;

Compliance burden - we limit the form-filling burden that we might, otherwise, place on data providers;

Timeliness - the information we obtain tends to be updated more frequently;

Breadth - the source data are often more complete in their coverage, particularly with respect to geographical breakdowns;

Cross-Analysis - it is easier for us to link the records available within one system with the records held in another system in order to produce additional and richer datasets.

We recognise, however, that certain caveats apply to our reliance on administrative records:

Relevance/Coherence - the codes, classifications, concepts, definitions, and standards used in administrative or operational systems are a by-product of the policies and procedures that govern those systems. They may not equate or approximate to those used in statistical surveys and may not, therefore, match or harmonise with statisticians' or end-users' more exacting information needs;

Quality - the source data may not be subject to the same level of quality assurance that we would normally apply to dedicated statistical surveys;

Consistency/Comparability - changes over time in the rules, procedures and eligibility criteria that underpin administrative systems may lead to the emergence of statistical discontinuities;

Integrity – the wider availability and accessibility of the underlying data may lead to their uncontrolled use and to public, and perhaps selective, disclosure or dissemination. This can in turn pre-empt, and thus undermine confidence in the independence of any more formal release of official statistics based on those data.

The Department has taken steps to either eliminate or mitigate these potential disadvantages by ensuring that

- the custodians of administrative or management systems engage with statisticians to ensure that the design, operation, maintenance, adaptation, and continued development of administrative or management systems will serve statistical as well as operational needs;
- the same custodians are aware of, and comply with, the National Statistician's 'Guidance on the Use of Administrative or Management information'¹, thereby reinforcing the Department's more general compliance with the UK Statistics Authority's 'Code of Practice for Official Statistics'.

The remainder of this Statement lists each of the systems we use to derive official statistics and the arrangements that apply to each.

At the time of writing this Statement there were no administrative sources in the department with the potential to be used for the production of official statistics but which are not currently used for that purpose.

Sandra Tudor
Head of Profession for Statistics

March 2017

¹ <https://www.statisticsauthority.gov.uk/gsspolicy/ns-guidance-management-information-official-statistics/>

STATEMENT OF ADMINISTRATIVE SOURCES

Table (1) – Local Government Finance Statistics

1. Name / Identifier of the administrative data system used as a source of official statistics	Access System
2. Titles of statistical First Releases and Live Tables which incorporate data from this administrative source	<ul style="list-style-type: none"> • Local Authority Council Taxbase, England • Local Authority Revenue Expenditure and Financing Outturn, England • Local Authority Revenue Expenditure and Financing Budget, England • Local Authority Quarterly Revenue Outturn • Local Authorities' Borrowing and Investments • Council Tax Levels set by Local Authorities in England • Parishes and Charter Trustees in England • National Non-Domestic Rates to be collected by Local Authorities • National Non-Domestic Rates collected by Local Authorities • Collection Rates for Council Tax and Non Domestic Rates, England • Local Government Financial Statistics, England • Local Authority Capital Expenditure and Financing Outturn, England • Local Authority Capital Expenditure and Financing Budget, England • Local Authority Capital Payments and Receipts, England • Local Government Pension Scheme Funds, England and Wales
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	<p>Changes to forms are often driven by changes in policy (whether service responsibilities, structural or tax changes). Any changes that are not initially suggested by the Chartered Institute of Professional and Financial Accountants (CIPFA) would need to go through the additional checks required by the Department's Single Data List. This is a list of all the returns that Local Authorities are required to complete. Changes notified via the Single Data List procedure would need to be accompanied by an assessment of provider burden and demonstrate the additional benefit generated by the extra information.</p>

	DCLG communicate regularly with CIPFA who are responsible for updating the definitions used in data collection. Both DCLG and CIPFA hold regular meetings with Local Authority representatives (at CLIP-Finance) to ensure all such changes are conveyed and consulted on, and full guidance is provided to data suppliers.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	Local Authorities submit Excel spreadsheets containing their data by e-mail. These are loaded onto DCLG's Access database by the Department's Data Analytics and Statistics (DAS) team, where the data can be analysed and edited.
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	Figures are subjected to rigorous pre-defined validation tests both within the forms themselves, while the forms are being completed by the Authority, and also in DCLG as the data are received and stored. These validation checks can be against previous quarterly, annual, forecast and outturn data, as well as other corresponding sources collected by the department. The parameter warnings are tested regularly and updated when necessary. Service Reporting Code of Practice (SeRCOP) is a set of general guidance notes which are provided to Local Authorities, providing them with instructions on how to account on various elements of public service expenditure. For a summary of SeRCOP see here http://www.cipfastats.net/sercop/
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	Access to the Access database is restricted to those involved in the collection, validation and publication of the associated statistics. Access to any data or statistics prior to publication is restricted to those involved in the quality assurance process, with the exception of 24 hour access granted to those listed on the published Pre-release Access list.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (2) – Housing Statistics (HCA and GLA)

<p>1. Name / Identifier of the administrative data system used as a source of official statistics</p>	<p>Homes and Communities Agency (HCA) and Greater London Authority (GLA) Affordable Homes Grant Administration Data (the Investment Management System); Project Administration Data (the Project Control System); and Statistical Data Return (SDR)</p> <p>The Investment Management System (IMS) is an administrative system used to monitor grant funding for the delivery of affordable housing. The data collected relates to monitoring requirements for the payment of grant, and for non-grant-funded affordable housing units delivered through the HCA.</p> <p>The Project Control System (PCS) is a project database used to monitor delivery of projects relating to all other investment programmes which are not part of the Affordable Homes Programme. The data collected includes market housing and some affordable housing not delivered through the Affordable Homes Programme.</p> <p>The Statistical Data Return (SDR) records comprehensive data regarding the stock of social units owned by private registered providers.</p>
<p>2. Titles of statistical releases which incorporate data from this administrative source</p>	<ul style="list-style-type: none"> • Affordable Housing Supply, England • Homes and Communities Agency Housing Statistics (Six-monthly HCA release) • Affordable Housing Starts and Completions funded by the HCA and Greater London Authority (GLA) - • Social Housing Sales in England
<p>3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system</p>	<p>There is a close working relationship between the HCA and GLA data owners, DCLG policy customers, and DCLG statisticians which facilitates discussions about changes to the systems. In practice, however, changes to the grant and project systems pose minimal risk to statistical outputs because, by definition, the statistics need to cover what is captured by the grant and project systems.</p> <p>As from April 2012, the HCA no longer collect administrative data for London because the Mayor of London is now responsible for overseeing strategic housing regeneration and economic development in the capital. The GLA have agreed to provide DCLG with equivalent data in accordance with a Memorandum of Understanding between the two parties. The GLA continue to use the administrative systems of the HCA (IMS and PCS) and every effort will be made to ensure that data is collected, quality assured and extracted in</p>

	the same way by both organisations.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	The HCA team responsible for producing the housing statistics have access to the HCA administrative systems. DCLG statisticians do not have direct access to the systems but specify their data requirements and are provided a download of data in an agreed format by the HCA. A similar relationship exists between DCLG and the GLA.
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	Basic checks on ranges and internal consistency are carried out in addition to the controls that exist within the administrative system itself. Data extracted from the HCA's IMS are of good quality as this system provides a full audit trail of every transaction. Data is recorded by affordable housing providers who are contractually bound to update the system with accurate data. The HCA has procedures in place to obtain evidence to validate the housing data held in the PCS. Revisions for previous periods are identified and explanations provided. Both the HCA and GLA readily answer questions raised.
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	Only those staff in the HCA, GLA and DCLG who are involved in the production of the official statistics releases access the aggregated outputs which underpin the official figures. All these staff are aware of the procedures and requirements of the Code of Practice. Pre-release access is given to the Housing Minister, officials involved in briefing the Minister and HCA senior management.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (3) – Housing Statistics (CORE)

1. Name / Identifier of the administrative data system used as a source of official statistics	Continuous Recording (CORE) System
2. Titles of statistical releases which incorporate data from this administrative source	<ul style="list-style-type: none"> • Social Housing Lettings in England • Social Housing Sales in England
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	Since October 2015 the CORE data collection system has been managed by DCLG. Previous to this the data collection was run by an external contractor. The information collected from data providers is largely consistent with previous years, although minor changes have been made to in-form validations.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	Validated data are provided for download from the secure CORE website.
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	Quality Assurance is undertaken by the CORE team on a quarterly basis during data collection. More detailed checking, including time series comparisons and internal consistency checking is undertaken on end-year data before the data are incorporated in statistical publications.
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	The staff who are directly involved in the production of the derived official statistics are the only persons provided with access to the data. The dataset underpinning the official statistics is only made publicly available after the statistical release. Pre-release access is given to the Housing Minister and to officials involved in briefing the Minister.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (4) – Housing Statistics (LOGASNet)

1. Name / Identifier of the administrative data system used as a source of official statistics	LOGASNet
2. Titles of statistical releases which incorporate data from this administrative source	<ul style="list-style-type: none"> • Right to Buy Sales, England
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	Departmental colleagues with responsibility for managing the data source have provided an assurance to notify the Reporting Statistician prior to taking any decision to discontinue any part of the data collection. If LOGASNet failed or was discontinued we would ask Local Authorities to submit their information on spreadsheets via e-mail.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	The pooling team provides the data directly to the statistics team when it becomes available.
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	Statistics generated from LOGASNet are compared with other data sources which are available within the Department and already in use to support National Statistics publications (e.g. the Local Authority Housing Statistics Form).
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	The data are non-disclosive. Ministers and Officials have been advised to use the latest official statistics when making public announcements. Other arrangements (e.g. the 24-hour notice period prior to publication) also apply.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (5) – Housing and Planning Statistics (Interform)

1. Name / Identifier of the administrative data system used as a source of official statistics	Interform (www.iform.co.uk)
2. Titles of statistical releases which incorporate data from this administrative source	<ul style="list-style-type: none"> • Planning Applications in England • House building: New Build Dwellings, England • Housing Supply: Net Additional Dwellings, England • Statutory Homelessness and Homelessness Prevention and Relief, England • Local Authority Housing Statistics (LAHS) • Local Authority Green Belt Statistics for England • Traveller Caravan Count
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	Since 1998 the Interform data collection system has been managed by DCLG.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	Validated data are provided for download from the secure Interform website, or once imputed by the Interform IT team.
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	Validation checks and Imputation are undertaken by the Interform Team. More detailed checking, including time series comparisons and internal consistency checking is undertaken by the relevant lead teams on the statistical publications.
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	The staff who are directly involved in the production of the derived official statistics are the only persons provided with access to the data. The dataset underpinning the official statistics is only made publicly available after the statistical release. Pre-release access is given to the Housing Minister and to officials involved in briefing the Minister.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (6) – Energy Performance Statistics

1. Name / Identifier of the administrative data system used as a source of official statistics	The Domestic and Non-Domestic Energy Performance Certificate Registers for England and Wales administered by Landmark Ltd
2. Titles of statistical releases which incorporate data from this administrative source	<ul style="list-style-type: none"> • Energy Performance of Buildings Certificates, England and Wales
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	The EPC Registers are a live environment onto which Energy Performance Certificates, for both domestic and non-domestic buildings, Display Energy Certificates for public buildings, and Air Conditioning Inspection Reports are added on a daily basis as they are prepared and lodged by accredited Energy Assessors.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	Analysts access information from the Registers as needed.
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	The material is scrutinised and sense-checked by statisticians to check the validity of the statements and tables prior to publication.
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	The Energy Performance of Buildings Regulations (which governs the operation of the Registers and use of the data) prescribe how the data can be used and who can have access to it.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (7) – NewBuy Guarantee Scheme Statistics

1. Name / Identifier of the administrative data system used as a source of official statistics	New Buy Guarantee Scheme – Base information is provided by the Scheme administrators - Jardine Lloyd Thompson (JLT).
2. Titles of statistical releases which incorporate data from this administrative source	<ul style="list-style-type: none"> • Help to Buy (Equity Loan Scheme) and Help to Buy: NewBuy Statistics <p>The release is published every three months with the data presented on both a quarterly and cumulative basis.</p>
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	<p>Possible changes to the Scheme should not pose problems for the derived official statistics because the latter, by definition, are there to track developments in the system. Any policy-generated discontinuities are likely to be addressed in the accompanying commentary rather than by using statistical techniques.</p> <p>The Scheme has closed with any final transactions completed on or before 8th September 2015. Future changes are limited to (i) revisions which are due to the data provider reviewing the data held on past sales or (ii) successful claims against the government guarantee.</p>
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	<p>Scheme data requirements are set out in a Memorandum of Understanding between the scheme participants. This document sets out what needs to be submitted to DCLG and whether it is submitted monthly or quarterly. Statisticians have the opportunity to influence this specification.</p>
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	<p>The scheme administrators conduct due diligence when entering the data into their database. They follow up anomalies on a case by case basis. DCLG staff quality-assure the data provided to check that data entries comply with the set parameters of the scheme. Any discrepancies are communicated to JLT to resolve any issues. DCLG separately chair a Data and Monitoring Group, where industry stakeholders are represented and have an opportunity to analyse and challenge the data at an aggregated level.</p>
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	<p>All scheme participants are subject to the Data Protection Act. The data are sent via the Government's secure network and the data set provided by the system administrator is password protected. Prior to publication the data are handled in accordance with the Pre-release Access to Official Statistics Order 2008.</p>

STATEMENT OF ADMINISTRATIVE SOURCES

Table (8) – Help to Buy: Equity Loan Statistics

1. Name / Identifier of the administrative data system used as a source of official statistics	Help to Buy: Equity Loan Scheme – the source data are provided by the Homes and Communities Agency, the Information Asset Owner of the Help to Buy Equity Loan administrative data system.
2. Titles of statistical releases which incorporate data from this administrative source	<ul style="list-style-type: none"> • Help to Buy (Equity Loan Scheme) and Help to Buy: NewBuy Statistics <p>The release is published every three months with the data presented on both a quarterly and cumulative basis.</p>
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	There is a close working relationship between the HCA data owners, DCLG policy customers, DCLG statisticians and DCLG IT data specialists which facilitates discussions about changes to the systems. In practice, however, changes to the scheme pose minimal risk to statistical outputs because, by definition, the statistics need to cover what is captured by the scheme
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	DCLG statisticians are provided with a data extract from the system by the HCA data owners, in an agreed format with a specified subset of fields, for statistical purposes only. Further geo-referencing is implemented by the DCLG statisticians and DCLG IT data specialists to produce the aggregate summary statistics, by a range of statistical geographies, for the statistical release.
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	The scheme administrators conduct due diligence when entering the data into their database. They follow up anomalies on a case by case basis. DCLG staff quality-assure the data provided to check that data entries comply with the set parameters of the scheme. Any discrepancies are communicated to HCA to resolve any issues.
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	All scheme participants are subject to the Data Protection Act. The data are sent via the Government's secure network and the data set provided by the system administrator is password protected. Prior to publication the data are handled in accordance with the Pre-release Access to Official Statistics Order 2008.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (9) – Planning Applications

1. Name / Identifier of the administrative data system used as a source of official statistics	Local Authority Development Management Systems
2. Titles of statistical releases which incorporate data from this administrative source	<ul style="list-style-type: none"> Planning Applications Statistics
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	All authorities have a named contact responsible for completing the form and for signing off the data entered. The department is in regular communication with these contacts.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	Local Authorities complete a quarterly return on Interform using information derived from their Development Management systems
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	Local Authorities are asked to confirm what level of quality assurance they have carried out on their data. Automated checks are made upon data entry into Interform. An analysis by two independent systems confirms the results.
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	Access to Interform is restricted to Local Authorities (via username and password) and DCLG. Data are held on a secure network. Prior to publication the data are handled in accordance with the Pre-release Access to Official Statistics Order 2008.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (10) – Green Belt Statistics

1. Name / Identifier of the administrative data system used as a source of official statistics	Local Authority Development Management Systems
2. Titles of statistical releases which incorporate data from this administrative source	<ul style="list-style-type: none"> Green Belt Statistics
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	All Local Authorities have a named contact responsible for completing the form and for signing off the data entered. The department is in regular communication with these contacts.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	Local Authorities complete a quarterly return on Interform using information derived from their Development Management systems.
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	Local Authorities are asked to confirm what level of quality assurance they have carried out on their data. Automated checks are made upon data entry into Interform. An analysis by two independent systems confirms the results.
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	Access to Interform is restricted to Local Authorities (via username and password) and DCLG. Data are held on a secure network. Prior to publication the data are handled in accordance with the Pre-release Access to Official Statistics Order 2008.

STATEMENT OF ADMINISTRATIVE SOURCES

Table (11) – Homelessness Statistics

1. Name / Identifier of the administrative data system used as a source of official statistics	CHAIN (Combined Homeless and Information Network)
2. Titles of statistical releases which incorporate data from this administrative source	Rough Sleeping Statistics
3. Procedural arrangements for dealing with any actual or planned changes (i.e. discontinuities) to the above-named administrative data system	Selected statistics from CHAIN are included within the Department's annual Rough Sleeping statistical release to supplement the Department's own limited data. DCLG's statistical staff liaise regularly with the CHAIN data manager to maintain awareness of emerging issues.
4. Arrangements whereby statistical staff are given access to this system for statistical purposes	DCLG's statistical staff access published CHAIN reports from https://data.london.gov.uk/dataset/chain-reports
5. Procedures employed by statistical staff to quality assure the data derived from this source that are subsequently used for statistical purposes	Statistical staff prepare a draft text from the CHAIN reports for inclusion in the Rough Sleeping statistical release and pass it to the data manager of CHAIN for checking and comments.
6. Arrangements put in place to ensure the security of the statistical processes that draw on this administrative data source.	None – the CHAIN data provide additional context for the release but are not essential to its production.