

**Statement of Administrative Sources - Systems used to feed Official Statistics published by the Insolvency Service, Department for Business, Innovation and Skills**

Name of admin source	Brief description	Collection	Application	Access and Dissemination	Non-statistical publication	Statistical publication	Synergies
Local Office Information System (LOIS) (Insolvency Service)	Case management system for Official Receiver Offices (central database and network across offices)	Data entered onto database by Insolvency Service staff in around 35 networked Official Receiver offices.	Operational monitoring, audit, resource allocation, performance measurement, forecasting and policy development by the Insolvency Service and BIS	For statistical purposes, access is primarily via a <i>Business Objects</i> database query and reporting tool (Crystal). Information for management and operational purposes is also extracted monthly (or as required) for the use of those in the organisation who "need to know", using similar tools. There are a limited number of individuals within the organisation who are able to write new reports and a wider group who can run existing reports. Data are accessed and disseminated within timetables set for business planning and reporting purposes and also for the statistical production processes. Individual case officers across the Insolvency Service can access details of individual cases, as required as part of their routine jobs.	Statistics that are not currently classified as Official Statistics may be produced for purposes such as the InsS Annual Report; Corporate Plan etc and are put into the public domain according to pre-existing timetables.	(1) Insolvency National Statistics Press Release (quarterly); (2) Regional Statistics (annual); (3) Historic Insolvency Statistics (quarterly and annual)	Management reports produce figures that go into the Annual Report and Accounts and Corporate Plan, for example

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Online Monthly Returns (OMR) (Insolvency Service)	Official Receiver Office-based case management and reporting system, available since 2003	Data uploaded from information collected through local office applications of the main LOIS database (see above)	Operational case and workload monitoring, resource allocation, performance measurement within the Insolvency Service	Information principally for management, operational and reporting purposes is available in a web-based format	Information from the OMR feeds into many of the same type of processes and decision making as does LOIS above.	(1) Insolvency National Statistics Press Release (quarterly); (2) Historic Insolvency Statistics (quarterly and annual)	Management reports may inform information feeding into the Annual Report and Accounts and Corporate Plan, for example.
Insolvency Service Case Information System (ISCIS) (Insolvency Service)	New, integrated case management system being developed, with wider applications than replacing LOIS (above). Some areas are already operational, others are still being developed.	Data entered onto database by Insolvency Service staff in Official Receiver offices or drawn from other systems.	Operational case and workflow monitoring, audit, resource allocation, performance measurement, forecasting and policy development by the Insolvency Service and BIS	Some aspects will be/similar to those for LOIS above, though coverage will be wider and integrated, and when fully operational, information will feed into a Data Warehouse to be updated daily and from which reports will be run to enable consistency of reporting and audit functions, amongst other things.	Not yet established	(1) Currently, some parts of the Insolvency National Statistics are sourced from ISCIS	Management reports may inform information feeding into the Annual Report and Accounts and Corporate Plan, for example.

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Central Index (Insolvency Service)	An electronic "card index" for initial searches of insolvency cases	Data uploaded from LOIS/ISCIS overnight or sourced externally, eg London Gazettes, insolvency practitioner returns, Companies House	Primarily initial searches for insolvency cases (including non-compulsory cases where a company may be being investigated and enforcement action taken)	Searchable on a case-by-case basis, or limited reports may be written to query the underlying data	None known	(1) IVA outcome Official Statistics	None known
Electronic Individual Insolvency Register (eIIR) (Insolvency Service)	Record of all current (i.e. not discharged from bankruptcy or completed term for an IVA) individual insolvencies on a case-by-case basis	Data uploaded from other main systems such as LOIS, Central Index and ISCIS	The official record of all current insolvent individuals in England and Wales	Searchable online from the Insolvency Service website on an individual basis or available for purchase as a bulk data product.	None known - within government	None known - within government	These data which are bought by external organisations may then be analysed and published by them. There will inevitably then be some overlap with the publication of official statistics.

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<p>Companies House Information Processing System (CHIPS) (<b>Companies House</b>) (Details of other administrative systems maintained by Companies House are not included)</p>	<p>The current system maintained by Companies House to enable it to carry out its statutory functions of maintaining the registry of companies, and related information as required by the Companies Act. The searchable database contains key information about limited companies captured from a wide range of statutory documents registered at Companies House.</p>	<p>Primarily input from forms or electronic information filed at Companies House as required by legislation.</p>	<p>Maintaining the register of companies and associated company information.</p>	<p>Most information is made available to the public by various means. Information required for statistical purposes within government is extracted by tailor-made reports. Chargeable information is also available on a case-by-case basis as downloads of documents and/or as a bulk data product. Some basic searchable information is also free.</p>	<p>Companies House are required to publish monthly and annual Company Register information on their website as part of their function, and this is completely outside of our control, as is other information, such as their Annual Report and Accounts and other published reports.</p>	<p>(1) Insolvency National Statistics Press Release (quarterly); (2) Historic Insolvency Statistics (quarterly and annual) Statistical information published by CH but not designated as Official Statistics</p>	<p>Companies House publish statistics in their monthly reports that are related to parts of the official insolvency statistics. Company register figures published are also related to those that feed into some of the Official Statistics. Many external organisations purchase Companies House data and produce their own statistics concerning insolvency, which are related to the Official Statistics.</p>

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<p><b>Accountant in Bankruptcy (AiB) - MIDAS</b></p>	<p>Case management system and repository for Scottish insolvency cases for which AiB has responsibility for maintaining the official record.</p>	<p>Details not known, but for personal insolvency and for compulsory corporate cases it is the main case-management system in Scotland (in a similar way to the LOIS/ISCIS databases maintained by the Insolvency Service for E&amp;W); for other corporate cases details are taken from forms also required to be submitted to Companies House (Scotland).</p>	<p>Operational case and workload monitoring, publishing statistics, audit, resource allocation, maintaining the official record of insolvency in Scotland, performance measurement and policy development by the AiB and the Scottish Government</p>	<p>Methods internal to the AiB for their own applications are not known. The statistics used for the quarterly National Statistics press release are taken in the first instance from published data on the AiB website and additional data supplied by AiB to enable more comprehensive analysis. Historic corporate insolvency data for Scotland published by the Insolvency Service have in the past been supplied entirely by Companies House (Scotland).</p>	<p>AiB publish related statistics, for example on their own website and in their Annual Report.</p>	<p>(1) Official Scottish Insolvency Statistics (AiB quarterly); (2) Insolvency National Statistics Press Release (Insolvency Service, quarterly)</p>	<p>These figures are already published by AiB in their quarterly press release</p>

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### Meaning of column headings

**Collection** - a short outline of the process through which the system's underlying 'raw data' are captured

**Application** - a description of the main applications/uses to which the administrative or management data are put before they are transformed into official statistics (e.g. operational monitoring, resource allocation, performance measurement, etc)

**Access and Dissemination** - a summary of the arrangements put in place for sharing and disseminating the administrative/management data, either inside or outside the organisation, during the period before they are converted into official statistics – whether via a hardcopy, an intranet, access to a database, etc. The details provided should cover the range, nature and timing of such access.

**Non-statistical Publication** - a summary of any arrangements put in place for placing the administrative/management data in the public domain during the period before they are converted into official statistics. This should cover the reason for such publication and the nature and timing of such publication.

**Statistical publication** - A listing of each of the 'official' or 'National' statistics series derived from each system.

**Synergies** – a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications.