METADATA FOR DATA FIELDS

This worksheet lists the fields of the "Quarterly Data Summary" sheet and provides explanation of the metrics (metdata).

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope	[Please specify]
Organisations out-of-scope	[Please specify]

Actual Department metadata - where differs from requested

GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE	TYPE OF DATA (eg MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
Spending	**Budget**	Total Departmental Expenditure Limit (DEL)	(Resource DEL excluding depreciation) + (Capital DEL)	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Full	COINS	Management information				
		of which Resource DEL (excl. Depreciation)	(Resource DEL excluding depreciation)	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Full	COINS	Management information				
		Top 5 contributory elements	5 largest areas of spending, as defined by the department, to cover a substantial proportion of DEL.	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Determined by top 5 programmes chosen	COINS	Management information				Arts includes ACE, GAC & central DCMS budgets; Museums includes all M&Gs sponsored by DCMS, British Library and PLR, MLA and Renaissance in the Regions & DCMS central budget; heritage includes EH, CCT, CABE, NHMF, Listed Places of Worship, VAT on heritage properties scheme, TRP and DCMS central budget; sport includes UKS, UKAD, SE, FLA and central DCMS budgets; tourism includes VisitBritain, grants to the RDA and central DCMS budget
		Purchase of goods & services within Resource DEL	RDEL, Purchase of Goods and services. Procurement spending should be recorded as a gross rather than net expenditure. This should be current procurement which falls within resource DEL, therefore excluding all Capital procurement. Should include entries against NAC Codes: "B3501" + "E20"; Expenditure should be recorded in £m.	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Full	COINS	Management information				
		Payroll within Resource DEL	Pay includes salaries, employers' National Insurance Contributions, and accruing pension costs in RDEL. NAC Codes – all codes under "A15". Expenditure should be recorded in £million and in real terms, with no normalisation applied.	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Full	COINS	Management information				Covers DCMS and all ALBs, includes paybill costs for, eg, curators, academics, researchers in ALBs.
		Grants within Resource DEL	Grant payments or subsidies to individuals or bodies inside or outside the public sector within Resource DEL. The figure should not include any "capital" grants or subsidies. The NAC Code definition is: - Current grants to local government spending NAC= "M10", "M15", "M20", "M30", "M40" - Current grants to persons and not for profit bodies NAC= "D10" - Current grants abroad NAC= "D20" - Subsidies to private sector companies NAC= "C10, C50" - Subsidies to public corporations NAC="C20, C35"	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Full	COINS	Management information				Current grant data recorded as gross (grant income not included)
		of which Capital DEL	(Capital DEL), taken from COINS.	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Full	COINS	Management information				
		Top 5 contributory elements	5 largest areas of spending, as defined by the department, to cover a substantial proportion of Capital DEL.	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Determined by top 5 programmes chosen	COINS	Management information				Olympic records expenditure by the ODA only; Museums, Heritage and Sport as above;media includes UKFC, BFI, S4C, National television school, Ofcom and central DCMS budget
		Total Annually Managed Expenditure (AME)	(Resource AME excluding depreciation) + (Capital AME), taken from COINS	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Jul-Sep)	Full	COINS	Management information	Total AME and BBC information for 2010-11excludes Licence Fee income			
		Top 5 contributory elements	5 largest areas of spending, as defined by the department, to cover a substantial proportion of Total AME.	Quarterly COINS data	Current = Q3 2011-12 (Oct-Dec) Previous = Q3 2010-11 (Oct-Dec)	Determined by top 5 programmes chosen	COINS	Management information				
	Common Areas of Spend	Office Estate Area	The sum of Building Net Internal Area (NIA) for the buildings occupied by departments. NIA should only cover those buildings used as office space and for buildings over 500m^2. As defined in the Common Areas of Spend Estates Standards: www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Full	ePIMS	Management information	Common Areas of Spend			
		Office Estate Costs	This should cover the cost for the NIA reported, for office buildings over 500m2. As defined in the Common Areas of Spend Estates Standards: www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions.	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Office Accomodation over 500m2 for entire family	ePIMS	Management information	Common Areas of Spend			
		Cost of the Office Estate per M^2	As defined in the Common Areas of Spend Estates Standards: www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Office Accomodation over 500m2 for entire family	ePIMS	Management information	Common Areas of Spend			
		Cost of the Office Estate per full-time equivalent (FTE)	As defined in the Common Areas of Spend Estates Standards: www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Office Accomodation over 500m2 for entire family	ePIMS	Management information	Common Areas of Spend			
		Procurement spend	The total value of payments made to third party suppliers, excluding VAT. 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. For further guidance see the Common Areas of Spend Procurement Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Full	Commercial Function	Management information	Q3 2011/12 figure includes data from some of our ALB's who provide information as part of a sperate procurement key metrics exercise.	This data covers the core DCMS and some ALB's who have provided data for this metric.		This figure has increased as it now includes data from some of our ALB's who provide information as part of a sperate procurement key metrics exercise.
		Price of standard commodity items	Price of a box of standard A4 white copier plain paper (typically 80 gsm) in £ units per 2,500 sheets of paper. Average price paid per KWH of energy in £ units.	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Full	Commercial Function	Management information				
		Total 3rd party ICT cost	As defined in the Common Areas of Spend ICT Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Full	Commercial Function	Management information				
		Desktop Cost per full-time equivalent	As defined in the Common Areas of Spend ICT Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Full	Commercial Function	Management information				
		Corporate Service cost, broken out by functional area into HR, Finance, Procurement, Legal and Communications	As defined in the Common Areas of Spend Corporate Service Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Full	Finance Function	Management information	Common Areas of Spend		The reason for the increase in HR cost in the current quarter is a large increase in spend on L&D budget (which has doubled over the period).	
		Fraud, Error, Debt Total Identified Fraud (£million) Total Known Errors (£million) Total Debt (£million) Total Debtor Days	As defined in the Common Areas of Spend Fraud, Error and Debt Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions. Fraud and Error should be calculated for all areas defined in the Standards - Procurement, Payroll, Grants, Tax and Other Debt and debtor days should be those arising from Fraud and Error, but cover all areas of debt - Debt Type, Tax, Benefits, Fines and penalties, Loans, Sales of goods and services, Other/sundry.	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Full	Finance Function	Management information	**Fraud** - All 'known fraud' cases reported to DCMS have been used to calculate the quarterly 'Total Identified Fraud' figures, which do not include any costs of investigation.	**Scope of fraud data:** DCMS, its Executive Agency and Executive NDPBs, which are required to report any incident of fraud to DCMS.	**Fraud:** Scope excludes public corporations, public broadcasting authorities and Advisory NDPBs The Big Lottery Fund is sponsored by the Cabinet Office but reports to DCMS in a fraud context	**Fraud:** The one incident of fraud reported in QDS2 period was of a higher value than the one incident reported in QDS3.

METADATA FOR DATA FIELDS

This worksheet lists the fields of the "Quarterly Data Summary" sheet and provides explanation of the metrics (metdata).

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope	[Please specify]
Organisations out-of-scope	[Please specify]

Actual Department metadata - where differs from requested

GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE	TYPE OF DATA (eg MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
		Voluntary and community sector (VCS)/Small and medium enterprises (SME) Procurement spend with SME (£) Procurement spend with VCS (£) Grants to VCS (£)	As defined in the Common Areas of Spend Procurement Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sept)	Full	Finance Function	Management information	Q3 2011/12 figure for procurement spend with SME includes data from some of our ALB's who provide information as part of a sperate procurement key metrics exercise.	The data for SME's covers the core DCMS and some ALB's who have provided data for the SME metric.		Grants to VCS in quarter were inflated by one off grants of £2million to Cutty Sark Trust and £4.05 million to ii foundation for delivery of International Inspiration programme. The SME data has increased due to the addition of some ALB data that is provided as part of a separate procurement key metrics exercise. This figure is currently only estimated and is likely to change as some organisations currently only have the facility to capture this data on a yearly basis.

METADATA FOR DATA FIELDS

This worksheet lists the fields of the "Quarterly Data Summary" sheet and provides explanation of the metrics (metdata).

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope	[Please specify]
Organisations out-of-scope	[Please specify]

Actual Department metadata - where differs from requested

GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE	TYPE OF DATA (eg MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
	Financial Indicators	Accuracy of Cash Forecasting	Cashflow Management Scheme: Departments with a gross cashflow of over £3bn p.a. provide daily and monthly forecasts of their gross cash payments and receipts up to six weeks ahead. Smaller departments provide monthly forecasts only.The scheme monitors the difference between the forecast and outturn and expresses the difference as a percentage variance on forecast.. Target is for the outturn to be within 5% of the forecast."	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sep)	All departments	Departmental Cashflow Management outturns	Management information			The DCMS Q2 performance was distorted by one month in which the Olympic Delivery Authority cancelled a planned draw-down of £50million Grant in Aid after we had submitted our cash forecasts to Treasury.	Arithmetical average of quarterly figures - please note variance provided by HMT for league table are absolute, not plus/minus in each month.
		Working Capital Forecast [% variance of Actual v Forecast]	The percentage variance of forecast to actual working capital. Working capital is calculated as : Total current assets less total current liabilities o Current Assets - Inventories - Current trade and other receivables - Cash and cash equivalents - Other current financial assets - Assets classified as held for sale o Current Liabilities - Current trade and other payables - Gilt edged stock - Other current liabilities	Quarterly	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sep) * where possible	Full	Management Information and Annual Accounts	Management information		Core DCMS amd The Royal Parks	Subject to further management review of provisional Agency figures	
		Net Book Value (%) [% variance of Actual v Forecast]	The percentage variance of forecast to actual Net Book Value(NBV) of Fixed Assets. NBV of fixed assets is calculated as the historic cost or valuation (of the assets included) less accumulated depreciation (i.e. depreciation to date) of the assets. Note that in WGA, Fixed Assets are referred to as "Non-current assets" and include the following: - property, plant and equipment - investment property - intangible assets - non-current trade and other receivables - Other non-current financial assets	Quarterly	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sep) * where possible	Full	Management Information and Annual Accounts	Management information	N/A	Core DCMS amd The Royal Parks	Subject to further management review of provisional Agency figures	
	Major Projects (Top 5)		Whole life department cost as defined in the Major Projects Authority (MPA) guidelines.	Full life	Most recent forecast	Full	Departmental internal reporting systems	Management information	As per definition requested			
									As per definition requested			
									As per definition requested			
									As per definition requested			
									As per definition requested			
									As per definition requested			
Results	**Input Indicators**							MI. Allocations are conditional and subject to the outcome of the due diligence process.	For Olympics Indicator, spend percentage is calculated as the actual spend on the ODA capital programme as a percentage of the Current Baseline Budget for the total capital programme, including post games transformation. The progress percentage is the Earned Value of this spend as a percentage of the Budget. At end of December 2011 spend was £4.87bn (93% of £5.24bn budget), with 93.5% progress. Therefore the ratio of spend to progress was 93/93.5 = 0.995. (A figure less than one means the progress achieved is greater than the total amount of actual spend			.,= Not Available. A number of the indicators are from new data collections which are currently being conducted. Figures will be included in the QDS after data is released in accordance with the Official statistics Code of Practice after neccesary data quality checks have taken place.
									1. Public funding per school participating in the School Games		The school registration deadline was extended until end of March 2012. It will be a couple of months after this that we will have full data on schools, so we are aiming to publish in September 2012 timeframe.	
									4 Number of premises covered per £million of broadband delivery programme expenditure		We expect spending could start in July-September 2012 and so we might be able to start reporting in the following quarter.	
	Impact Indicators											This experimental Tourism Satellite Account (TSA) is based on the UK National Accounts (it is a satellite to that planet) which are published two years after the reference date (2008 accounts were published in September 2010). This is the data that we need to examine in the account (specifically the Supply Use Tables) so we are using the most up to date data available. The TSA attempts to reconcile supply side data and demand side data and while we know that more up to date demand side data is available, for the purposes of the TSA it is important to perform this reconciliation using the same reference year i.e. 2008. Future work could use the estimates contained in the 2008 TSA and 'nowcast' the results based on more up to date demand data on tourism expenditure.

METADATA FOR DATA FIELDS

This worksheet lists the fields of the "Quarterly Data Summary" sheet and provides explanation of the metrics (metdata).

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope	[Please specify]
Organisations out-of-scope	[Please specify]

GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE	TYPE OF DATA (eg MI, Official Stats or National Stats)	**Actual Department metadata - where differs from requested** TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
									1 . Proportion of children participating in competitive sport (per cent of 5-15 year old children doing some form of competitive sport in the last 12 months, current= January to March 2011)		The 2011/12 figures will be available in the next Taking Part Annual report due out in August 2012.	
		2b							2. Total amount of charitable giving (donations and sponsorship) to cultural			
		3a							3. Number of people directly employed in tourism in the UK (Jobs, current = 2008)		The 2009 data will be published in May 2012, due to lags to ONS National Accounts data used in the Tourism Satellite Account.	
		3b							4. OFCOM's Best-in-Europe scorecard (measuring Coverage, Speed, Price and Choice of broadband service)		This indicator is being delivered by OFCOM and the data will be published in the Summer 2012 as part of OFCOM's Communications Review.	
		4										
		5							**Other Data Sets**			
		6							1. Number of Local TV services licensed		Not available until programme commences from August 2012.	
		7										
		8										
		9										
		10										
		11										
		12										
	Structural Reform Plan Actions	Total number of actions completed since April 2011	The number of actions completed as agreed alongside the Number 10 Business Plan monitoring process.	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Departmental internal reporting systems	Management information				
		Total number of actions overdue	The number of actions overdue over the period as agreed alongside the Number 10 Business Plan monitoring process.	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Departmental internal reporting systems	Management information				
		Number of overdue actions that are attributable to external factors	The number of actions overdue over the period as agreed alongside the Number 10 Business Plan monitoring process that are due to external factors.	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Departmental internal reporting systems	Management information				
		Total number of actions ongoing	The number of actions ongoing over the period as agreed alongside the Number 10 Business Plan monitoring process.	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Departmental internal reporting systems	Management information				
		Total number of actions in the business plan that have yet to start	The number of actions yet to start over the period as agreed alongside the Number 10 Business Plan monitoring process.	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Departmental internal reporting systems	Management information				

METADATA FOR DATA FIELDS

This worksheet lists the fields of the "Quarterly Data Summary" sheet and provides explanation of the metrics (metdata).

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope	[Please specify]
Organisations out-of-scope	[Please specify]

Actual Department metadata - where differs from requested

GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE	TYPE OF DATA (eg MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
People	**Whole Department Family; Workforce Size**	Payroll Staff Department and Agencies	The number of payroll FTE staff in post in the organisations in scope as at the specified reference date. Methodology as per ONS QPSES/CO monthly MI collection. The figures reported should align with those that organisations have reported to ONS QPSES and CO monthly workforce MI collection as appropriate. Any differences should be noted. Civil Service organisations includes the three crown NDPBs: HSE, ACAS and CMEC where appropriate.	Quarter	Current = position as at 31st December 2011 Previous = position as at 30th September 2011	All departmental Civil Service organisations	Organisations HR Systems	Management information		Core DCMS amd The Royal Parks	All DCMS QDS people MI data matches standard definitions requested and there has been no change in the calculations since last publication	
		Non-departmental public bodies	The number of payroll FTE staff in post in the organisations in scope as at the specified reference date. Methodology as per ONS QPSES/CO monthly MI collection. To ensure consistency with the future planned publication of CO monthly workforce MI returns, departments should report FTE employment in eNDPBs consistent with the organisations in scope for the CO monthly exercise. Any differences between the organisations included for the QDS and those included by the department in their monthly workforce returns should be noted as appropriate. NB: Due to a minimum employment requirement applying to ONS QPSES, total executive NDPB employment numbers may not align with summary departmental eNDPB employment levels published in QPSES			All department's Executive NDPBs as reported for CO monthly workforce MI collection. NB: where there are additions or ommisions in the organisations included in the figure for FTE employment, then this should be mentioned in the final column.						
		Department Family (Total)	Total of the two rows above			All organisations within ministerial responsibility						
		Average Staff Cost	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). The paybill costs should include: o Staff salaries; o Allowances; o Overtime payments; o Non-consolidated pot; o ERNIC; o Employers' pensions contributions. Figure presented should be a rolling annual average i.e. Current period will show total paybill costs for the year ending the reference period, divided by the average FTE staff in post over the year (where the average staff in post should be a simple average i.e. (the FTE staff in post at start of period plus FTE staff in post at end of period) divided by 2. The previous period will present a figure for the year ending the previous quarter. Departments should present a figure as defined, but given that organisations are supplying paybill costs each month to CO for the monthly workforce MI collection, they should look to ensure that, where appropriate, information is consistent across both the monthly MI returns and their QDS.	Quarter	Current = year ending 31st December 2011 Previous = year ending 30th September 2011	Main department, executive agencies, crown NDPBs (where applicable) and executive NDPBs	HR and Payroll/Finance systems.	Management information				
		Contingent Labour Department and Agencies	The number of agency staff, specialist contractors, interim managers or consultants engaged – these non-payroll staff being commonly referred to as 'contingent labour'. Organisations should ensure consistency with the information supplied for the Cabinet Office monthly workforce MI collection.	Quarter	Current = position as at 30th September 2011 Previous = position as at 30th June 2011	Main department and its agencies, and where applicable, crown NDPBs i.e. CMEC, HSE and ACAS. In effect all the department's Civil Service organisations	Organisations HR Systems	Management information				
		Non-departmental public bodies				Executive NDPBs as reported for CO monthly workforce MI collection						
		Department Family				All organisations within ministerial responsibility						
	Department & Agencies only;	Workforce Shape - Administrative Assistants and Executive Officers Higher and Senior Executive Officers Grade 7/6 Senior Civil Servants Part Time	The proportion of staff mapped across to the standard Civil Service grades. SCS staff should be those at SCS level. All Civil Service organisations should be able to map to the standard Civil Service grades - this is the same as the process that occur each year as part of the annual civil service employmnent survey. Where organisations do not operate the standard Civil Service grades, they should supply their best estimate, mapping across to the broad responsibility levels as appropriate. Unknown grades should be apportioned across the grades as necessary so that underlying numbers align with the number of FTE payroll staff supplied above. Where underlying numbers are not consistent, departments should provide an explanatory note in their meta-data sheet. Departments have now been asked to supply proportions in each grade rather than raw numbers. This is because this is easier to interpret and is consistent with the measures for diversity. Organisations should ensure consistency with the information supplied for the Cabinet Office monthly workforce MI collection. Underlying numbers used to calculate proportions should align with the number of FTE staff papyroll staff supplied above. At the appropriate reference point i.e. end of March, figures should align with the ONS Annual Civil Service Employment Survey (ACSES), where approporiate. Any discrepancies should be noted as necessary in the final column. The number of staff working less than standard hours divided by all staff (headcount basis - expressed as a percentage). Organisations should ensure that figures align with those supplied to ONS for their quarterly public sector employment statistics (QPSES)	Quarter	Current = position as at 31st December 2011 Previous = position as at 30th September 2011		Organisations HR Systems	Management information				

METADATA FOR DATA FIELDS

This worksheet lists the fields of the "Quarterly Data Summary" sheet and provides explanation of the metrics (metdata).

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope	[Please specify]
Organisations out-of-scope	[Please specify]

Actual Department metadata - where differs from requested

GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE	TYPE OF DATA (eg MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
		Workforce Dynamics Recruitment Exceptions	The number of recruitment exceptions that have been approved during the quarter. Where appropriate, organisations should ensure that figures align with those supplied to Cabinet Office for their quarterly exceptions reporting collection in 2010/11. For 2011/12, organisations need only report their exceptions on their QDS - at this stage they do not need to also report separately each quarter to the Cabinet Office. Organisations should report the number of exceptions for each discrete quarter rather than a cumulative annual position.	Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 Jul-Sep)		Organisations internal monitoring	Management information				
		Annual Turnover Rate	Annual turnover rate (Headcount basis): The number of staff exiting the organisation during the year ending the reference period, divided by the average staff in post over the year ending the reference period (where the average staff in post is calculated as the number of staff in post at the start and end of the relevant period divided by 2, and leavers are ALL leavers exiting the organisation during the period). Each quarter's figure will show an annual turnover rate for the year ending that quarter. The definition used here is one of many interpretations of 'turnover'. Whilst we appreciate that organisations may use different measures for their own internal monitoring, we have opted for the described measure to ensure consistency across departments. Where organisations wish to make other measures available, they are free to do so in accompanying commentary or their meta-data sheet as appropriate. Figures used in the calculation of the denominator should be consistent with those used elsewhere.	Quarter	Current = year ending 31st December 2011 Previous = year ending 30th September 2011			Management information			The reason for the increase in turnover is due to further exits through last year's Voluntary Redundancy Scheme and a number of Games related temporary roles ending, added to the already high turnover rate for us being a smaller Department that relies on loans / secondments from Other Government Departments.	

METADATA FOR DATA FIELDS

This worksheet lists the fields of the "Quarterly Data Summary" sheet and provides explanation of the metrics (metdata).

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope	[Please specify]
Organisations out-of-scope	[Please specify]

Actual Department metadata - where differs from requested

GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE	TYPE OF DATA (eg MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
		Workforce Diversity [Total] BME	Number of staff recorded as BME/ Total number of staff with a recorded ethnicity (headcount basis - expressed as a percentage). NB: Unknown and undeclared ethnicity status staff should be excluded from the denominator. At the appropriate reference date (end of March) figures should align with those supplied for ONS ACSES.	Quarter	Current = position as at 31st December 2011 Previous = position as at 30th September 2011	Main department and its agencies, and where applicable, crown NDPBs i.e. CMEC, HSE and ACAS. In effect all the department's Civil Service organisations	Organisations HR Systems	Management information				
		Women	Number of female/ Total number of staff (headcount basis - expressed as a percentage). Each quarter figures should align with those supplied for ONS QPSES and for ACSES (as at end of March).	Quarter				Management information				
		Disabled	Number of disabled people/ Total number of staff with a recorded disabled status (headcount basis - expressed as a percentage) NB: Unknown and undeclared disabled status staff should be excluded from the denominator. At the appropriate reference date (end of March) figures should align with those supplied for ONS ACSES.	Quarter				Management information				
		Workforce Diversity [Senior Civil Servants only] BME	as BME staff above but for SCS level staff only. There was an error in the detailed definition supplied for the first QDS - the denominator was incorrectly described as all SCS staff. The denominator definition has now been amended. Organisations were previously (for QDS1) requested to report figures in line with that supplied for the Cabinet Office bi-annual SCS database collection. Given that we wish to ensure more timely access to the most recent available data, organisations should in future supply SCS diversity figures as at the specified reference date as appropriate, sourcing these from their internal HR systems. This will mean that figures are in line with diversity figures supplied for delegated grades. Where appropriate, organisations may still wish to satisfy themselves that numbers supplied for the CO SCS database (as at 31 March and 30 September each year) are consistent with those supplied for their QDS for the relevant reference periods. NB: Numbers may not always align since the SCS database collects information on core SCS staff and therefore excludes some senior staff who may be working at an equivalent level to SCS staff but who are not considered part of the SCS proper.	Biannual				Management information				
		Women	as Female staff above but for SCS level staff only. There was an error in the detailed definition supplied for the first QDS - the denominator was incorrectly described as all SCS staff. The denominator definition has now been amended. Organisations were previously (for QDS1) requested to report figures in line with that supplied for the Cabinet Office bi-annual SCS database collection. Given that we wish to ensure more timely access to the most recent available data, organisations should in future supply SCS diversity figures as at the specified reference date as appropriate, sourcing these from their internal HR systems. This will mean that figures are in line with diversity figures supplied for delegated grades. Where appropriate, organisations may still wish to satisfy themselves that numbers supplied for the CO SCS database (as at 31 March and 30 September each year) are consistent with those supplied for their QDS for the relevant reference periods. NB: Numbers may not always align since the SCS database collects information on core SCS staff and therefore excludes some senior staff who may be working at an equivalent level to SCS staff but who are not considered part of the SCS proper.	Biannual				Management information				
		Women in Top Management Posts"	Number of female SCS level staff at payband 2 (Director) or above/ Total number of SCS level staff at Director level or above (headcount basis - expressed as a percentage). There was an error in the detailed definition supplied for the first QDS - the denominator was incorrectly described as all SCS staff. The denominator definition has now been amended. Organisations were previously (for QDS1) requested to report figures in line with that supplied for the Cabinet Office bi-annual SCS database collection. Given that we wish to ensure more timely access to the most recent available data, organisations should in future supply SCS diversity figures as at the specified reference date as appropriate, sourcing these from their internal HR systems. This will mean that figures are in line with diversity figures supplied for delegated grades. Where appropriate, organisations may still wish to satisfy themselves that numbers supplied for the CO SCS database (as at 31 March and 30 September each year) are consistent with those supplied for their QDS for the relevant reference periods. NB: Numbers may not always align since the SCS database collects information on core SCS staff and therefore excludes some senior staff who may be working at an equivalent level to SCS staff but who are not considered part of the SCS proper.	Biannual				Management information				
		Disabled	as disabled people above but for SCS level staff only. There was an error in the detailed definition supplied for the first QDS - the denominator was incorrectly described as all SCS staff. The denominator definition has now been amended. Organisations were previously (for QDS1) requested to report figures in line with that supplied for the Cabinet Office bi-annual SCS database collection. Given that we wish to ensure more timely access to the most recent available data, organisations should in future supply SCS diversity figures as at the specified reference date as appropriate, sourcing these from their internal HR systems. This will mean that figures are in line with diversity figures supplied for delegated grades. Where appropriate, organisations may still wish to satisfy themselves that numbers supplied for the CO SCS database (as at 31 March and 30 September each year) are consistent with those supplied for their QDS for the relevant reference periods. NB: Numbers may not always align since the SCS database collects information on core SCS staff and therefore excludes some senior staff who may be working at an equivalent level to SCS staff but who are not considered part of the SCS proper.	Biannual				Management information				
		Attendance Average Working Days Lost (AWDL) Actual	Definition and potential source: Cabinet Office Sickness Absence quarterly reports. See attached guidance. Information should align with that supplied for the Cabinet Office quarterly sickness absence reporting.	Quarter (data provide a rolling annual position each quarter)	Current = position as at 31st December 2011 Previous = position as at 30th September 2011			Management information				
		Average Working Days Lost (AWDL) Standardised	Definition and potential source: Cabinet Office Sickness Absence quarterly reports. The AWDL standardised figure is only available from Cabinet Office. Cabinet Office/HMT officials will arrange for departments to be sent the standardised AWDL figure in plenty of time for inclusion in the relevant quarter's QDS	Quarter (data provide a rolling annual position each quarter)			Cabinet Office Sickness Absence quarterly reports	Management information				
	Department & Agencies only; People Survey Metrics	Engagement Index	The organisation's engagement index from the most recent annual Civil Service People Survey	Annual	Current = 2011 survey Previous = 2010 survey	Scope limited to main department only	Civil Service People Survey	Census survey			Metrics given are for DCMS survey only; TRP staff survey follows a different format and the two cannot be reconciled to produce overall fugres	
		Theme Scores Leadership & Managing Change	The organisation's theme score for the leadership and manging change" theme from the most recent annual Civil Service People Survey . Figure as published in survey reports									
		My Work	The organisation's theme score for the "my work" theme from the most recent annual Civil Service People Survey									
		My Line Manager	The organisation's theme score for the "my line manager" theme from the most recent annual Civil Service People Survey									
		Organisational Objectives & Purpose	The organisation's theme score for the "organisational objectives and purpose" theme from the most recent annual Civil Service People Survey									