



Cabinet Office

## Statement of Administrative Sources

### Background

Any official statistics published by the Cabinet Office will be based on two main sources: data gathered from statistical surveys, or data extracted from administrative and management data systems.

Using data that is already available within administrative or management systems — rather than collecting data afresh — limits the overall burden placed on data providers. It also avoids the costs associated with dedicated data collection exercises. In addition, information extracted from such systems often has the advantage of being more timely 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 Authority's main requirements are set out in the third Protocol attached to their *Code of Practice for Official Statistics*. Amongst other things, 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;
- Information about other administrative sources that are not currently used for statistical purposes but which have the potential to be so used; and
- The arrangements they have put in place to provide statistical staff with appropriate access to such sources; to take account of changes to such systems; to audit the quality of the administrative data used for statistical purposes; and to ensure the security of the resultant statistical processes.

The information below forms the Cabinet Office 'Statement of Administrative Sources'.

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Cabinet Office



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## Statement of administrative sources

The Cabinet Office currently publishes two Official Statistics:

[Freedom of Information statistics](#) — information for which is derived from central government organisations' administrative systems and processes:

- **Administrative or management sources used:** Case management systems for recording FoI requests received by individual central government organisations.
- **Name (where applicable) of overarching administrative system:** Officials in each central government organisation record relevant data onto their own administrative system. No central recording system across government is currently in use.
- **Main administrative purpose of this source/system:** For the effective management of FOI requests including for operational purposes, reporting, and resource allocation.
- **Geospatial coverage:** For full details of the existing scope and coverage of the statistics sourced from organisations administrative systems, please refer to the most recent [publication](#).
- **Titles of all Cabinet Office statistical products derived from this source:** [Freedom of Information Statistics: Implementation in central government](#)

[Civil Service Statistics](#) — information is commissioned through the Annual Civil Service Employment Survey (ACSES) and derived from central government organisations' administrative systems and processes:

- **Administrative or management sources used:** Civil Service organisations' HR and ERP systems for recording details about employees within that organisation.
- **Name (where applicable) of overarching administrative system:** There is no single central administrative system that records personnel information across the Civil Service. Civil Service organisations record relevant data onto their own administrative system, although in recent years developments such as [Government Shared Services](#) and [Global HR Design](#), have meant some consolidation of systems and processes.
- **Main administrative purpose of this source/system:** For the effective management of personnel, resource allocation, statutory and other reporting responsibilities.
- **Geospatial coverage:** For full details of the existing scope and coverage of the statistics sourced from organisations administrative systems, please refer to the most recent [publication](#).
- **Titles of all Cabinet Office statistical products derived from this source:** [Civil Service Statistics](#)