



## DEPARTMENT OF HEALTH AND SOCIAL SECURITY

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From the Secretary of State for ~~Health and Social Services~~ Health**CONFIDENTIAL**

The Rt Hon John Major MP  
 Chief Secretary to the Treasury  
 HM Treasury  
 Parliament Street  
 LONDON SW1

25 May 1989

*John*

OFFICE OF POPULATION CENSUSES AND SURVEYS (OPCS):  
 PUBLIC EXPENDITURE

As required by the guidelines for the conduct of the 1989 Public Expenditure Survey, I have scrutinised the priorities within the programme of OPCS and concluded that I must make proposals for additions to net provision and to gross running costs. I attach the OPCS Management Plan, which indicates the objectives, plans and priorities of the Office and the efficiency savings which are envisaged there, in support of those proposals.

As the Management Plan makes clear, OPCS carries out a number of its functions on the basis that their costs are met by payment from other Departments who have sponsored or commissioned them. Where this applies, the money required to carry out the relevant service is in the OPCS baseline, but it is subject to a self-balancing adjustment between OPCS and the Customer Department, and any bid for PE resources is a matter for the customer concerned. Consequently, this letter contains no reference to a number of the major activities of OPCS, such as the NHS Central Register or the Social Survey, since any PE negotiations will be handled by DH (who are OPCS's principal customer) or elsewhere in Whitehall.

Turning to matters where OPCS has full financial control, I am first of all seeking changes in expenditure on the 1991 Census, which is the Office's main priority and which remained outside the three-year PE settlement made last year. Secondly, I am asking for changes to the PE baseline, reflecting both the addition of a new third year and some developments which have made it impossible to manage, in all respects, within last year's settlement for 1990/91 and 1991/92. Details are attached in the schedule of bids.

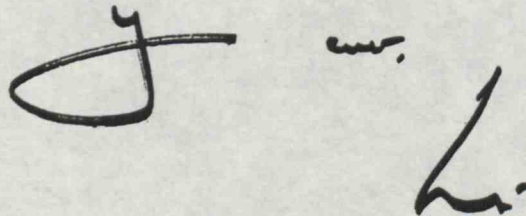


## MARKER BIDS

In addition to those listed in the schedule, there are also possible bids which may emerge as further work is done. One concerns the implementation of a Registration Bill if Parliamentary time is found for it: the replacement of registration stationery in register offices and (for marriages) in churches and chapels throughout the country will be a once-for-all expense. The OPCS's plans for relocation are likely to require initial funding in order that significant savings can be achieved. There may also be expenditure for OPCS to meet in respect of NHSCR computerisation, in so far as this affects special studies within the Office's own programme. Finally, OPCS may need to redevelop its tabulation software to run in conjunction with Model 204. Various options are being evaluated.

## ACCESS TO RESERVE - 1989/90

I should mention that I am giving my support for a bid for additional funding in the current year for capital expenditure for the 1991 Census. The background is that OPCS were given access to the reserve last year for a sum required for their IT strategy but did not need, in the event, to make use of it: the reason was that, although the IT expenditure concerned was undertaken, it was possible to meet it from sums previously earmarked for census work which was delayed because the Office had still to decide and plan how to process the census within the new IT environment. Those decisions have now been reached, and as a result the mainframe for the census will cost an extra £3 million. Unfortunately £2.55 million needs to be spent in the current year, and I regret that I am therefore having to seek access to the reserve. A fuller statement of the case is going forward to your officials for their consideration. I would only underline, first, that it needs to be met if census results are to be processed in time to inform revenue support decisions in 1992 and, secondly, that over the census period as a whole the extra cost is offset by other savings.



KENNETH CLARKE

cc: Mr. Dawey  
Ms Kirk  
Miss Gwynn  
Mr. Mayne  
Mrs Banks



SCHEDULE OF BIDS

		£'000		
1.	1991 CENSUS	1990/91	91/92	92/93

OPCSs financial plans for the 1991 Census have been completely reviewed. The two main changes are greater expenditure on computer hardware to process the census within the new IT strategy agreed last year (decisions have only recently been completed on how to do this), and the possible need to spend about £4m more on enumerators' pay because the 1989 Census test and other recent developments suggest present proposals will be quite inadequate. The extra capital requirement falls mainly in the current year (to which I refer more fully later in this letter), Against this, we shall need a lot less in 1992/93 than is in a baseline constructed artificially by adding 2½% to the previous year's figures. Overall, apart from the extra requirement on enumerators' pay, there is no net change in the total cost of the Census.

Running Costs	1,089	1,950	-51,412
Other current expenditure	-	-	-263
Capital	165	-479	-2,782
Income	-	-42	-869
<b>TOTAL</b>	<b>1,254</b>	<b>1,429</b>	<b>-55,326</b>

2. BASELINE CHANGES

I can confirm the efficiency savings agreed last year and can offer equivalent savings in the third year (equal to a cumulative 1½% of baseline and therefore within Treasury guidelines) -1,641

I have however two bids for additional running costs. The first is to support pay increases above forecast inflation levels. A margin of 2½% was accepted last year for 1990/91 and 1991/92: in respect of 1992/93 it is estimated that the cumulative effect of recent awards make a 2½% margin necessary. All can be accommodated within the efficiency savings specified, and we accordingly bid to retain them for that purpose. 1,641



	£'000		
	1990/91	91/92	92/93
Secondly, OPCS is already facing the need to find savings of about £1 million a year to meet new priority demands which have arisen since 1988 PES. In addition it is generating cash savings of 1½% a year and absorbing some extra workload within existing resources. The further squeeze implied by the pay and price assumptions in the 3 year settlement would inflict heavy and politically damaging cuts on OPCSs statistical work. I therefore bid for the expenditure which will be needed on four specific items.			
<b>(i) INFLATION FORECASTS</b>			
The GDP deflator is now expected to be ½% higher in 1990/91 than was than was envisaged last autumn.			
<b>(ii) SALARY INCREASES FOR 1989/90</b>			
OPCS had allowed for these to be 6¼% but they have proved considerably higher.			
<b>(ii) RENT INCREASES</b>			
The OPCS office at Titchfield faces a PSA reassessment of 30%, such as could not have been forecast.			
<b>(iv) IMPOSITION OF VAT ON RENT</b>			
This was foreseen, but has proved too large for the office to absorb. There may be further payments for Titchfield and Southport: my bid covers the London site alone.			
These add up to a total additional requirement for which, in order to maintain the office's capacity to fulfill its core commitments, it is necessary to bid -	868	926	943
Some of this expenditure will be recovered from extra income from customers.	-117	-129	-133
<b>NET BID</b>	<b>751</b>	<b>797</b>	<b>810</b>



	£'000		
	1990/91	91/92	92/93
<b>3. OTHER BIDS</b>			
<b>RUNNING COSTS</b>			
Some new items of running cost expenditure are also expected to occur mainly in 1992/93.			
The projects at issue are:-			
a) Linking 1991 Census data to the Longitudinal Study, which has Ministerial approval in principle but which lay outside last year's PES.			942
b) Resourcing the new provisions in the Childrens Bill for the overseas counselling of adopted people and the setting up of a contact register. (A PE transfer from DII is being sought here).	41	43	45
c) Small sums for new work including work on migration estimates, re-basing the population estimates following the 1991 Census and meeting anticipated increases in the demand for registration certificates.	-	-	149
The last item will generate additional income of:-	-	-	-20
d) I am also bidding for some items of running cost expenditure which will be wholly offset by additional income.			
Sale of Micro-fiche copies of indexes to Registers of Births, Marriages and Deaths, and, Priority production of certificates for members of the public	260	268	274
Offset by income	-260	-268	-274
Giving a total gross running bid of:	301	311	1,410
Offset by income	-260	-268	-294
The net total bid is therefore	41	43	1,116



£'000

1990/91      91/92      92/93

OTHER CURRENT EXPENDITURE

In addition, increases in local authority  
pay necessitate an additional bid for  
other current expenditure on the  
consolidated payment to registrars -

63              92              126

CAPITAL

The additional cost of the mainframe also  
affects the OPCS core programme in the  
first PE year. I need to bid for -

330              -              -



# OPCS BUSINESS PLAN 1989

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May 1989



## OPCS BUSINESS PLAN 1989

### INTRODUCTION

1. 1988-89 was another year of achievement in OPCS and one which showed some satisfactory progress consistent with our Mission Statement which is:

to administer a registration service for individuals and provide statistical information, derived from OPCS's various sources of data on individuals and households in response to the needs of central government, other customers and the public at large. These core activities require that OPCS maintains its reputation, skills and capability to obtain and handle its data effectively, efficiently and economically. These skills, capability and data are exploited further by OPCS to provide important additional, chargeable services and products.

2. The year began with a review of progress by our then Minister, Lord Skelmersdale. A number of actions were commissioned at that meeting, and their outcome is summarised at Annex A.

### ACHIEVEMENTS AND PROBLEMS IN 1988-89

3. At this time last year a demanding schedule was set for all divisions of OPCS with three overriding objectives; carrying out ongoing work, major change in specific areas and corporate developments. Results are impressive:

#### 1991 Census

4. We obtained Ministerial clearance for the White Paper which was published on target in July 88 and, as a result, planning for the April 89 Census Test was to schedule. Processing decisions were taken to timetable following the Data Management Study. An excellent site was secured in Glasgow as the main Processing Office for the 1991 Census.

#### Social Survey

5. Work carried out under repayment arrangements were, as planned, completely covered by receipts. The new continuous National Travel Survey was developed and began in July 88 with response rates above the original estimate. General Household Study results were published: the 1986 report in February 89 and the 1987 results in a Monitor in November 88. These publications and that on adult diet survey were delayed by the asbestos problems detailed below. The special reports on informal carers and care in supported lodgings and unregistered homes were published in June and October 88. The culmination of five years work on disability among adults was the publication of reports in September and November 88. Proposals were finalised and sampling work began on an ad hoc survey on retirement.



### Population Statistics

6. The regular production of the extensive amount of routine statistics was sustained. The 1987 based population projections were prepared in conjunction with the Government Actuary and these were extended to local and health authorities. A review of the Longitudinal Study was completed and, with the strong backing of the Medical Advisory Committee, recommended the continuation and further development of the study. The publication of population estimates and local projections were harmonised. Continuing discussions in customer departments about publication priorities led to the postponement of work on local area statistics on ethnic minority groups.

### Hospital Statistics

7. Progress was maintained in developing the annual and enhanced quarterly systems to agreed or revised DH timetables despite many changes being necessary during the year.

### Medical Statistics

8. The newly re-constituted RG's Medical Advisory Committee, which met three times during the year, endorsed the proposed programme of work in the business plan. No major changes were made to the programme submitted to Lord Skelmersdale. Links with our customers were further strengthened by the establishment of a Panel of Experts to ensure the scientific integrity of work we undertake. Work commenced on Environmental Monitoring and Morbidity Statistics from General Practice both for DH.

### Registration

9. The report of a Working Group on the proposals for legislation was presented to Minister and formed the basis of a Green Paper "Registration: a modern service". Consultation with local authorities continued towards working out the details of a new registration structure. A pilot scheme for the computerised registration of Births and Deaths was successful and implementation has commenced.

### NHSCR

10. A contract for computerisation of NHS Central Register was awarded in December 88. Staffing plans to deal with the consequential of computerisation were started.

### Information Technology

11. The ongoing work was sustained whilst projects on our IT Strategy were developed especially the selection and proving of a new data management product (Model 204 from CCA), work towards the selection of machinery on which to run it and development of a communications strategy. Other important developments included financial management, project management, 1991 Census processing and field systems and registration data capture.



## Finance Personnel and Administration

12. As well as sustaining the bulk of its ongoing work and handling the recruitment and asbestos problems referred to below the division (formerly called Establishments and Finance) accomplished a Library review, an accommodation review and moved part of Registration Division to Southport. A review of the future location of OPCS was undertaken with a report just submitted to the Office Management Board.
13. The increased resources needed for the development of financial management were provided and a Financial Management Implementation Team was created. The aim is to introduce an integrated FM vote accounts system from April 90. During the year software was chosen, procured and installed and systems and accounting structures designed. The FM time recording elements were prepared for implementation in April 89.

## Information

14. The new staff newsletter TOPICS was produced with a letters page as suggested by Lord Skelmersdale. The first year of operating a priced system for Monitors resulted in a reassuring level of subscribers.

## Publications Programme

15. The publications programme represented a heavy workload in tackling the backlog from previous years. The target was to have 115 publications in the year. Of these, two thirds were published during the year and of the remainder some of the targets set were over optimistic. Of the ad hoc reports two fifths were published within two months of the target set in April 88. All major reports (eg the Disability reports, the 1991 Census White Paper) were published to an agreed revised target on a tight timetable. Reasons for delays of the remainder include awaiting departmental clearance and, in a few cases, changes to the planned analysis. Staffing problems (eg sickness) have also contributed. Almost half the regular reports and Monitors were published within 2 months of the target set in April 88. Some of the 1987-88 backlog (mainly MSD publications) was made up, but delays have continued largely because of extra work resulting from the conversion to a new computer operating system, the introduction of new death certificates and transferring work to the desktop publishing system.

## Corporate Problems

16. One of the year's main problem was the recruitment and retention of staff, especially in London (but also in the IT speciality at Titchfield). The 1988-89 average manpower profile estimate was 2,169 permanent staff. In practice only 2,066 permanent staff were in post - a shortfall of nearly 5% across the whole department varying from 0.8% in Southport, to 4.7% in Titchfield and to 8.2% in London. Retention was an even bigger problem. Throughout the office 304 permanent members of staff resigned or retired (16% of all permanent staff but 23% in London) and 119 London based casual staff resigned (39% of all London posts). The result was that experienced staff were stretched, if not over-stretched, in filling gaps caused by vacancies or assisting new and inexperienced officers. In order to prevent the growth in backlogs of work, some staff have been prevented from attending developmental training courses although on-job skills training has generally been achieved. Shortages are most severe in IT



Division (as evidenced by the HEO(ADP) and EO(ADP) grades which are 9% and 22% understaffed respectively) and in the support services (including secretarial and typing assistance) which are 17% understaffed. The use of casual staff has in general not been a success. It uses valuable time and money in training staff, many of whom do not remain in post long enough to justify the commitment. Significant use of overtime has been made in some areas to overcome problems.

17. The other main problem surfaced when asbestos boards and cladding were disturbed in both London and Titchfield. This caused serious disruption to work and considerable concern to staff. Extensive remedial work in a double air-locked controlled atmosphere was necessary to put matters right. These events revealed weaknesses in procedures for contracting, controlling and supervising major works and a review was undertaken which resulted in several changes in procedures. The overall cost is difficult to estimate as it had several elements:- cash for testing and remedial work, for overtime and to some customers who were let down; staff resources being used which led to a deterioration and delay in other services; quality impairment by lack of timeliness in delivery of those services. However the cash cost to OPCS was just under £300,000.
18. In both cases these problems created additional work for FPA. As no additional resources were made available other routine work had to be delayed.

#### MAJOR ISSUES FOR THE FUTURE

19. A key event during the year was a two-day Workshop for Heads of Division, which allowed time to be taken away from day to day pressures for a full discussion of major issues affecting OPCS. This was successful in identifying short and long term issues to be taken into consideration as divisions devised their work plans for 1989-90. A further Workshop on similar lines, is planned for Autumn 89.
20. The major issues which were identified were:
  - the paramount importance of making progress with and maintaining commitment to the IT Strategy including our new approach to data management;
  - personnel issues, including job satisfaction, communications, manpower and training;
  - the need to give more thought to priorities, and in particular to reconcile the disparate goals of serving our customers, economising on our use of resources and keeping the quality of our work at a level high enough to motivate staff and maintain the Office's reputation;
  - the need to promote OPCS's image more effectively.
21. These issues, together with our ongoing commitments of producing 1½% efficiency savings each year (including increases in productivity) and developing performance indicators (not only for the Office's casework where throughput can easily be measured, but also for statistical tasks), are reflected in each division's business plans for 1989-90. Performance indicators will be developed within divisional business plans to reflect quality with particular attention to timeliness eg stretching targets will be introduced for publications of routine statistics whilst avoiding the temptation of meeting timetables by dropping some data and thereby reducing the usefulness of the publication; backlogs of work in dealing with public requests for certificates and re-registrations etc will, if possible, be reduced and removed in due course, but this is dependent on resources, especially manpower.



## WORK PLANS FOR 1989-90

22. The divisional business plans are summarised separately in Annex B. Their major features include:

23. Registration

- an analysis of the comments received on the Green Paper on registration, a submission to Minister on these and continuing progress towards legislation.

24. NHSCR

- the continuation of the computerisation programme with communications and software testing, quality assurance reviews, the remainder of the mainframe kit will be installed,
- turnaround time of FPC transactions will increase from 6 weeks to 10 weeks despite an increase in productivity, because of the expected increase in transaction volumes against the DH reductions in staff of 16 in 1987-88 and 22 in 1988-89.

25. Social Survey

- the move to a system of net control of running costs with a full programme in prospect.

26. Census

- the completion of the Census Test in April 89,
- an evaluation of the Census Test including the ethnic question by August 89,
- the clearance by Minister and making of a draft Census Order and Regulations,
- a report from an independent review of confidentiality in census processing in tandem with OPCS wide reviews of computer security and the policies and procedures of confidentiality,
- a review of funding arrangements, particularly for census enumerators pay,
- a detailed plan for census processing in the new IT environment.



27. Population Statistics

- an improvement in production timetables of both annual and quarterly output from Hospital Episode Statistics and the completion of development of a system for dealing with ad hoc requests for information,
- the completion of short-term population projections for mid 1989 and mid 1990 for use by DOE and DH,
- planning for the inclusion of the 1991 Census details in the Longitudinal Study.

28. Medical Statistics

- a comprehensive review of Cancer Registration at the request of the Medical Advisory Committee,
- support work on the CMO's annual reports on the public health,
- detailed plans will be made for the fourth study of Morbidity Statistics from General Practice for DH,
- the data from Hospital Episode Statistics will be evaluated in conjunction with PHS Division and an OPCS publication on the subject will be planned,
- the combined Decennial Supplement on Mortality by Area and Country of Birth will be published.

29. Promoting the Office

- the development of a plan to promote the Office including more actively marketing publications to increase sales and awareness of their availability, reviewing the house-style and presentation of publications and considering whether to change the name of the Office,
- the initial consideration in early 1990 of whether OPCS could or should become an Agency.

30. Publications Programme

- the publications timetable for 1989-90 at Annex C reflects a further reduction in the backlog of publications,
- the statistical content of backlogged publications will continue to be made available in other ways.



31. Information Technology

- several significant advances in implementing our IT Strategy eg work towards developing the data administration and management infrastructure to enable the optimum use of the Model 204 database technology, the implementation of the first stage of the data communication network, conducting a review of computer security and detailed plans for the transfer of events data and systems to the new environment.

32. Finance Personnel and Administration

- the Financial Management time recording system which started on 1 April will be fully operational by July 89 and the vote accounting system by 1 April 90.
- a new interviewers payroll will be implemented by 1 April 90,
- consultation and negotiations on the report on the future location of OPCS with recommendations to Minister in June 89 and subsequent planning in the light of decisions made,
- a procurement consultancy will be set up and managed and as many as possible of the procurement review recommendations will be implemented,
- to organise another two-day Workshop for Heads of Division.
- the introduction of formal manpower planning to bring more soundly based recruitment manpower policies.

Corporate Issues

33. Of the important issues identified at last year's Workshop, action has and will continue to be taken on communication with staff as one means of improving job satisfaction. The development of line briefing throughout the Office, the ever improving staff newsletter "TOPICS" and the introduction of Location Newsletters have improved our ability to communicate with staff. When taken together with the increasing use of office notices it was felt that the production of a separate corporate plan was unnecessary. The Office business plan will receive a wide circulation. Divisions are also being encouraged to involve staff more in planning how work should be done and setting explicit affordable quality standards should also improve matters. These are however long term cultural changes.
34. Participation by the Training Branch in IT Strategy training project and plan will require an extra HEO post. However resources for this work have not been forthcoming and the work could not be absorbed by existing staff. This position is to be reviewed in relation to other priorities.



### Efficiency Savings

35. These fall into two main categories - cash (cash savings or higher throughput with the same resources) and improvements in quality (improved quality levels, less errors, better turnaround time, smaller backlogs, timely publications). Both types of efficiency savings are included in divisional plans. Office wide savings will come from:
- achieving the savings resulting from our Accommodation Review at St.Catherines House recommending the release of half of one floor,
  - recommencing a full programme of staff inspection in January 89 (the Inspectors having been diverted last year onto the accommodation review) their first report is imminent,
  - decisions to be taken in 1989-90 about the future location of OPCS bringing savings in later years,
  - decisions on the IT Strategy bringing savings in later years.
36. OPCS is required to achieve efficiency savings of  $1\frac{1}{2}\%$  each year. Treasury have approved the use of our efficiency savings to finance pay increases of  $2\frac{1}{4}\%$  per year in excess of the forecast of general inflation. Divisional efficiency savings are shown in Annex D.

### Manpower and Finance Figures

37. Each divisional plan in Annex B shows the manpower and finance figures for the budget and outturn in 1988-89 and budget for 1989-90. They are shown indicating, where appropriate, the position separately for the work undertaken in carrying out OPCS's statutory and other multi-purpose functions (Core) from the activities which are funded by repayment from our customers (Customer Financed) and from the funding specifically for the 1991 Census (Ring Fenced). Special note should be taken of the explanatory notes in respect of Social Survey Division.

38. The overall picture for OPCS is:

Core	Budget 1988-89	Outturn* 1988-89	Budget 1989-90	Change %
Manpower	1,416	1,359	1,387	2
Gross Running Costs (£'000)	26,837	26,581	28,092	6
Other Current Costs "	770	1,306	582	55
Capital Costs "	1,986	2,585	3,568	38
Receipts "	3,775	4,033	3,989	1

Customer Financed	Budget 1988-89	Outturn* 1988-89	Budget 1989-90	Change %
Manpower	615	596	638	7
Gross Running Costs (£'000)	9,216	9,032	11,483	27
Other Current Costs "	1,264	1,080	349	-68
Capital Costs "	1,493	628	1,276	103
Receipts "	16,657	15,759	18,224	16

Ring Fenced 1991 Census	Budget 1988-89	Outturn* 1988-89	Budget 1989-90	Change %
Manpower	155	135	632	368
Gross Running Costs (£'000)	2,383	2,136	6,167	189
Other Current Costs "	410	296	-	-
Capital Costs "	817	332	1,174	254
Receipts "	-	-	-	-

\* forecast

NB Outturn 1988-89: Customer Financed overhead charges that cannot be split are included in the core.

39. The manpower and financial plans of divisions are overstated because divisions almost always run below complement owing to problems in recruiting and retaining staff. At an aggregate level the divisional budgets exceeded the office budget by an agreed over-commitment which will be met by slippage. The manpower figures are therefore unrealistic reflecting financial totals which were underspent by £600,000 in 1988-89 and have been over-committed and boosted by carry forward totalling £500,000 in 1989-90.



PUBLIC EXPENDITURE YEARS - 1990-91, 91-92 and 92-93

40. The overall objective during the PES years will be, against the background of the OPCS Mission (see para.1), to maintain progress on three fronts:
- ongoing work,
  - new projects,
  - corporate development.
41. Our capacity to maintain and develop our ongoing work remains of great importance to our customers whether they be individuals, Government Departments or other users. Many of the recent increases in demand are expected to continue. Our aim is again to achieve this within existing resources.
42. In some areas of work there are very major projects taking place - including computerisation of NHSCR, Registration legislation and the 1991 Census - and progress needs to continue.
43. Corporate developments which are crucial to the efficient and effective running of OPCS include:
- the continued implementation of the IT Strategy,
  - planning on finance, manpower, location and personnel,
  - reviews to produce improved efficiency,
  - improvements in communication with our customer Departments, the public and our staff.
44. The overall aim in the 1989 PES exercise is to achieve a level of funding compatible with the above policy objectives. The assumptions used for inflation are:

	<u>General Inflation</u>	<u>Pay</u>
1990-91	4.0%	6.25%
1991-92	3.0%	5.25%
1992-93	2.5%	4.75%

Each divisional business plan includes money, manpower and (where appropriate) throughput and covers:

- existing workplans and finance required,
- proposals for new work and finance required,
- efficiency savings (cash and throughput),
- important changes in key non-financial performance indicators.



45. Changes to the Departmental Baseline

PES submissions in previous years have resulted in the OPCS baseline provision shown in Annex D, Table 1. Set out below in broad order of priority are the necessary changes that we are seeking to make to that baseline. Other than changes associated with the 1991 Census (for which we have HM Treasury agreement in principle to the centre meeting certain additional costs), all the proposed changes are as a result of detailed scrutinies both of the provision in the baseline and the divisional business plans coupled with an assessment of how far, in its present form, the baseline would meet the demands on OPCS. In April we received general ministerial support for these priorities as part of the OPCS Annual Review.

46. 1991 Census

The financial plan for the census has been reviewed taking account of an increase in the estimated cost of the mainframe, the implications of the 1989 test (especially for enumerators' pay), the need to use more core resources for evaluating future policy, and various offsetting savings. Other Government Departments are also sponsoring additional questions subject to provision within those Departments.

47. Core Baseline Changes

The core excludes all resources regarded as ring fenced or customer financed:

- 1991 Census
- customer funded parts of NHSCR
- that part of Social Survey work exempt from gross running cost control
- other customer financed work such as Boundary Commissions.

48. Running Costs

(a) Efficiency Savings

The efficiency savings proposed for the first two years declared in last year's PES programme are confirmed. We also plan to make savings of £1,641,000 in 1992-93. These savings are equivalent to a cumulative 1.5% of the baseline over the PES years and are within the Treasury guidelines. However, two thirds of OPCS gross running costs are for salaries. We need to retain our efficiency savings in order to meet pay in excess of inflation. In the first two years a 2.25% margin was accepted in the 1988 PES round but it is estimated that a 2.5% margin will be necessary in the final year. The efficiency savings required in 1992-93 allow for this.

(b) Pay and price increases

Since last year's PES settlement, pay awards and the cost of accommodation have risen significantly more than assumed, and the inflation forecast for 1990-91 has increased by  $\frac{1}{2}$ %. OPCS seeks to reopen its 3 year running cost settlement on account of these changed assumptions. It proposes to meet other new costs, arising from additional work in 1990-91 and 1991-92, by redeploying existing resources.



(c) Additional core work

There have been a number of decisions taken since last years settlement affecting running cost requirements:

- the Minister approved work to link the Longitudinal Study to the 1991 Census. This affects the work of DAVS and NHSCR.
- the Children Bill now before Parliament makes provision for the overseas counselling of adopted children and a national contact register for adopted person and their natural relatives. Funding by DH is the subject of negotiation for a transfer to OPCS of running cost cover.
- there are further small items of new work in 1992-93. These areas include the examination of alternative sources of migration data, re-basing population statistics on the results of the 1991 Census and the anticipation that demand for certificates will continue to increase (partly offset by an increase in income).

(d) The "Luce" arrangement

This arrangement allows bids for gross running costs to be increased to allow activities which in net expenditure terms would be wholly financed from receipts. There are two areas, both in Registration Division, where this approach would be beneficial:

- production costs of £200,000 per annum to change the present microfilm of indexes to microfiche (which our customers find more convenient) would increase demand. Charges would be set to recover the full economic cost,
- about 25 urgent requests for certificates are made each day in the Public Search Room. For additional manpower costs of £60,000 per annum we could introduce a same-day priority production unit and satisfy the demand, charge a premium rate above the existing certificate charge and reduce the potential for complaint.

49. Other current expenditure

The core bid for other current expenditure is for the Consolidated Payment to Registrars.

50. Capital

There is a bid for the additional cost of the mainframe falling on the core programme.

51. Bids for additional work: Customer Financed

Certain parts of OPCS' work are customer financed and are subject to negotiation. Bids for increased expenditure are balanced by a compensating increase in income.

(a) NHSCR computerisation

Following the decision to go to a "Turnkey" implementation the costs were revised resulting in a considerable reduction in expenditure profiles.



(b) Social Survey

The Division is exempt from gross running cost control and additional funding for the PES years will be balanced by a corresponding income.

(c) Hospital Episode Statistics

The cost of migration of Hospital Episode Statistics to the new Model 204 environment and the possible impact of the White Paper on "Working for Patients" have been assessed. There will also be a reduced capital requirement. DH have notified us of a reduced requirement and figures have been reduced.

(d) Medical Statistics

New posts are to be created in 1991-92 to work on statistics of the blind and partially sighted. These arise as a result of an undertaking given to DH to take on work from the major survey to be held in 1990. OPCS also needs an additional requirement to complete data processing work on medical statistics for Ministry of Defence. The requirement for Environmental Monitoring has changed resulting in a small move from running costs to capital. A change in the method of data entry for the survey of Morbidity Statistics from General Practice has resulted in the movement of some resources from the last year of the PES round to the first year.

(e) Boundary Commissions

The Commissions have an additional requirement for this PES round as a result of the build up to the Fourth General Review of parliamentary boundaries.

52. Other Possible Bids

The following possible bids are subject to review and may eventually be made:

(a) If a legislative slot for the Registration Bill can be found it will be necessary to start work on subordinate legislation to give effect to the new Registration Service and to replace existing registration stationery used throughout the country in register offices and churches.

(b) OPCS may have to bid for the Special Studies element of the NHSCR computerisation costs following a decision by DH to fund only those costs relating to NHSCR.

(c) Options for the relocation of OPCS are being discussed and recommendations will be put to Minister in early June.

(d) The OPCS computer software "Tabulations and Utilities" (TAU) may be developed for strategic use in the new Model 204 environment.

(e) Departments have been instructed not to bid until the next PES round for any increases arising out of the community charge. This may be bid for next year.

53. Annex D

The three tables in Annex D show the departmental position for:

- the forecast outturn for 1988-89,
- plans for the PES years for finance, manpower and efficiency savings,
- markers for potential future bids.



## REPORT ON ACTION FOLLOWING APRIL 1988 REVIEW

This is a short summary of the action taken as a result of the 1988 ministerial review: references are to paragraphs of the minutes of that occasion

- Para.5 "Topics". A Letters page has been introduced.
- Para.6 Corporate plan Most of the requirements for a corporate plan have been met by the production of the Business Plan. Also, as communications with staff are now much improved due to the introduction of line briefing and "Topics", it is felt that a separate Corporate Plan is not needed at present.
- Para.8 Financial management. This is now adequately resourced, and an implementation team has been created by the transfer of resources. Forecasting of expenditure and, more particularly, income is improving as a result of the introduction of memorandum trading accounts. Financial management is being devolved to the lowest sensible levels.
- Para.10 Medical Statistics. Staff resources were transferred within the Division in an effort to publish 22 reference volumes. 12 were sent for publication and the data for all but 2 of the 22 were made available in Monitors. A full-time Assistant Chief Medical Statistician at grade 6 has been appointed.
- Para.12 Use of private contractors for printing. This is being considered within OPCS' Procurement Review.
- Para.15 Marketing Census products. Marketing strategy has been established and approved by UK Census Committee. Wide consultation is in progress on small area statistics. Negotiations with Treasury are in progress on the method of payment by Departments for standard products.
- Para.19 IT strategy funding. A claim on the reserved was agreed by Treasury, but ultimately was not required, because of offsetting savings on the Census.
- Para.21 PES plans. Treasury approval was obtained to use the Office's efficiency savings of 1½% per year to finance pay of 2¼% per year in excess of forecast general inflation. This margin seemed appropriate as a high proportion of OPCS staff - some 15% - qualify for ADP allowances. (Census provision allowed for pay at 2½% over general inflation.)
- Para.22 PES plans. Moved to a system of net control of expenditure for social surveys, but did not pursue such a system for certificate production.
- Para.23 PES plans. Baseline provision was brought up to the forecast general inflation rate.



DIVISIONAL PLANS

Each division in OPCS has a full business plan from which these short summaries have been prepared.

The Summary tables show the percentage change between the Outturn for 1988-89 and the Forecast for 1989-90 in vote figures. The Outturn 1988-89 figures are the latest available forecast.

The order in which the divisions are listed reflects their principal functions ie collecting information and data (Registration, NHSCR, Social Survey and Census), analysing and publishing information and data (DAVS, PHD and Medical Statistics) and supporting the work of the other divisions (Information, ITD and Finance Personnel and Administration).



## REGISTRATION

### 1. Summary table

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	310	303	312	2.6
Gross Running Costs (£'000)	3,753	3,787	4,140	9.3
Other Current Costs "	557	581	582	.2
Capital Costs "	221	205	125	-39.0
Receipts "	2,623	2,507	2,709	8.1

2. Objective - To administer the law on marriage and to control the local registration of births, marriages and deaths; to maintain a central record of the events registered; and to provide certified copies of extracts from that record, responding promptly to public demand.

3. A major task in 1988-89 was that of continuing the progress towards legislation:

- a Working Group report was submitted to ministers,
- a Green Paper "Registration: a modern service" was published in December 88,
- co-operation with local authorities on points of detail continued successfully,
- 15 evening and weekend consultation meetings were held with local registration officers and local authorities,
- discussions were held with the Coroners Society and BMA on death certification proposals.

4. Casework was effected with mixed results. On the positive side:

- 95% of birth, death and marriage legislation's 5,800 cases were actioned within the 5 day target,
- 95% of the Overseas Registration cases were dealt with within the targets of 5 days for postal and 48 hours for personal applications,
- the Inspectorate achieved its target of reporting on 1,440 officers and met all 117 local authority Proper Officers,

whilst on the negative side:

- postal applications for certified copies were taking 8 weeks to turn round, although they have now returned to the 28 day target,
- the target for personal applications in the Public Search Room was maintained at 48 hours but the delivery by post which was targetted as 2 weeks was extended to 4 weeks.
- the target on legitimation applications of not adding significantly to the six month backlog was not achieved; despite resources being transferred to this area during the year and although action was taken on urgent cases within 5 days the increased workload caused the minimum delay to be 15 weeks, the maximum 31 weeks .



Workload in Corrections and Legitimation by staff numbers.

	1983	1984/85	1985/86	1986/87	1987/88	1988/89	1989/90**
No. of new cases received	18.030	18,528	14,969	21,625	22.351	22.222/	22.400
% increase over previous year	-	2.8	7.8	8.3	3.4	- 1.6	1.8
No. of staff	43	41	39.5	39.5	39.5	39.5	42
Cases per member of staff	419	452	506	547	566	557	533 $\phi$
% increase over previous year	-	7.9	11.9	8.1	3.5	-1.6	-4.3

\* estimate

\*\* forecast

/ a number of cases were 'lost' due to the September postal strike.

$\phi$  N.B. This table relates to new cases received in Corrections and in Legitimation and does not include the backlog of existing cases. The increased staff resources which are shown for 1989-90 will be used solely in Legitimation where there is at present a backlog of 4,450 cases. These transferred resources are expected to assist in halving that backlog. This represents a further 53 cases per member of staff and an improvement in productivity - see paragraph 7 below.

5. Achievements in several areas to highlight are:

- a pilot scheme for the computerised registration of Births and Deaths was successful, and plans for its nationwide introduction are to timetable,
- certificate production was re-equipped to timetable and at 26% less than the estimated cost,
- the transfer of postal applications work to Southport and the re-organisation of accommodation holdings in London released floor space representing £127,000 rental per annum and reduced staff costs by £30,000,
- improvements in training were effected in conjunction with the Local Government Training Board,

6. Disappointments were that:

- although training targets were met, there were insufficient resources to meet all local registration officer training demands,
- problems of recruitment and retention of staff in London caused us to lengthen our timescale for certificate production, which drew complaints from the public and MPs.



7. The main target for 1989-90 will be to contain the expected increases in workload within reduced resources:

- there will be a 16 week target for the turnround of new applications for legitimation (presently up to 31 weeks),
- the recently achieved turnround of 28 days for postal applications for certified copies will remain a demanding target, whilst an improvement (of one week) to 3 weeks is the target for public search room posted certified copies,
- an overall increase in demand for certified copies of between 3 and 4% is expected, without a corresponding increase in staff,
- training will extend to allow 32 registration officers a month to learn to operate the new computer software, as it is adopted by local authorities through the year.

8. Changes to working methods to be introduced include:

- mechanised certificate production will be introduced in Overseas Registration Service section by June 89, improving the quality of output to customers,
- marketing of microfiche of indexes will begin by August with the target of raising receipts by £25,000 during the remainder of the year,
- a computerised system of processing adoption orders will be customer tested with a view to going live in January 90, saving an estimated £11,000 in staff costs in a full year.

9. Reviews are being undertaken in several areas:

- a recent report from Social Survey Division on user requirements in the Public Search Room will be considered and a review carried out of the existing services. Improvements not requiring legislation or major funding will be introduced as soon as possible, in line with the government initiative on "Service to the Public",
- a report on the comments received on the Green Paper will be produced by May 89, and a submission will go to the Minister by the end of June 89,
- negotiations will continue on an improved system of death registration,
- a review of notes for guidance of HM Coroners and related forms will be made in conjunction with Medical Statistics division,
- a feasibility report on investment in IT for the receipt and handling of information from the local registration service will be produced by July 89.



## NHSCR

### 1. Summary tables

Core work	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	92	85	88	3.5
Gross Running Costs (£'000)	663	622	693	11.4
Other Current Costs "	-	-	-	-
Capital Costs "	-	-	-	-
Receipts "	212	170	210	23.5

Customer Financed work	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	419	411	432	5.0
Gross Running Costs (£'000)	3229	3206	3636	13.4
Other Current Costs "	337	349	349	.0
Capital Costs "	1270	475	1036	118.1
Receipts	4680	4680	5536	18.3

2. Objective - To compile and maintain for the Department of Health a national register of NHS patients in England and Wales; to provide information from this register to FPCs and other users, including medical and demographic research sponsors within OPCS and elsewhere; and to ensure that such requests are met promptly and that accurate information is supplied.
  
3. In 1988-89 considerable progress was made towards the computerisation of the upkeep of the Register:
  - a computerisation contract was awarded in December 88, at lower price than expected and with an extended payment profile which resulted in expenditure of £0.5m rather than £1.3m this year,
  - Phase 1 hardware is in place, and application software is being developed,
  - a consultancy has been awarded to ensure the compatibility of communications,
  - plans have been advanced for data testing,
  - staff training targets have been achieved.
  
4. Meanwhile, on the existing work the year saw:
  - staff reductions from 395 to 371 (a 6% fall on FPC related work) due to reduced DH funding.
  - a 6% increase in documents received from FPCs and 6.6 million transactions cleared (6% above target: with staff reductions giving a 7.8% increase in productivity);



- not withstanding this improved productivity, a growth in turnaround time from 4 to 6½ weeks over the year,
- some short-fall in staff recruitment, possibly due to the offer of short-term appointments until the post-computerisation future is settled,
- a decrease of 50% in work from Medical Statistics Division (due to a concentration on other priorities there) in terms of new research projects and Longitudinal Study, Cancer Registration and General Tracing work,
- a trend towards smaller but more complex new medical research projects, which increased the unit cost from £1.03 to £1.20 (+ 16½%) but achieved an error rate of 1.5% against the 2% target.
- the commencement of a joint project with DH to investigate the ways of resolving the problem of wrong NHS numbers (about 7½% of all FPC records).

5. For 1989-90 new targets have been set in the computerisation programme:

- overall expenditure will be £1.4m as progress is maintained towards live operation in October 1990,
- quality assurance reviews will be carried out at key stages of the system development in combination with IBM, Scicon and NHSIT (DH),
- the remainder of the mainframe kit will be installed,
- depending on when the FPS network becomes available interoperability tests will be conducted for file transfer between NHSCR and FPCs,
- limited testing will be carried out initially of subsystems as they become available followed by full functionality acceptance testing. (Pilot and load trials will be in 1990/91),
- space making accommodation moves will be completed,
- completion of site cabling for linking 350 VDU terminals to the computer,
- detailed planning for staff training will be completed and some technical training undertaken,
- although not included in the resource provision, DH may provide funding for NHSCR to assist FPCs to identify and correct wrong NHS numbers on their files.

6. In 1989-90 several changes are expected:

- a rise from 6.9 million to 7.2 million transactions with FPCs (a 4½% increase),



- a rise in Service Dependent records received from 80,000 to 100,000 (a 25% increase),
- a rise in medical research work from 190,000 to 200,000 units (a 5% increase),
- a reduction in the volume of un-numbered documents - at present 34% - received from FPCs (the amount will depend on how many FPCs introduce a new notification scheme),
- some disruption to the working environment during computer system implementation may offset the productivity gains.

and new targets have been set:

- a 1½% increase to 6.7 million transactions cleared,
- a target of 8 weeks (at present 10 weeks) turnround for FPC documents whilst retaining less than 1% error rate,
- the unit cost per FPC transaction rise from 41p to 43.5p (+ 6%),
- the end of year FPC work balance to equate to a 10 week turnround.
- an improved error rate of 2½% (currently 3½%) and a reduced unit cost of £2.32 (currently £2.34) on Service Dependent records,
- the end of year backlog of documents to rise by no more than from 700,000 to 1.18m (a 70% increase) and turnround time to worsen no more than from 6½ to 10 weeks (a 50% increase).

7. Although productivity has risen consistently during the past 3 years (an improvement of 7.8% in transactions processed per staff unit in 1988-89), there has been a steady decline in the service which has been provided to FPCs and ultimately NHS patients. In 1987, NHSCR processing accounted for 4 weeks of the time taken to transfer medical records from the old to the new GP: it is estimated that this will rise to 10 weeks by March 1990. This is due partly to the increase in transaction volumes, but also to staff reductions (16 in 1987-88 and a further 22 in 1988-89 resulting from budget constraints imposed by DH. These cuts would need to be restored in full in order to return to and maintain the 1987 level of service.



## SOCIAL SURVEY

### 1. Summary tables

Core	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	42	44	39	-12
Gross Running Costs (£'000)	1,115	1,230	1,191	-3
Other Current Costs	5	-	-	-
Capital Costs	167	149	236	58
Receipts	30	16	270	1,588

Customer financed subject to net running costs control	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	168	156	168	8
Gross Running Costs (£'000)	5,478	5,490	7,135	14
Other Current Costs	827	752	-	-
Capital Costs	-	-	22	-
Receipts	9,524	9,470	10,289	9

### Notes

- There has been a change in the classification of SSD expenditure between 1988-89 & 1989-90. The percentage increase on running cost expenditure is the increase on 1989-90 over 1988-89 expenditure on running costs and other current.
  - Following the agreement to Net Control for Social Surveys in 1989-90, there was a movement of expenditure from the core to the net area. This is estimated to have increased the level of receipts by £269K.
  - The forecast expenditure in 1989-90 is as shown on the OPCS Vote. It is currently estimated that SSD will spend £7,254K on salaries and administrative expenditure in 1989-90. Receipts are estimated to rise to £10,531K. The OPCS Vote will be amended by a Supplementary Estimate.
- Objective - To design, plan and conduct social surveys as commissioned by government. The central objective is to provide results on topics specified by customer departments at an agreed price, to an agreed timetable and to an adequate standard of precision and reliability, in return for payment. Social Survey Division is also the prime centre of expertise and advice on survey research methods within government. As such it is required to provide, on request, a consultancy service to departments on sample survey design, methods and management.
- During 1988-89 work proceeded on 29 ad hoc projects and 6 continuous surveys:
    - all surveys were to the agreed timetable except the survey on adult diets and publication of the 1986 General Household Survey which were badly affected by disruptions caused by the disturbance of asbestos in St.Catherines House and consequential delays in commissioning new computing equipment and, in the case of the adult diet survey, partly due to the sickness absence of a senior and key member of the research team.



- less manpower was used than expected - 200 instead of 210 and this together with a range of efficiency savings across the division resulted in savings of around £81,000,
- repayment work was completely covered by receipts,
- core activities were over budget by about £160,000 as a result of the discovery of asbestos in St.Catherines House and by pay awards being substantially above the sums provided for in the budget,
- the new Family Expenditure Survey edit procedures failed to realise savings due to faults in the DE computing system,
- the computerised field management system now in operation for costing, workload allocation and interviewer performance monitoring, enables staff to produce more and better quality information,
- performance standards are set with individual survey customers and vary between surveys ie price, timetable, sample sizes and response rates.

4. For 1989-90 the division is already committed to work on 16 ad hoc surveys (and is negotiating to undertake more) and on 6 continuous surveys:

- the total planned expenditure, at £12.8 million, is only 4.8% over the 1988-89 planned expenditure for an assumed equal volume of work and against an assumed 7.5% inflation in pay and prices this represents a substantial increase in productivity,
- the move to net control of running costs covers all surveys except the General Household Survey, the 1989 Census Test and some methodology and consultancy work,
- the decision to move to fixed price contracts will enable customer departments to plan with a greater degree of certainty,
- reorganisation of field training, computerisation in research and improvements in edit processes in the Labour Force Survey, developing the Field Branch management information service and increasing change from manual to automated procedures are among efficiencies expected to total £158,000 (1.5% of total planned expenditure in the net control area),
- an innovation will be a written assessment by customer departments as an indicator of the level of satisfaction with performance.



## CENSUS

1. Function - To plan and carry out decennial censuses of population and housing in England and Wales, to disseminate the results and to advise users on interpretation of the data. The work of the division is best considered under two headings (i) the core work of providing a customer service in regard to 1981 and earlier Census statistics, and (ii) the work in advance of the 1991 Census.

### Census Core

2. Summary table

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	27	27	33	21.8
Gross Running Costs (£'000)	313	262	364	38.9
Other Current Costs "	12	11	-	-
Capital Costs "	-	-	10	-
Receipts	80	94	53	-43.6

3. Objectives - To maintain geographic records of past censuses and monitor boundary changes; to maintain the Central Postcode Directory and provide copies and technical assistance to users and to meet customer requests for information from 1981 and earlier censuses and manage licences to disseminate Census information.
4. Progress on most work was to target: but the target date for publication of the 1981 Census General Report was not achieved.
5. Problems were experienced with some tasks:
  - the project to investigate automation of Intercensal boundaries work is behind target due to staff shortage.
  - delays by the Post Office in re-developing the Postcode Address File disrupted timely production of complete versions of the postcode directory.
6. Changes during the year were:
  - ad-hoc tabulations work was taken over from IT division with a net saving of £16,000,
  - cheaper methods of map acquisition saved £1,500 (10% net saving).



7. 1989-90 will see several changes and improvements:

- the backlog of work on boundary changes will be removed as a result of increased throughput and an Intercensal Boundary Change Computerisation project feasibility study will report,
- the backlog of work on postcode directories will be removed,
- two volumes will be published on the Standard Occupation Classification and an advisory service will be set up for users (if Office Management Board agrees).

Census 1991

8. Summary table

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	122	111	205	85
Gross Running Costs (£'000)	1,481	1,406	3,416	142
Other Current Costs "	370	388	-	-
Capital Costs "	359	237	1,174	395
Receipts "	-	-	-	-

9. Objectives - To obtain maximum practicable cover of the population and accuracy of responses, to maintain confidentiality, to produce main results to timetable, to make statistical information widely available to users in convenient forms (subject to appropriate payment), to maximise income from the private sector and to keep expenditure within budget.
10. The targets for 1988-89 and the levels of achievement are shown in Appendix A. The highlights are:
- The White Paper on the 1991 Census was prepared and published on target (July 88),
  - the 1989 Test, including publicity, recruitment and evaluation has been planned on target,
  - the ethnic question for the test has been revised after consultation with minority group representatives,
  - an excellent main site has been secured for the main Processing Office (Titchfield as second site);
  - Model 204 has been chosen for Census data management following an ITD-led study,
  - system analysis for 100% and 10% data validation has been delayed mainly due to inexperience of staff in Census and ITD and to under-estimation of task,
  - TAU has been chosen for production of main census tables after ITD-led study.



11. 1989-90 will see the April Census test of the acceptability of the proposed schedule with the following targets for analysis and reporting results:

- ethnic question by August 89,
- other priority questions by September 89,
- evaluation of test as a whole by March 90.

12. Other targets of major interest in 1989-90 are:

- Census Order and Regulations to be prepared by September for submission to Ministers, target for laying the Order before Parliament is mid-November, the Order will include decisions on the Ethnic question and the date of the census,
- a Ministerial brief will include items on the necessity of follow-up surveys and a recommendation on samples of Anonymised Records,
- Consultation on local base statistics to be completed by September 89 and tables to be specified by March 90,
- Economic and Social Research Council to prepare rigorous case for samples of anonymised records by June 89 for evaluation by August 89,
- 70,500 (67% of) Enumeration Districts to be planned by March 90,
- recruitment of Census Area Managers to begin February 90,
- Field procedures, instructions and training for field staff to be prepared eg instructions for Census Area Managers by March 90,
- Copy of all public forms to be prepared by October 89 for inclusion in the Regulations,
- processing plans to be progressed to a detailed time table on computer system development, system design for clerical and IT input and a study of output options.



## DEMOGRAPHIC ANALYSIS AND VITAL STATISTICS

### 1. Summary table

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	122	120	122	1.0
Gross Running Costs (£'000)	1,261	1,220	1,348	10.5
Other Current Costs	-	-	-	-
Capital Costs	53	29	89	206.9
Receipts	191	166	220	32.5

2. Objective - To ensure that Parliament, Ministers, government departments local and health authorities, and others have, so far as is practicable, adequate information concerning vital statistics, fertility, marriages, divorces, adoptions, ethnic minority populations and other demographic matters in order to carry out their responsibilities (eg in formulating policies and planning local and national services and in allocating resources to and within local and health authorities); to coordinate inter-departmental work on population and to deal with questions of population policy. to ensure that OPCS complies with the requirements of the Data Protection Act and to assist the Boundary Commission as required.
  
3. During 1988-89 the production of statistical information was sustained with fewer staff representing a 2.4% saving:
  - the small overall increase of 0.8% in the number of births, deaths, marriages, divorces was handled with fewer staff,
  - £35,000 was saved in a variety of ways (eg by the introduction of micro computers)
  - most targets for publication were met eg Annual Reference Volumes, annual statistical tables for local and health authorities, a Longitudinal Study review and report, revised national ethnic minority group populations, final fertility assumptions for 1987 based projections, and a brief for the Population Commission,
  - due to the continuing debate with and within customer departments about the priorities with regard to statistics on ethnic minority groups, they have agreed that work on the production and publication of local area statistics would not be undertaken last year.
  - 12 articles covering a wide range of subjects were published in Population Trends,
  - unplanned tasks accounted for about £20,000 eg on further implementation of IT strategy.



4. For 1989-90 the targets for production will be against a background of a slight increase in expected volume of events and a reduction in staff:

- the increase in the volume of births (1.6%) together with the increase use of micro computers will bring performance savings of about £40,000,
- further staff reductions will save £29,000,
- the collection of missing birthweights will be discontinued (and will save £13,000) so in future about 10,000 birthweights (1.7%) will be unknown but as there is no reason why non-response should be highly correlated with birthweight, no great systematic bias will be introduced.

5. Amongst new tasks to be undertaken are

- a feasibility study into transferring information held in some registrars' offices on personal computers to OPCS directly without the use of paper copies,
- implementing revised arrangements, following Economic and Social Research Council and Medical Research Council decisions, for the Longitudinal Study; planning for the inclusion of the 1991 Census details for the Longitudinal Study sample,
- a study into fully processing only a sample of the 1.2 million births and deaths each year,
- in advance of the 1991 Census, a review of the Office's policies and procedures for ensuring confidentiality of personal information with the intention of introducing an OPCS Code of Practice,
- research into, and agreement with the Boundary Commission on, policies to be adopted during the forthcoming general review of parliamentary constituencies and a report on any computerisation which may assist in that general review.
- greater cooperation with academic demographers through a new liaison group,
- work on the amendment of the Population Statistics Act to collect fuller information at birth and death registration.



## POPULATION AND HOSPITAL STATISTICS

1. Objective - (i) To provide Parliament, Ministers, Government Departments, Local Government and Health Authorities with Population estimates, Population projections and migration which they need to discharge their responsibilities, and to advise users on interpretation.
- (ii) To complete initial development of the processing systems for the Hospital Episode Statistics project for the Department of Health. To undertake any necessary redevelopment. To ensure that these processing systems are operated as closely to specified timetables as the supply of data from NHS allows.

### Population

2. Summary table

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	26	23	26	10.3
Gross Running Costs (£'000)	378	350	425	21.4
Other Current Costs "	-	-	-	-
Capital Costs "	28	33	50	30.3
Receipts "	6	10	11	10.0

3. In 1988-89 the flow of both published and unpublished statistics was maintained but some slippage occurred in the timetable with some inconvenience to customers: In particular
  - the national and sub-national population estimates for mid 1987 were supplied two months late to DOE for rate support grant purposes,
  - local government electoral statistics were published to target in time for the 1989 local elections,
  - short term local population projections for mid 1988 and mid 1989 were provided to DE for grossing the Labour Force Survey.
4. Changes were effected in some areas of work and considered for others:
  - the development of micro-computing in migration analysis work continues to improve the timeliness and quality of service to customers,
  - the feasibility of producing short-term local projections for community charge requirement were tested and reported to target.



5. Plans for 1989-90 anticipate changes:

- Publication of booklet on Population Estimates Methods - deferred from 88/89,
- to plan the series of population estimates to be based upon 1991 Census results eg examining the feasibility of and need for making local population estimates by single year of age and, after the 1991 Census, of estimates at ward level,
- to revise the charging arrangements for supplying population projections to government departments and other customers to ensure these are consistent and in line with current policy,
- to co-ordinate the division's contribution to the IT strategy,
- to examine alternative sources of migration data to ensure that population estimates make the optimum use of currently available data sources.

Hospital Episodes

6. Summary table

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	29.0	28.6	20.6	-27.7
Gross Running Costs (£'000)	340	335	279	-16.7
Other Current Costs "	-	-	-	-
Capital Costs "	227	192	118	-38.5
Receipts "	1,667	1,589	1,427	-10.2

7. In 1988-89 progress towards the planned processing of quarterly and annual data and non administrative output for non-maternity cases and quarterly maternity data continued incorporating changes as required:

- delays in receipt, and consequent resubmission of acceptable data from NHS caused revision of timetables: non-maternity quarterly data were published two weeks later than planned but the annual non-maternity files were processed 6 weeks early,
- from the annual non-maternity system, administrative output was produced on time and clinical output was produced 3 months early,
- from the quarterly maternity system, the June and December 88 outputs are to timetable but re-submitted data is delaying the September 88 output,
- development of both the non-maternity and maternity systems continued generally to target.



8. The operational running and development work in 1989-90 will be set more demanding targets:

- an improvement of between one and three months in processing of quarterly data,
- an improvement of three months in the production of annual administrative and clinical files and tables,
- completion of development of the systems for ad hoc requests from non-maternity and maternity cases by May and July 89 respectively and of the maternity annual system and tables by September and October 89 respectively.



## MEDICAL STATISTICS

### 1. Summary table

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	77	74	96	29.2
Gross Running Costs (£'000)	1,040	1,000	1,334	33.4
Other Current Costs "	-	-	-	-
Capital Costs "	67	50	140	180.0
Receipts "	426	415	721	73.7

2. Objective - To ensure that Parliament, Ministers, government departments, local and health authorities, medical and academic researchers have, so far as is practicable, adequate information concerning mortality and morbidity; to conduct research studies and to assist outside researchers on specific projects, and all users in the interpretation of results; to evaluate the cost and benefit of divisional activities and generally improve and develop the sources, methods and uses of medical statistics.

3. In 1988-89 the management of the division was strengthened in several ways and closer links were established with the main customers:

- the RG's Medical Advisory Committee was re-established, met three times during the year and endorsed the division's business plans,
- a Panel of Experts was established to ensure the scientific integrity of the work we undertake,
- a full-time Assistant Chief Medical Statistician, at grade 6 was appointed,
- Professor Alberman was appointed as a part-time consultant.

4. Senior management's efforts on the IT Strategy included the establishment of the Events Steering Group and a new User Strategy Unit headed by a Statistician altogether expending £25,000.

5. A major task was the effort to catch up on the backlog in medical statistical publications. This had several effects:

- approximately £80,000 in staff resources were transferred in an effort to publish 22 reference volumes and 12 have been sent for publication,
- the data for all but 2 of the 22 volumes were made available through Monitors and other means (see Appendix C),



- the absence of the transferred staff resources led to a backlog in preparing new medical research applications for approval resulting in the reduced receipts in NHSCR already mentioned,
- the decennial supplement on Child Mortality was published and the volumes on Area and Country of Birth were combined and publication is imminent.

6. Three major pieces of work were started:

- in cooperation with the Small Area Health Statistics Unit of the London School of Hygiene and Tropical Medicine, a DH commissioned and funded system for identifying geographic clusters of events (Environmental Monitoring) is being developed,
- Morbidity Statistics from General Practice (fourth study) also commissioned and funded by DH,
- at the behest of the Medical Advisory Committee, a comprehensive review of Cancer Registration.

7. With regard to the ongoing work of the division:

- processing of cancer records fell because of the conversion to a new computer operating system; processing of congenital malformation records remained steady whilst processing of abortion records increased by 5%.

Processing of records (thousands)

	1985	1986	1987	1988	1989*
Cancer	337.2	464.2	324.9	258.7	400.0
Congenital Malformations	13.3	13.1	13.6	13.0	13.6
Abortions	171.9	172.3	174.3	182.5	184.3

\*forecast



- the system of processing notifications of infectious diseases was improved by the addition of mumps and rubella at a one-off cost of £20,000 and an ongoing increase in weekly data preparation costs in this work of about 75%,
- the Social Services Select Committee was provided with analyses of perinatal and infant mortality,
- work pressures prevented the release of staff for developmental training courses causing an underspend of £8,000 but all basic and on-job skills training was achieved,
- an increasing number of PQ answers requiring OPCS data have a policy aspect and in the table below the reduction results from such answers being credited to DH rather than OPCS although the amount of work for OPCS remains the same.

	1986/87	1987/88	1988/89
Parliamentary Questions	237	181	136

8. For 1989-90 the division will return to a realistic timetable of publications and eliminate other backlogs:

- a control system for medical research projects will be introduced,
- of the divisional forecast of an extra 22 staff, 8 will be needed to support the Chief Medical Officer's public health monitoring work, to produce a new publication based on the new Hospital Episode Statistics and to assist and further strengthen the work on monitoring and surveillance in response to customer demand,
- preparations will be made to host the WHO Heads of Centres meeting in April 90 when training and implementation of the International Classification of Diseases (ICD 10) will be a major item on the agenda.

9. Work on the automation of the division's work will continue:

- involvement in the IT Strategy will continue with a number of areas of work moving to the IBM environment,
- a series of projects will ensure that the division's activities will interface with the NHSCR computerisation,



- trials will be held in linking births to Hospital Episode Statistics with the object of improving the scope of infant mortality statistics,
- computer assisted postcoding will lead to savings of 2 staff (£17,000) on abortion work,
- a re-evaluation of environmental monitoring will lead to future savings to DH of about £100,000 (50%) on capital expenditure next year.



TABLE SHOWING THE PUBLICATION OF OPCS MEDICAL DATA BY DATE OF ISSUE AND METHOD OF PUBLICATION, 1986-89

Position as at 31.3.89

Topic		1986				1987				1988				1989
		March Q Dec 86	June Q March 87	Sept Q May 87	Dec Q Sept 87	March Q Nov 87	June Q Feb 88	Sept Q Apr 88	Dec Q Sept 88	March Q Dec 88	June Q Dec 88	Sept Q March 89	Dec Q May 89	
Death by cause	Data published in quarterly monitors													
	ARV publication date			Dec 88				June 89				Sept 89		
Deaths by accidents and violence	Data published in quarterly monitors													
	ARV publication date			April 89				July 89				Oct 89		
Deaths by area	Data published in VS3 series on microfiche			June 87				June 88				May 89		
	ARV publication date			May 89				Aug 89				Oct 89		
Childhood	Data published in annual monitors: by DHA (unlinked)			Dec 87				Nov 88				Aug 89		
	by birthweight (linked)			Apr 88				-				-		
	Sudden Infant Death				Data years 1985-1987		Published Dec 88							
	ARV (linked) (includes basic cause data) publication date			Dec 88				June 89				Dec 89		
	ARV (unlinked) (includes complex cause data) publication date			-* 89				-* 89				Nov 89		
	National infant and perinatal rates for March & June Qtrs 1988 published in Weekly Returns													
Infectious Diseases	Data published in: weekly returns	Data is published weekly 11 days after end of data period to which it relates												
	quarterly monitors	March Q July 87	June Q Sept 87	Sept Q Nov 87	Dec Q Dec 87	March Q March 88	June Q May 88	Sept Q Aug 88	Dec Q Dec 88	March Q April 89	June Q May 89	Sept Q June 89	Dec Q Sept 89	
	ARV publication date			Sept 88				Aug 89				Dec 89		

(Latest W/E 24.2.89)

\* Targets to be decided after data interpretation issues resolved.



## Topic

1986

1987

1988

1989

Congenital  
malformations  
(notifications)Date published in:  
annual monitor

Sept 87

discontinued

ARV publication  
date

ARV not introduced until 1987

Apr 89

Oct 89

Abortions

Data published in  
quarterly monitors

March Q	June Q	Sept Q	Dec Q
Sept 86	Dec 86	March 87	June 87

March Q	June Q	Sept Q	Dec Q
Sept 87	Dec 87	March 88	June 88

March Q	June Q	Sept Q	Dec Q
Sept 88	Dec 88	March 89	June 89

annual monitors

June 87

June 88

June 89

annual monitors by  
Health Areas

June 87

July 88

July 89

ARV publication  
date

Oct 87

Dec 88

Oct 89

Cancer  
(registrations)ARV publication  
date

N/K

N/K

N/K

The volume containing 1985 data for cancer registrations is due to be published in June 89 - Late submission of data caused delay



## INFORMATION

### 1. Summary table (Core & Census R/F)

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	15	15	19	27.0
Gross Running Costs (£'000)	411	361	580	60.7
Other Current Costs	-	-	-	-
Capital Costs	13	22	12	-45.5
Receipts	27	32	31	- 3.1

2. Objective - To increase the awareness outside OPCS of the statistical work and services provided by the Office through the media and promotional activities and to make the statistical output available to them in published form by editing the contents of sales publications, advising on their design, and co-ordinating production and providing access to them in the OPCS Library in London.
3. A full programme of publications and associated publicity was maintained to schedule. Notable achievements in 1988-89:
  - the presentation and publishing of two survey reports on disability, the 1991 Census White Paper and the Registration Green Paper,
  - the production of the new staff newsletter TOPICS,
  - the successful operation of the first year of a priced system for Monitors; the level of subscribers is reassuring, subscriptions and standing orders have yielded £20,000.
  - following transfer of the Library to Information Division, a Library management committee was set up with user representatives; the procurement and implementation plans are well advanced for a computerised indexing and retrieval system,
  - a Census Publicity Unit was set up and developed a strategy and plans for the Census Test with ID support.
4. Various items of additional work were taken on within existing resources and despite staffing difficulties over several months. These included the staff newsletter, arranging visits to OPCS for overseas individuals and groups and the desk-top publishing project. The effort involved the equivalent of 2% of a SEO, 5% of an EO, 10% of a Librarian.
5. Plans for 1989-90 include the following additional activities:
  - new house style to be developed by September 89 for all OPCS material, including new cover designs for sales publications,
  - a plan to be developed by August 89 to market publications more actively to increase the sales and awareness of their availability,



- professional advice will continue to be given to the Census Publicity Unit in assessing the effectiveness of the Census Test publicity and developing a strategy for the 1991 Census,
- the Library will implement and advertise its computerised indexing and retrieval system.



## INFORMATION TECHNOLOGY

### 1. Summary table

	Budget 1988-89	Outturn 1988-89	Budget 1989-90	Change %
Manpower	346	319	329	3.1
Gross Running Costs (£'000)	6,161	5,600	7,084	26.5
Other Current Costs "	850	714	-	-
Capital Costs "	1,525	1,493	2,572	172.3
Receipts "	152	144	136	-5.6

2. Objective - To provide effective and efficient IT services to user divisions of OPCS to cover planning, design development, delivery, operation and support of IT systems within agreed costs and timescales, and to carry forward the IT Strategy agreed in 1987.
3. In 1988-89 the IT work of the Office has continued to be serviced, and progress has also been achieved in the following areas:
- the database software chosen in the previous year was proved in the OPCS environment and a decision taken to use it for 1991 Census system development,
  - a complex operational requirement was produced and issued for the procurement, by open tender, of equipment for the systems which will use the new database software,
  - interim bureau facilities at another government department were obtained on financially favourable terms to commence 1991 Census work,
  - proposals for data management and administration were developed,
  - a major study was completed defining the technical strategy required for data communications networks,
  - a review of the requirements for specialist statistical tabulation software for use with the new database was completed, and decisions taken to continue with the OPCS Statistical Tabulation package (TAU) to meet the 1991 Census processing requirement and to adopt the Statistical Package for Social Survey (SPSS) as a strategic product.
  - a study was commissioned and completed into rationalising the equipment for word processing and desk top publishing. Progress towards implementing new equipment in typing pools and for personal secretaries is ahead of schedule,
  - the first phase of restructuring the division, aiming at a skills based structure, was carried out (though the second phase was delayed so as to give priority to data management work).



4. The work of the division has continued with a 2% reduction in staff achieved by:
  - transferring resources to the IT Strategy work,
  - reducing staffing commitment to systems for Hospital Episodes, Medical and Population Statistics and the TAU package by a quarter (24 staff) whilst maintaining essential services to user expectation.
  
5. A major concern was about recruitment and training and the need to reduce the cost of using consultancy staff to meet a shortfall in skills:
  - training resources have been increased and OPCS has joined the Treasury's professional development scheme pilot for IT staff,
  - an internal review of AOs has identified 15 interested staff suitable for training in the field of IT systems and development in the executive grades,
  - however, a local recruitment exercise conducted jointly with Civil Service Commission resulted in only 8 people being offered EO(IT) posts against 15 the previous year.
  
6. Savings have been achieved:
  - £5,000 by negotiating a fixed price for CCTA procurement services,
  - £46,000 from a reduced holding of magnetic tapes,
  - an estimated £12,000 from standardisation of microcomputing hardware and software to obtain better value for money in bulk supply contracts.
  
7. The major problem for 1989-90 will be the financial constraints leading to a need to identify savings:
  - a further review of the effects of the reduced resources will be conducted in the field of IT standards, project initiation and business analysis, data management, communications and computer services,
  - decisions will be taken as necessary to redeploy resources on to priority work demands, bearing in mind the importance attaching to the timetable for the 1991 census.
  
8. IT Strategy targets which have priority in 1989-90 are:
  - to develop further the data administration and management infrastructure as steps towards managing the department's data more effectively,
  - to implement the first stage of the strategic data communication network by issuing an operational requirement for an open tender procurement by May 89,
  - to conduct a review of computer security by July 89,



- to complete the design of the main 1991 Census input processing systems by September 89, having begun program development by July 89,
- to deliver a final Census Geography system by September 89,
- to complete the OPCS data model and the plan to redevelop the main events systems by October 89,
- to complete action to procure equipment and establish the new mainframe facilities by January 90,
- to conclude service level agreements with all users by January 90,
- to establish a formal standards committee and implement the essential standards for systems development in the database environment by March 90.

9. Savings are proposed with regard to:

- maintenance arrangements for the main ICL computer equipment which have been changed so as to secure a 20% saving (£58,000),
- going out to tender for maintenance of micro-computers which could save a further £20,000.



## FINANCE PERSONNEL AND ADMINISTRATION

### 1. Summary table (includes 1991 Census)

	Budget 1988-89	Outturn 1988-89	Forecast 1989-90	Change %
Manpower	376	357	409	14.6
Gross Running Costs (£'000)	13,169	12,802	14,237	11.2
Other Current Costs "	-	-	-	-
Capital Costs "	477	693	666	-4
Receipts "	295	365	152	-58.4

2. Objective - To provide financial, personnel and administrative services to the operational divisions of the Office in such a way as to add the maximum value to the work of those divisions.

3. In 1988-89 a number of organisational changes were made:

- Project Support Office was transferred from Information Technology Division,
- the Library was transferred to Information Division,
- a Financial Management Implementation Team was created,
- a small Corporate Planning and Central Secretariat was established,
- a 1991 Census Regional Processing Office Manager was appointed,
- Binding Section was transferred from Management Services to Registration Division.

4. A major problem which affected all divisions was recruitment and retention of staff.

Some illustrative indicators of personnel the volume of work are set out in the following table:-

Recruitment, retention and staff movement statistics in 1988-89 by location (permanent and casual staff)

	London	Titchfield	Southport	Total
Estimated staff requirement	701	868	600	2,169
Staff losses	266	95	102	463
Recruitment:				
applicants	611	404	596	1,611
Interviews	337	258	398	993
successful	230	200	112	542
New joiners	232*	246	103	581
Internal transfers	162	160	227 <sup>†</sup>	549
Promotion boards	15	8	3	26
successes	54	83	14	151
Temporary promotions	42	64	22	128
OPCS trawls	8	-	-	8
applications	79	-	-	79
interviews	32	-	-	32
successes	10	-	-	10
Substitutions	166	505	215	886
Maternity cases	13	19	30	62
Staff reports issued	1,013	1,034	887	2,934

\* about 50% of these were casuals.

<sup>†</sup> mostly between branches of NHSCR.



5. A review of the future location of OPCS was undertaken:
  - the options were narrowed to consider only moves between the present locations,
  - the results of questionnaires on staff wishes and on communications were analysed,
  - a progress report was made to Heads of Division and their ideas received, and a location sub-committee of the Departmental Whitley Council was formed for consultation,
  - a report was to be made at the beginning of the new financial year.
  
6. A review of St.Catherines House Accommodation reported in July 88 identifying unused or underused space, and recommending a rationalisation of OPCS occupancy:
  - it offered savings of £160,000 in 1989-90 to be retained by OPCS on giving up a half of one floor for use by another government department.
  - once decisions were made, implementation was put in hand.
  
7. Problems were caused in London and Titchfield by the discovery that asbestos boards and cladding had been disturbed:
  - causing serious disruption to work and considerable concern to staff,
  - entailing extensive work to put matters right,
  - bringing into doubt the procedures for contracting major works, site supervision and control,
  - at a cash cost to OPCS of about £300,000.
  
8. A Financial Management Implementation Team was created using resources from FPA and IT Division and a significant amount of consultancy support. The aim was to introduce a new FM system by 1 April 1989. Software was procured, interim bureau facilities acquired and preparations made for implementation. Full implementation of a new time recording system was deferred until July 1989.
  
9. Staff inspection commenced in January 89 after completion of the St.Catherines House Accommodation review, work on the review of the future location of OPCS and on the word processing and desk top publishing study.
  
10. Internal Audit have carried out a review of selected systems within Social Survey Division, Census Division, Demographic Analysis and Vital Statistics Division, Population and Hospital Statistics Division, Information Division, Information Technology Division and Finance Personnel and Administration Division. They have also undertaken a review of procurement procedures across the Office and contributed to the system development process.



11. A review of the career development and postings policy introduced in April 88 was completed in March 89. Personnel are satisfied that the policy is working effectively given the problems of staff shortages.
12. A new EO post was added in Training Branch specifically to cover the 1991 Census training requirements.
13. Following a review of existing grade 7 promotion procedures new proposals will be put to the Office Management Board in April 89.
14. The division has continued to take into account the need to monitor equal opportunity issues within the organisation and to take action whenever required. The annual report of the Commission for Racial Equality has highlighted OPCS' continuous programme of training for staff and management to address equal opportunity issues, ie personal development courses for women and ethnic minority staff in junior grades.
15. Heads of Division were consulted and agreed on a modified business planning system.
16. In addition to its ongoing tasks in 1989-90 the division will:
  - search for and develop ways of giving itself and its customers a better appreciation of the effectiveness and efficiency of the services it provides,
  - develop suitable performance indicators,
  - organise another two-day Workshop for Heads of Division,
  - plan for computerisation of all Personnel records,
  - introduce formal manpower planning as a basis for more soundly based manpower policies,
  - plan for and recruit and otherwise ensure that the necessary staff are made available for the 1991 Census,
  - organise and subsequently provide support services to staff transferring to Lancaster Court, Titchfield,
  - plan for the implementation of new Accounts Payable system by April 90,
  - plan for the implementation of the new Interviewer payroll system by April 90,
  - complete the procurement case for a full 1991 Census payroll system,
  - monitor the introduction of net control to Social Survey,
  - implement the accommodation review changes by end-August to achieve savings of £160,000 (and £220,000 in future years),



- set up and manage a Procurement Consultancy,
- implement as many as possible of the Procurement Review recommendations,
- review the methods of charging being used throughout OPCS for its services and products,
- introduce training courses to support the line briefing system and to promote better customer service and plan the future training requirements for staff at the 1991 Census Processing Centre in Glasgow,
- undertake an OMB agreed staff inspection programme,
- introduce, oversee and implement the new OPCS accommodation managers handbook.

No additional resources have been made available for any of this work and as a result some tasks may not be completed within the preferred timescales. Work on carrying forward the findings of the location review may depend on a successful bid for new funds to pave the way for future savings (as, in this area, Treasury guidelines permit).



## OPCS Publications, 1989/90: Divisional target dates

## (a) Volumes

Title	Series	Publication Target Date
<b>Census Division</b>		
+ 1981 Census General Report	CEN	September
+ Classification of occupations, Volume I	CEN	November
+ Classification of occupations, Volume II	CEN	November
+ Classification of occupations, Volume III	CEN	March
<b>Information Division</b>		
Population Trends 56. Summer 1989		June
Population Trends 57. Autumn 1989		September
Population Trends 58. Winter 1989		December
Population Trends 59. Spring 1990		March
<b>Demographic Analysis and Vital Statistics Division</b>		
Birth statistics 1987	FM1	April
Marriage and divorce statistics, 1987	FM2	April
*+ Mortality and social organisation	LS	November to December
Birth statistics 1988	FM1	December
Marriage and divorce statistics, 1988	FM2	February
*+ First decade report, 1971-81	LS	February to March
*+ Survival after major life events	LS	In financial year
*+ London volume	LS	In financial year
+ Marriage and divorce statistics: historical series, 1837-1983	FM2	In financial year

+ Ad hoc

\* Potentially politically sensitive



Title	Series	Publication Target Date
<b>Medical Statistics Division</b>		
Mortality statistics; accidents and violence 1986	DH4	April
+ Hospital In-patient Enquiry: trends 1979-85	MB4	April
Congenital malformations 1987	MB3	April
Mortality statistics: area 1986	DH5	May
Mortality statistics 1986	DH1	May
Mortality statistics: cause 1987	DH2	June
Mortality statistics: serial tables 1841-1985	DH1	June
*Mortality statistics: perinatal and infant 1987	DH3	June
+ Mortality surveillance 1968-85	DH1	June
Cancer registrations: registrations 1985	MB1	July
Mortality statistics: accidents and violence 1987	DH4	July
Mortality statistics 1987	DH1	July
Communicable disease statistics 1987	MB2	August
Mortality statistics: area 1987	DH5	August
Mortality statistics: cause 1988	DH2	September
Congenital malformations 1988	MB3	October
Mortality statistics: area 1988	DH5	October
Abortion statistics 1988	AB	October
Mortality statistics: accidents and violence 1988	DH4	October
Mortality-statistics 1988	DH1	November
*Mortality statistics: childhood and maternity 1988	DH6	November
Communicable disease statistics 1988	MB2	December
Cancer statistics: registrations	MB1	December



Title	Series	Publication Target Date
*Mortality statistics: perinatal and infant 1988	DH3	December
* Mortality statistics: childhood and maternity 1986	DH6	To be decided
* Mortality statistics; childhood and maternity 1987	DH6	To be decided
** Morbidity statistics from general practice: socio economic groups 1981-82	MB5	To be decided
** Decennial Supplement: Geography and mortality 1979-80, 82-83	DS	In financial year
* Childhood cancer	SMPS	To be decided (possibly in 1990-91)
<u>Population and Hospital Statistics Division</u>		
* International migration 1987	MN	April
* Population Projections 1987-2027	PP2	June to August
* Electoral statistics 1989	EL	May
+ *Population projections: marital condition 1985-2025	PP2	July to September
+ Population estimates: methodology	Occasional Paper	July to October
* International migration 1988	MN	November to March
Key population and vital statistics for local and health authority areas, 1988	VS/PP1	December to January
<u>Social Survey Division</u>		
OPCS surveys of disability in Great Britain. The prevalence of disability among children. Report 3	SS	April
Maternity services	SS	May
Labour Force Survey 1987	LFS	May
Unemployed family living standards (Volumes I and II)	SS	May
OPCS surveys of disability in Great Britain. Report 4. The use of health and social services by disabled adults.	SS	May



Title	Series	Publication Target Date
OPCS surveys of disability in Great Britain. Report 5. The use of health and social services by disabled children.	SS	June
Prevalence of smoking among secondary school children 1988	SS	July to August
Financial consequences of divorce	SS	July
OPCS surveys of disability in Great Britain. Report 6. The financial circumstances of families with disabled children	SS	July
Mature students' income and expenditure	SS	July
Public Search Room	SS	August
Drinking report (General Household Survey 1986, Supplement A)	GHS	September
Residential homes and nursing homes	SS	September
Labour Force Survey 1988	LFS	November
General Household Survey 1987	GHS	December
The diets of adults in Great Britain	SS	January
Monitoring of electoral registration	SS	January
Private renters	SS	February
Forced movers	SS	March
History of Social Survey Division	—	March (though possibly in 1990-91)

Note: all Social Survey reports are cleared with customer departments, which take responsibility for issues of political sensitivity



(b) Monitors

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Title	Series	Publication Target Date
Census Division		
Census Newsletter	Newsletter	4 or 5 issues during the year**
Medical Statistics Division		
Infectious diseases, March quarter 1988	MB2	April
Infectious diseases, June quarter 1988	MB2	May
Deaths by cause, December quarter 1988 registrations	DH2	May
Deaths from accidents and violence, December quarter 1988 registrations	DH4	June
Legal abortions December quarter 1988	AB	June
*Legal abortions 1988	AB	June
Infectious diseases, September quarter 1988	MB2	June
Summary of births, deaths and population	VS	May
*Legal abortions 1988: Residents of regional and district health areas	AB	July
* Infant and perinatal mortality 1988: DHAs	DH3	August
Legal abortions March quarter 1989	AB	September
Infectious diseases, December quarter 1989	MB2	September
Deaths from accidents and violence, March quarter 1989 registrations	DH4	September
Fatal accidents occurring during sporting and leisure activities, 1988	DH4	September
Deaths by cause, March quarter 1989 registrations	DH2	September
Legal abortions June quarter 1989	AB	December
Deaths from accidents and violence, June quarter 1989 registrations	DH4	December
Infectious diseases, March quarter 1989	MB2	December
Deaths by cause, June quarter 1989 registrations	DH2	December

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\*\* Timing will depend on the information to be disseminated.



Title	Series	Publication Target Date
Infectious diseases, June quarter 1989	MB2	March
Legal abortions September quarter 1989	AB	March
Deaths from accidents and violence, September 1989 registrations	DH4	March
Deaths by cause, September quarter 1989 registrations	DH2	March
<b>Population and Hospital Statistics Division</b>		
*Electoral statistics 1989 - local government areas	EL	April
Mid 1988 population estimates for England and Wales	PP1	May to June
* National Population projections: mid 1988-based	PP2	August to November
* Mid 1987-based population projections for health authority areas in England	PP3	November to February
* Mid 1987-based population projections for local authority areas in England	PP3	November to February
* Short-term population projections for LA/DHAs	PP1	November
<b>Social Survey Division</b>		
Survey Methodology Bulletin	Bulletin	July
General Household Survey. Preliminary results for 1988	SS	October
Survey Methodology Bulletin	Bulletin	January



Annex D

FINANCIAL TABLES

Table 1: Financial and Manpower Plans 1988-89 to 92-93.

Table 2: Departmental Summary Position - PES years.

Table 3: Cash and Productivity Savings - PES years.



OPCS Financial Plans

DASH	Forecast Outturn # 1988-89					Estimate 1989-90					Baseline 1990-91					Baseline 1991-92					Baseline 1992-93									
	GRC	OC	CAP	INC	NET	GRC	OC	CAP	INC	NET	GRC	OC	CAP	INC	NET	GRC	OC	CAP	INC	NET	GRC	OC	CAP	INC	NET					
1. Core																														
Baseline	26581	1306	2585	-4033	26439	-23599	582	3590	-3989	23782	24391	602	1985	-4147	22831	25174	620	1976	-4271	23499	25803	636	2025	-4378	24086					
Additional bids					0					0	1169	63	330	-377	1185	1237	92		-397	932	3994	126		-427	3693					
New cash savings					0					0	-34				-34	0				0	-1437				-1437					
New productivity savings					0					0	(-111)				(-111)					(-161)	(-203)				(-203)					
Cash provision sought	26581	1306	2585	-4033	26439	23599	582	3590	-3989	23782	25526	665	2315	-4524	23982	26411	712	1976	-4668	24431	28360	762	2025	-4805	26342					
2. Customer Financed *																														
Baseline	9032	1080	628	-15759	-5019	15879	1154	1254	-18413	-126	15819	1151	2573	-19643	-100	16472	1185	410	-18170	-103	16884	1215	420	-18624	-105					
Additional bids					0					0	1743	97	921	-2761	0	908	122	-19	-1011	0	2131	149	-33	-2247	0					
New cash savings					0					0	0			0	0	0			0	0	-2239			2239	0					
New productivity savings					0					0					0					0					0					
Cash provision sought	9032	1080	628	-15759	-5019	15879	1154	1254	-18413	-126	17562	1248	3494	-22404	-100	17380	1307	391	-19181	-103	16776	1364	387	-18632	-105					
3. 1991 Census (RF)																														
Baseline	2136	296	332	0	2764	5534	0	1174	0	6708	17969	0	4513	-5	22477	57705	257	3255	-128	61089	59148	263	3336	-131	62616					
Additional bids					0					0	1169		205		1374	3415		-349	-42	3024	-51277	-263	-2782	-869	-55191					
New cash savings					0					0					0					0					0					
New productivity savings					0					0					0					0					0					
Cash provision sought	2136	296	332	0	2764	5534	0	1174	0	6708	19138	0	4718	-5	23851	61120	257	2906	-170	64113	7871	0	554	-1000	7425					
MANPOWER (Permanent and Casual)	Forecast Outturn 1988-89					Estimate 1989-90					Baseline 1990-91					Baseline 1991-92					Baseline 1992-93									
	Manyyears					Manyyears					Manyyears					Manyyears					Manyyears									
1. Core																														
Baseline			1359					1447					1439					1430					1420					1420		
Additional bids													10					10					115					115		
New savings																														
Manpower provision sought			1359					1447					1449					1440					1535					1535		
2. Customer Financed																														
Baseline			596					707					737					741					736					736		
Additional bids													14					35					46					46		
New savings													-14					-148					-244					-244		
Manpower provision sought			596					707					737					628					538					538		
3. 1991 Census (RF)																														
Baseline			135					198					351					1391					1381					1381		
Additional bids																														
New savings																														
Manpower provision sought			135					198					351					1391					462					462		

\* Outturn 1988-89: Customer Financed overhead charges that cannot be split are included in the core.

These are the latest outturn figures which are subject to finalisation and will not reconcile with the latest figures on the Treasury computer.

NB All figures exclude both Grant-in-Aid and the EC receipt.

SSD net running cost control: for the purposes of this presentation, salaries and general administrative expenditure for the net area are shown in the "GRC" column.



Additional bids to HMT	1990-91				1991-92				1992-93				£000's	
	GRC	DC	CAP	REC	GRC	DC	CAP	REC	GRC	DC	CAP	REC		
<b>CORE</b>														
2.5% pay reserve													1641	
Pay and prices	868			117	926			129					943	133
LS Link													942	
Luce: microfiche/certs (Regn)	260			260	268			268					274	274
DH Legislation (Regn)	41				43								45	
ITD capital bid			330											
Other		63				92							149	126
<b>Total Core bids</b>	<b>1169</b>	<b>63</b>	<b>330</b>	<b>377</b>	<b>1237</b>	<b>92</b>	<b>0</b>	<b>397</b>	<b>3994</b>	<b>126</b>	<b>0</b>	<b>427</b>		
<b>CUSTOMER FINANCED</b>														
NHSCR RF computerisation	17	19	490	526	-1542	19	-12	-1535	-714	20	-15	-709		
SSD additional requirement	1452	78	327	1857	1545	103		1648	1822	129		1951		
Model 204/NHS White Paper (HES)	157			157	622		-7	615	561		-18	543		
Bid (Boundary Commission)	51			51	189			189	188			188		
Resource reallocation (Env Mon)	-24		24											
Bid (Environmental Monitoring)	10			10	8			8	13			13		
Bid (MSGP4)	16		80	96	6			6	184			184		
Blind and partially sighted (MSD)					14			14	10			10		
Mod Keying	64			64	66			66	67			67		
<b>Total Customer financed bids</b>	<b>1743</b>	<b>97</b>	<b>921</b>	<b>2761</b>	<b>908</b>	<b>122</b>	<b>-19</b>	<b>1011</b>	<b>2131</b>	<b>149</b>	<b>-33</b>	<b>2247</b>		
<b>1991 CENSUS (RF)</b>														
Additional questions	80		40		1465		130		135					
Additional running costs	1069				1950									
Capital bid/reduction			165				-479							
Additional income								42						869
1992-93 baseline adjustment									-51412	-263	-2782			
<b>Total 1991 Census (RF) bids</b>	<b>1169</b>	<b>0</b>	<b>205</b>	<b>0</b>	<b>3415</b>	<b>0</b>	<b>-349</b>	<b>42</b>	<b>-51277</b>	<b>-263</b>	<b>-2782</b>	<b>869</b>		
<b>Total additional bids to HMT</b>	<b>4081</b>	<b>160</b>	<b>1456</b>	<b>3138</b>	<b>5560</b>	<b>214</b>	<b>-368</b>	<b>1450</b>	<b>-45152</b>	<b>12</b>	<b>-2815</b>	<b>3543</b>		
<b>2. Internal resource reallocations</b>														
IT strategy	144				176				165					
Consolidation of 1989-90 OMB budget decisions to PES baselines	501				474				700					
SOC Advisory service (Census)	45			22	47			24	49			25		
LS Link (DAVS)					5									
ICD occ. codes (DAVS)					21				38					
Data Protection reduction (DAVS)	-13				-10				-11					
SSD Core overbid	60				62				63					
LS: MRC cancellation (MSD)	150				154									
Legitimations backlog (Regn)	74				78				82					
Core receipts reduction				-261				-125						-106
Other	45				154				68					
<b>Total int. resource reallocations</b>	<b>1006</b>	<b>0</b>	<b>0</b>	<b>-239</b>	<b>1161</b>	<b>0</b>	<b>0</b>	<b>-101</b>	<b>1174</b>	<b>0</b>	<b>0</b>	<b>-81</b>		
<b>3. Marker bids</b>														
Registration Legislation					782				817					
20% Computerisation costs (NHSCR)	237		747		72		25		41		25			
Strategic devel't TAU on Model 204														
Relocation					Finalised figures are not yet available.									
Community charge					We have not received any figures from either PSA or Treasury regarding the implementation of the community charge system.									



KEY: C Confirmed  
P Proposed

22/ 5/89

	1989-90		1990-91		1991-92		£000's 1992-93		1992-93: Proposed core savings
	C	(P)	C	(P)	C	(P)	C	(P)	
<b>CORE</b>									
1. Confirmation of PES 1989 planned savings									
Census	16	( 8)	8	0	6	0	3		0
DAVS	29	( 21)	47	( 49)	59	( 65)	67		( 87)
PSD2	0	0	0	0	0	0	0		0
SSD	0	0	0	0	0	0	0		0
Information	38	( 19)	25	( 25)	29	( 36)	30		( 48)
MSD	0	( 8)	17	( 17)	18	( 18)	18		( 24)
Registration	41	( 35)	48	( 71)	64	( 88)	104		( 117)
MHSCR	0	0	138	( 121)	275	( 336)	329		( 449)
ITD	124	( 124)	289	( 278)	503	( 485)	579		( 648)
FFA	200	( 200)	158	( 200)	159	( 201)	162		( 268)
<b>Total</b>	<b>448</b>	<b>( 415)</b>	<b>730</b>	<b>( 761)</b>	<b>1113</b>	<b>(1229)</b>	<b>1292</b>	<b>(1641)</b>	<b>( 1641)</b>
2. PES 1989 Additional cash savings									
Census			8		10		10		
DAVS			26		38		46		
MSD			26						
Registration			5		27		89		
<b>Total</b>			<b>65</b>		<b>75</b>		<b>145</b>		
3. PES 1989 Additional productivity savings									
DAVS			50		60		70		
MSD			7		6		6		
Registration			54		95		127		
<b>Total</b>			<b>111</b>		<b>161</b>		<b>203</b>		
<b>TOTAL OPCS CORE SAVINGS</b>	<b>448</b>	<b>( 415)</b>	<b>906</b>	<b>( 761)</b>	<b>1349</b>	<b>(1229)</b>	<b>1640</b>	<b>(1641)</b>	
<b>RING FENCED/NET</b>									
MHSCR	6	( 6)	312	( 312)	1099	(1099)	1678	(1678)	
SSD	140	( 140)	233	( 233)	325	( 325)	561	( 561)	