



STATEMENT OF ADMINISTRATIVE SOURCES

The following table describe the administrative/management sources which the Public Prosecution Service (PPS) currently use to produce official statistics.

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

Name/Title of Administrative Data Source	Name of overarching Administrative System (if different)	Main administrative purpose of this source/system	Geospatial Coverage	Title(s) of all Statistical Products derived from this Source
Case Management System (CMS)	CMS is also linked to the CJSNI's Causeway data sharing mechanism	Provides data on all aspects of the activity of the PPS including caseloads and decisions issued	Northern Ireland	Quarterly Statistical Bulletin Annual Report

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

All information regarding court results is sourced from the Northern Ireland Courts and Tribunals Service, and delivered to the PPS Case Management System by the Causeway data sharing mechanism.

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

Requirement	Position
Arrangements for providing statistical staff (whether inside or outside the organisation) with access to administrative or management sources for statistical purposes	Staff within PPS Management Information are given access to CMS after being appropriately vetted. Access to this system is controlled and auditable to ensure compliance with relevant legislation. Staff are also given access to data files which are extracted from this system on a daily basis.
Arrangements for auditing the quality of the original source data	Validations have been built into the central Causeway Data Sharing Mechanism to try to intercept any discrepancies in data before it is shared with other Criminal Justice Organisations. Additional data quality checks are performed within the PPS to ensure internal validity and completeness of data for statistical purposes such as creating calculated fields.

Requirement	Position
Procedures for handling changes, and possible discontinuities, in the underlying source data	Statistical staff are consulted on potential changes to CMS to ensure that the statistical data is 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.