

ADMINISTRATIVE SOURCES FOR STATISTICAL PURPOSES

Official statistics published by the Department for Culture, Media and Sport are based on two main sources – data gathered from statistical censuses and surveys, and data extracted from its own and from other organisations' administrative or management systems. It should be noted, however, that the Department for Culture, Media & Sport does not have a large quantity of administrative data that it is able to use in the production of statistics.

Nevertheless, by using data which is already available within administrative or management systems where possible, 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 Department for Culture, Media and Sport's own 'Statement of Administrative Sources' can be viewed by clicking on the following link:

http://www.culture.gov.uk/reference_library/research_and_statistics/4824.aspx.

STATEMENT OF ADMINISTRATIVE SOURCES

The following tables describe the administrative/management sources which the Department for Culture, Media and Sport 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;
- those administered or managed by other organisations.

It should be noted, however, that the department does not have at its disposal a large quantity of useful administrative data to help produce official statistics, and given this and the relatively small size of the department, uses only a small number of administrative data sources in the production of official statistics.

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

DCMS does not currently have any administrative or management sources of its own that it uses in the production of official statistics.

Name/Title of Administrative Data Source	Name of overarching Administrative System (if different)	Main administrative purpose of this source/system (Brief Description)	Geospatial Coverage	Title(s) of all Statistical Products derived from this Source
N/A	N/A	N/A	N/A	N/A

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(s) of all Statistical Products derived from this Source
Alcohol, Entertainment and Late Night Refreshments Statistics	N/A	Licensing Authorities	Provide information on the number of licenses and applications for licenses at a local authority level	England and Wales	DCMS - Alcohol, Entertainment and Late Night Refreshment Licensing
Free swimming figures	N/A	Local Authorities	Provide details of the number of free	England	DCMS - Free Swimming

			swims being taken at a local authority level		Data: Basic throughput data
Museum Visits	N/A	Museums	Monitor changes in visitor figures over time	England	DCMS - Monthly Museum and Gallery Visits Figures
Sponsored Museums – Performance Indicators	N/A	Sponsored Museums	Provide DCMS with data reflecting performance in key areas	England	DCMS - Museum Performance Indicators
Applications for exporting works of art	N/A	Museums, Libraries and Archives Council	Record all applications to export works of art	UK	DCMS - Export of Objects of Cultural Interest
Portable Antiquities and Treasure Data	N/A	Department of Portable Antiquities and Treasure (at British Museum)	Record details of all finds reported as archaeological objects	England and Wales	DCMS - Portable Antiquities and Treasure Report

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
Lottery Grants Database	N/A	DCMS	Details of all lottery grants issued	UK
Government Art Collection Online Database	N/A	DCMS	Database of almost all items in the collection and information about them	International

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4. Detailed information about the Department for Culture, Media and Sport's governance arrangements for its own administrative or management sources

DCMS does not use any of its administrative/management sources in the production of official statistics at present, and so these governance arrangements are not needed at present.

Arrangements for providing statistical staff (whether inside or outside the organisation) with access to administrative or management sources for statistical purposes	N/A
Arrangements for auditing the quality of the original source data	N/A
Procedures for handling changes, and possible discontinuities, in the underlying source data	N/A
Procedures for ensuring the security of the statistical processes which use administrative or management sources	N/A