



HM TREASURY

HM TREASURY USE OF ADMINISTRATIVE SOURCES FOR STATISTICAL PURPOSES

Background

Official statistics published by the HM Treasury are based on two main sources – data gathered from statistical surveys, and data extracted from administrative and management data 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 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 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;
- the arrangements they have put in place to provide statistical staff with appropriate access 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 remainder of this document forms the HM Treasury 'Statement of Administrative Sources'

STATEMENT OF ADMINISTRATIVE SOURCES

The following Tables describe the administrative/management sources which HM Treasury currently uses to produce official statistics, or which have the potential to be so used, differentiating between those sources which are owned and managed by ourselves, and those administered or managed by other organisations.

1. Statistical usage of our own organisation's administrative or management sources

Name/Title of Administrative Data Source	Name of overarching Administrative System	Main administrative purpose of this source/system	Geospatial Coverage	Titles of all HM Treasury Statistical Products derived from this Source
Central Government Accounts data	ACME (Accounting and Cash Management for the Exchequer)	Accounts for Consolidated Fund and National Loans Fund, and other central funds administered by HMT	UK	Provides data for Public Sector Finances (PSF) Statistical Bulletin
The Swing (daily cash flow monitoring)	ACME	Intra-day Treasury Exchequer management cash flow forecasting and monitoring	UK	Provides data for PSF Statistical Bulletin
Keynes return	ACME	Compilation of the Keynes return (determinants and financing items of the CG net cash requirement)	UK	Provides data for PSF Statistical Bulletin

<p>Financial year outturns for public expenditure, covering the previous five years, plus monthly outturns for central government expenditure, for the current year</p>	<p>COINS (Combined Online Information System)</p>	<p>COINS is used to collect financial data from all government departments, in order to monitor and control public spending, and to produce financial reports for Parliament. It is also used as the source of data for statistical releases.</p>	<p>UK</p>	<p>Source for almost all of Public Expenditure Statistical Analyses (PESA). Source for all the key series updates for public expenditure statistics. Source for most central government in-year spending data in (PSF) Statistical Bulletin</p>
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2. Statistical usage of other organisations' administrative or management sources

Name/Title of Administrative Data Source	Name of overarching Administrative System (if different)	Name of Organisation responsible for this system/source	Main administrative purpose of this system/source (Brief description)	Geospatial Coverage	Title of all HM Treasury Statistical Products derived from this Source
Financial information on UK international reserves held at the Bank of England		Bank of England	To provide financial information on UK international reserves held at the Bank of England	UK	UK official holdings of international reserves

3. Other administrative sources with the potential to be used for statistical purposes

Name/Title of Administrative Data Source	Name of overarching Administrative System (if different)	Name of Organisation responsible for this system/source	Main administrative purpose of this system/source* (Brief description)	Geospatial Coverage**
None				

STATEMENT OF ADMINISTRATIVE SOURCES (Continued.....)

4. Detailed information about HM Treasury governance arrangements for its own administrative or management sources

Detailed information on ACME (Accounting and Cash Management for the Exchequer)

<p>Arrangements for providing statistical staff (whether inside or outside the organisation) with access to administrative or management sources for statistical purposes</p>	<p>Members of HMT’s PSF team, who are collocated with EFA, have log-ins to the ACME system allowing them read-only access to the accounting data from which analyses and extracts are assembled in a separate database held on the same platform.</p>
<p>Sources of data collected</p>	<p>Bank statements of the Consolidated Fund and National Loans Fund; of other central government funds and Govt departments accounts with the Government Banking Service; and transactions initiated or monitored by the HMT EFA team.</p>
<p>Arrangements for auditing the quality of the original source data</p>	<p>The annual accounts of the Consolidated Fund and National Loans Fund, and of other central funds and accounts are subject to audit by the National Audit Office (NAO). Additional QA of the analyses produced from these (and from other inputs) is provided by the PSF team in ONS. As the team have access to data at a highly disaggregated ie transaction level it is possible, where necessary, to check these in great detail.</p>
<p>Procedures for handling changes, and possible discontinuities, in the underlying source data</p>	<p>Where ever possible discontinuities arising from changes to the way in which the source data are generated eg when accounting conventions change are avoided by using a consistent analysis and extraction framework. Again this is greatly facilitated by access to data at a highly disaggregated level. Where unavoidable an alternative providing the best match to the concept required is agreed by the PSF (Statistics) Technical Advisory Group – PSF(S)TAG - and is adopted from the start of a new financial year.</p>
<p>Procedures for ensuring the security of the statistical processes which use administrative or management sources</p>	<p>Only the nominated members of HMT’s PSF team have access to the resultant analyses and summaries, reports from which are held on a shared network drive with similarly controlled access.</p>

Detailed information on COINS (Combined Online Information System)

<p>Arrangements for providing statistical staff (whether inside or outside the organisation) with access to administrative or management sources for statistical purposes</p>	<p>HM Treasury statistical staff have real-time access to all spending data recorded on COINS.</p>
<p>Sources of data collected</p>	<p>Most data is supplied by departments from their internal accounting systems. Published local government data is also loaded onto COINS by HMT statisticians.</p>
<p>Arrangements for auditing the quality of the original source data</p>	<p>For most data collected on COINS for PESA, departments submit journals to adjust the data currently held on the system. These journals are loaded, for example, when departments replace provisional outturn with final outturn. Teams of (non-statistical) staff check and approve/reject these journals. A central team of statisticians then perform further quality assurance checks prior to publication of the data. For in-year PSF data, departments provide complete data sets each month rather than loading journals to adjust from previous estimates. A central team of statisticians perform quality assurance checks prior to publication of the data. Depts are further required to provide a quarterly sign-off (by their Finance Director) to confirm the quality of this data.</p> <p>In addition to this, a dedicated two-person Data Quality team are responsible for compiling Data Quality Indicator Sets. These are used to help departments to identify and resolve issues regarding both process and specific data issues.</p>
<p>Procedures for handling changes, and possible discontinuities, in the underlying source data</p>	<p>Data for the most recent 5 years (the period published direct from COINS) are maintained against latest classifications to remove any discontinuities.</p>
<p>Procedures for ensuring the security of the statistical processes which use administrative or management sources</p>	<p>All data extracted from COINS for statistical publications are stored securely on dedicated sections of the network, to which only HM Treasury statisticians have access.</p>

As new information on data sources or new sources of data become available this document will be updated to fully reflect HM Treasury administrative data sources.