

Probation Board for Northern Ireland (PBNI)

Statement of Administrative Sources

The following table describe the administrative/management sources which PBNI currently uses to produce its Official Statistics;

1. Statistical usage of PBNI's administrative or management sources

| Name/Title of Administrative Data Source | Main administrative purpose of this source/system | Geospatial Coverage | Title(s) of all Statistical Products derived from this Source |
|--|---|---------------------|---|
| PIMS (Probation Information Management System) | This is a product specifically designed for the case management of referrals to PBNI. | Northern Ireland | PBNI Annual Caseload Statistics PBNI Quarterly Provisional Caseload Statistics |

2. Statistical usage of other organisations' administrative or management sources

All of PBNI's Official Statistics are currently sourced solely from PBNI systems.

3. Detailed information about the PBNI's governance arrangements for its own administrative or management sources

| Requirement | PBNI position |
|--|---|
| Arrangements for providing statistical staff (whether inside or outside the organisation) with access to administrative or management sources for statistical purposes | PBNI Statistics & Research Branch staff have direct access to PIMS via a secure log in process after being appropriately vetted and trained. Access to these systems is auditable. |
| Arrangements for auditing the quality of the original source data | Monthly data validation checks are conducted by PBNI Statistics & Research Staff and administrative staff. End of year statistics are validated in terms of (i) Checking consistency (over time and between variables); (ii) analysis of trends; (iii) Checking that values fall within acceptable ranges; (iv) assurance from operational experts. |
| Procedures for handling changes, and possible discontinuities, in the underlying source data | Statistical staff are consulted on potential changes to both the system and data collection processes to ensure that the key statistical data series are not affected. |
| Procedures for ensuring the security of the statistical processes which use administrative or management sources | The data source and any associated data files are held on secure servers within the organisation. These can only be accessed by relevant staff and are not transmitted outside the organisation. |