

## Annex A: Common Areas of Spend (Department for International Development)

### Contents

Scope .....	2
People .....	3
Estates.....	5
Procurement .....	6
Procurement Master Category Breakdown.....	7
Major Projects.....	8
IT .....	9
Operating Cost.....	10
Corporate Services .....	12
Fraud, Error and Debt.....	13
SME's and VCS .....	14

## Scope

Department return for: **Department for International Development**

## People

Data related to people available to the department, both payroll and other.

### People General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
# FTEs	1,573.1	<p><b>Definition:</b> as per QPSES. Based on converting part time employees' hours into a full-time employees' equivalent. Exclude paid and unpaid overtime from full-time equivalent calculations. Round your total full-time equivalents to the nearest whole number.</p> <p>An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme. Each employee should have a contract of employment. Include: - agency workers paid directly from the organisation's payroll(s) - those temporarily absent but still on the payroll(s), for example on maternity leave.</p> <p>Exclude: - agency workers paid directly from the agency payroll, the self-employed, voluntary workers, former employees only receiving a pension</p> <p><b>Reference date for baseline value: 31 March 2010</b> <b>Source: HR Systems</b></p>	FTE's – definition is consistent with ONS-PSES – March 2010.
# Contingent Labour:	N/A	<p><b>Definition:</b> Include the number of agency staff, specialist contractors, interim managers or consultants engaged – these non-payroll staff being commonly referred to as 'contingent labour'. For full definitions see annex.</p> <p><b>Reference date for baseline value: 31 March 2010</b> <b>Source: HR Systems (previously supplied to Cabinet Office in the June 2010 exercise)</b></p>	Contingent Labour - We do not hold central records of the numbers of all agency/specialist contractors and consultants.

UNCLASSIFIED

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
<b>Average staff cost</b>	<b>£47,701</b>	<p>Please supply paybill per head – as defined in HMT’s Civil Service Pay Guidance. This is the total paybill cost divided by staff in post (FTE).</p> <p>The paybill costs should include:</p> <ul style="list-style-type: none"> <li>o Staff salaries;</li> <li>o Allowances;</li> <li>o Overtime payments;</li> <li>o Non-consolidated pot;</li> <li>o ERNIC;</li> <li>o Employers’ pensions contributions.</li> </ul> <p><b>Source: HR Systems</b></p>	

## Estates

Office estate data for the department, including dimensions and costs.

**Estates General Notes:** N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Total m2 of the office estate	24,078 m2	<p><b>Data Definition and potential source: ePIMS</b></p> <p>The sum of Building Occupied Net Internal Area (NIA) for the buildings occupied by the organisation. NIA is the part of the net internal area in a building currently physically occupied by the organisation. This equates with an estate agent's floor area available for letting. It is calculated by subtracting the vertical ducts, structural columns, plant areas, toilets, lifts, staircases and lift lobbies from the gross internal area. Occupied NIA is measured in sq metres.</p> <p>Include office space only</p>	
Total cost of the office estate	£10,035,363	<p><b>Data Definition and potential source: ePIMS</b></p> <p>This is the sum of the following items: Service charges, Internal repair and maintenance costs, Security costs, Cleaning costs, Water and sewerage costs, Total energy costs, Net rent, Rates, Unitary Charges / Facilities Price.</p> <p>As defined by e-PIMS. This should be provided as £m</p>	Estates costs – data consistent with ePIMS
Cost of the estate per m2	£417 per m2	<p><b>Data Definition and potential source:</b> Derived from the cost and total m2. This should be provided as £ per m2</p>	
Cost of the estate per FTE	£6,356 per FTE	<p><b>Data Definition and potential source:</b> Derived from cost of the estate and FTEs (sourced above) in £ per FTE</p>	

## Procurement

Data on procurement of goods and services with third party suppliers.

### Procurement General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Procurement spend	£534.6m	<b>Detail definition and potential source: From PSPES10</b> The total value of payments made to third party suppliers, excluding VAT for 2009/10. This excludes payroll, non-cash expenditure (e.g. depreciation), grants and benefit payments, but should include capital, resource and programme spend on goods and services. £m from Public Sector Procurement Expenditure Survey in £m, split by master category	Procurement - the data provided reflects the figures we publish and provide to OGC, PSPES team and any other internal/external responses. Procurement spend in 2009/10 was £534.6m, this spend has been mapped in its entirety to the PSPES master categories in Procurement Master Category Breakdown.
Procurement spend categorised	100%	<b>Detail definition and potential source: PSPES09</b> The % of the total procurement spend which has been categorised to UNSPSC or PSPES Level 2, or below.	
Price of standard commodity items		<b>Data Definition:</b>	
Paper	13.61 + VAT per box (each containing 5 reams of paper).	Price of a box of standard A4 white copier plain paper (typically 80 gsm) in £ units per 2,500 sheets of paper.	
Energy	Daytime rate: 7p/kwh Night time rate: is 5p/kwh	Average price paid per KWH of energy in £ units.	
Light Bulb	14W 'cool white' costing £2.25 + VAT per tube	Average price paid for most commonly used light bulb, including specification of light bulb	

## Procurement Master Category Breakdown

Master Category	09/10 Baseline Value	Notes
Professional Services (Other)	£44.86m	
Professional Services (Temp Staff)	£4.29m	
Professional Services (Consultancy)	£19.2m	Subject to likely future revision as a result of ongoing re-categorisation of consultancy spend. Provisional estimates suggest correct figure is £6.2m.
Professional Services (Technical Services)	£0.5m	
Professional Services (Learning and Development)	£5.35m	
Professional Services (Financial Services)		
Personnel Related	£0.87m	
Social Care	£381.93m	
Marketing and Media	£0.06m	
Facilities	£11.98m	
Clinical and Medical	£13.27m	
Office Solutions	£4.1m	
Construction	£5.88m	
ICT	£17.55m	
Logistics	£0.89m	
Travel	£14.69m	
Defence		
Energy & Utilities	£2.42m	
Fuels, Lubricants & Gasses	£0.43m	
Vehicles	£5.76m	
Operational Goods and Services	£0.97m	
Engineering Goods		
Waste Management	£0.1m	

## Major Projects

This information relates to the department's largest projects.

**Major Projects General Notes:** DFID has no major projects.

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
<b>Value of Major Projects by assigned status</b>  Green Amber Red	N/A N/A N/A	<b><i>Detail definition and potential source:</i></b> Future work on Major Projects will be based around the Major Projects Authority Definitions. For 09/10 data, please provide data against the contemporary definitions used within your department, specifying the standard within the caveats.	
<b>List of 5 largest projects by whole life cost</b>			
1	N/A		
2	N/A		
3	N/A		
4	N/A		
5	N/A		



## IT

This information relates to the department's spending on the provision of IT infrastructure and the cost of desktop provision.

IT General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Total 3 <sup>rd</sup> party ICT cost	£17,600,000	<b>Detail definition and potential source: PSPE10 for ICT 3<sup>rd</sup> Party Costs</b> The total value of payments made to third party suppliers, excluding VAT for 2009/10.	Total 3 <sup>rd</sup> party ICT cost - Proxy figure used , further work to de done in advance of 10/11 outturn. Cost includes VAT as this could not be broken down. Costs Paid Directly to FCO are not included. Communications links are included in the cost
Desktop Cost per FTE	£1,173.65	<b>Detail definition and potential source:</b> Future work on ICT desktop will be based around IT assets definitions. For 09/10 data, please provide data against the contemporary definitions used within your department, specifying the standard within the caveats.	Desktop cost per FTE - The "ISD Cost Model" for 09/10 breaks down the desktop specific costs (that is, the costs directly related to supplying a computer to a user's desk and ensuring it works) into the below areas, each of which have a cost attributed and each of which are spread out over the useful lifetime of the hardware (5 years for desktops, 4 for laptops) <ul style="list-style-type: none"> <li>• Support cost</li> <li>• Hardware costs</li> <li>• Software/licensing costs</li> <li>• Disposal costs</li> <li>• Other desktop specific costs</li> </ul> This cost is then spread over the 2,800 network users, not FTE and not limited to civil servants. This was the figure requested by the then Government CIO John Suffolk (via the Cabinet Office) in March last year and we agree it gives the most accurate appreciation of costs, as we have to supply a significant service to those working flexibly (most flexible workers have a computer each, they don't share) and we also support around 300 non-civil servants with access to our networks

## Operating Cost

This data outlines how the department's budget is allocated and provides additional breakdown in some areas.

**Operating Cost General Notes:** Operating costs – data is from the 2009/10 Resource Accounts.

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
<b>Total AME and principle contributions</b>	<b>£354,684,000</b>	<b>Detail definition and potential source: 09/10 Accounts</b> TAME and list of top 5 contributory AME elements.	<b>See Operating Cost General Notes.</b>
1 CDC	£145,931,000		
2 IFFIM	£208,753,000		
3			
4			
5			
<b>Capital Expenditure in budget</b>	<b>£1,352,642,000</b>	<b>Detail definition and potential source: 09/10 Accounts</b> CDEL	<b>See Operating Cost General Notes.</b>
<b>Resource Expenditure in budget</b>	<b>£5,323,084,000</b>	<b>Detail definition and potential source: 09/10 Accounts</b> RDEL	<b>See Operating Cost General Notes.</b>
<b>Purchase of Goods and services</b>	<b>£474,232,000</b>	<b>Detail definition and potential source: 09/10 Accounts</b> RDEL, Purchase of Goods and services. Entries against NAC Codes: B35.01; B70.01; B72.01; E05.01; E10.01; E15.01; E15.02; E15.03; E15.04; E15.05; E20.01; E50.01; E50.02 and F25.01	<b>See Operating Cost General Notes.</b>
<b>RDEL Pay</b>	<b>£113,353,000</b>	<b>Detail definition and potential source: 09/10 Accounts</b> Pay includes salaries, employers' National Insurance Contributions, and accruing pension costs in DEL. NAC Codes – all codes under A15. In £m	<b>See Operating Cost General Notes.</b>

## UNCLASSIFIED

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
RDEL Grants	£4,653,381,000	<p><b><i>Detail definition and potential source: 09/10 Accounts</i></b></p> <p>Grant payments to individuals or bodies inside or outside the public sector within DEL. NAC Code definition is complex but covers all under D10; and all under G20; for further details please contact the Cabinet Office team. In £m</p>	See Operating Cost General Notes.

UNCLASSIFIED

## Corporate Services

This data provides information on the department's spend on a range of back office functions.

**Corporate Services General Notes:** Corporate services – data is from OEP 2009/10 benchmarking

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Corporate Service cost, broken out by functional area into HR, Finance, Procurement Legal and Communications		<b>Detail definition:</b> <i>Either use: (a) OEP definitions or (b) department own definitions. Please specify definitions within caveats.</i>	See Corporate Services General Notes.
HR	£5,825,133		
Finance	£2,466,147		
Procurement	£1,951,613		
Legal			
Communications	£9,745,521		

## Fraud, Error and Debt

This data provides information on aspects of fraud, error and debt in the department.

### Fraud, Error and Debt General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Fraud	net losses were £260,771	<b>Detail definition:</b> Either use: (a) NFA definitions or (b) department own definitions. Please specify definitions within caveats.	Fraud - The Counter Fraud Unit under DFID policy defines fraud under the civil definition as: "Fraud is the use or presentation of false, incorrect or incomplete statements and/or documents, or the nondisclosure of information in violation of a legally enforceable obligation to disclose, having as its effect the misappropriation or wrongful retention of funds or property of others, or their misuse for purposes other than those specified".
Error			
Debt			Debt - As required by International Accounting Standards DFID records its loans at Fair value. Fair Value is assessed as the amount recoverable by DFID. This is reviewed on an ongoing basis and as required any amendments to carrying value are recorded. As such it is not considered appropriate to forecast future write offs.
Debtor days			

## SME's and VCS

This information relates to the department's spend with and grants to Small and Medium Enterprises (SMEs) and Voluntary and Charitable Sector (VCS) organisations.

**SME's and VCS General Notes:** N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
<b>Spend with SMEs</b>		<b>Detail definition:</b> Sum of procurement spend / grant spend with SMEs (organisations with less than 250 employees per European Commission definition found at <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm">http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm</a> ), in £m	DfID has developed 3 specific, targeted actions to increase DfID business with SMEs.  <b>By 31 May 2011:</b> Review tender process to make more SME friendly and reduce unnecessary barriers to participation <b>By Aug 2011:</b> Increase level of engagement and communication with SMEs to improve our understanding of their current concerns and potential ways to further open up DFID business to SMEs. <b>By Oct 2011:</b> Improve management information on DfID's current and potential SME supply base
<b>Grants to SMEs</b>		Sum of grants to SMEs (organisations with less than 250 employees), in £m	This should enable DFID to provide information on DFID spend through SMEs in the second half of this financial year.
<b>Spend with VCS</b>	<b>£35,642,760</b>	<b>Detail definition:</b> Sum of procurement spend with VCS organisations, in £m	This includes programme spend for procurement of good or services with non-governmental organisations (NGOs) in 2009/10. It includes NGOs based within the UK and overseas.  We have used the OECD DAC definition of NGOs used when reporting Official Development Assistance (see <a href="http://www.oecd.org/dac/stats/dacdirectives">www.oecd.org/dac/stats/dacdirectives</a> ).
<b>Grants to VCS</b>	<b>£594,379,009</b>	VCS Organisations definition can be found at Charity Commission website.	This includes all programme grants (excluding procurement of goods or services) to or through NGOs in 2009/10. It includes: <ul style="list-style-type: none"> <li>• NGOs based within the UK and overseas.</li> <li>• Core contributions to NGOs as well as funding for specific projects or humanitarian assistance.</li> <li>• Spend from all DFID departments – including country offices and central departments.</li> </ul> We have used the OECD DAC definition of NGOs used when reporting Official Development Assistance (see <a href="http://www.oecd.org/dac/stats/dacdirectives">www.oecd.org/dac/stats/dacdirectives</a> ).