

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. 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	Q4 2010/11	Large departments	Departmental Cashflow Management outturns	Management information		forecast for Q3 was £1.108m, actual was £1.083m; forecast for Q4 was £1.2m, actual was £1.209m	
	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	Annual - 2010/11	2010/11	All departments	Management Information and Annual Accounts	Management information	Forecast: Current assets £60m; Current liabilities -£50m; Provisions -£4m =planned working capital of £6m. Actual: Current assets £13.8m + £21.6m = £35.4m; Current liabilities -£26.8m; Provisions -£3.4m=actual working capital of £5.2m. Percentage that actual falls below forecast is by -13% of forecast	Department plus agency The accounts for 2009/10 and 2010/11 have been restated due to the TV Licence Fee moving to a new Trust Statement prepared by the BBC. Prior to the restatement both debtor and creditor figures included large balances for licence fees in transit. Whilst we have both years' actual figures on the new basis, forecasts have not been adjusted. DCMS has not previously collected this information.	
	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	Annual - 2010/11	2010/11	All departments	Management Information and Annual Accounts	Management information		2009/10 PEOWP (Public Expenditure Outturn White Paper) forecast was for £63m; actual was £63.854m; variance of 1.36% 2010/11 PEOWP forecast was £64m; actual was £64.412m; variance of 0.64% The cause of variance in both years was the result of restatements by The Royal Parks agency	
	Major Projects (Top 5)	Project A Project B Project C Project D Project E £m whole life cost of major projects	Whole life department cost as defined in the Major Projects Authority (MPA) guidelines.	Full life	Q1 2011/12	Full	Departmental internal reporting systems	Management information		
Results	Input Indicators	1	As per Business Plan and Business Plan Measurement Annex			Full	Departmental internal reporting systems	Management information	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 March 2011 spend was £4.16bn (75.9% of £5.484bn budget), with 76.2% progress. Therefore the ratio of spend to progress was 75.9/76.2 = 0.996. (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 necessary data quality checks have taken place.
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	Impact Indicators	1	As per Business Plan and Business Plan Measurement Annex			Full	Departmental internal reporting systems	Management information		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.
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		3								
		4								
		5								
	Other data sets	1.Number of Local TV Services licensed	Departments to carry out further work to identify which to include in the QDS, in line with guidance from the centre.			Full	Departmental internal reporting systems	Management information		Not available until programme commences from August 2012.
Structural Reform Plan Actions	Total number of actions completed since April 2011	The number of actions completed between April-June 2011 as agreed alongside the Number 10 Business Plan monitoring process. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	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. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	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. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	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. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	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. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	Full	Departmental internal reporting systems	Management information				

People	Whole Department Family; Workforce Size	Payroll Staff	The number of FTE staff working in the department, ALBs and NDPBs as at the reference date. Methodology as per ONS QPSES.	Quarter	Position as at March 31st 2011	Full	HR Systems	Management information	Figs for DCMS & TRP combined. Key stats separated out are (DCMS current/DCMS previous/TRP current/TRP previous); payroll staff: 443/449/119/117; average staff costs: £53368/£54220/£43656/£44948; AWDL actual: 4.7/5.7.3/7.8	DCMS has declined to ask NDPBs to provide monthly for this exercise as it will be a new burden on them at a very challenging time when most of the bodies concerned have had their funding cut and are reducing staff or undergoing other restructuring.
		Department and Agencies Non-departmental public bodies Department Family (Total)								
		Average Staff Cost	Please supply payroll per head – as defined in HMT's Civil Service Pay Guidance. This is the total payroll cost divided by staff in post (FTE). The payroll costs should include: o Staff salaries; o Allowances; o Overtime payments; o Non-consolidated pot; o ERNIC;	Quarter	Q4 2010/11	Full	HR/Finance Function	Management information		
		Contingent Labour	Definition: 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. Reference date for baseline value: 31 March 2010 Source: HR Systems (previously supplied to Cabinet Office in the June 2010 exercise)	Quarter	Position as at March 31st 2011	Full	HR Systems	Management information		DCMS has declined to ask NDPBs to provide monthly for this exercise as it will be a new burden on them at a very challenging time when most of the bodies concerned have had their funding cut and are reducing staff or undergoing other restructuring.
	Department & Agencies only;	Department Family Workforce Shape	The number of FTE staff working in the department disaggregated by the standard Civil Service responsibility levels. Headcount/part-time staff: technical definition as per QPSES Grade/responsibility level: technical definition as per ACSES	Quarter	Position as at March 31st 2011	Full	HR systems	Management information		
		Part Time	Number of part time Employees (headcount) / Total number of employees (full-time and part-time: headcount)	Quarter	Position as at March 31st 2011	Full	HR Systems	Management information		
		Workforce Dynamics Recruitment Exceptions	The (cumulative) number of approved exceptions to the freeze on external recruitment to the Civil Service. Definition and potential source: Cabinet Office Quarterly recruitment exceptions collection NB: The collection by the Cabinet Office is for the cumulative position over the year, to be provided each quarter. However, departments may have available the individual quarter's position and could choose to publish this figure alongside a cumulative position.	Quarter	31/03/2011	Full	Cabinet Office Recruitment Exceptions collection	Management information		
		Turnover Rate	Annual turnover rate: The number of staff leaving 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). In essence, each quarter's information will show an annual turnover rate for the year ending that quarter.	Quarter	Q4 2010/11	Full	HR Systems	Management information		
		Workforce Diversity (Total)	Definition: ACSES	Quarter	Position as at March 31st 2011	Full	HR Systems	Management information		
		BME	Number of staff recorded as Black and Minority Ethnic/ Total number of staff (headcount basis)							
		Women	Definition: QPSES Number of female staff / Total number of staff (headcount basis)	Quarter	Position as at March 31st 2011	Full	HR Systems	Management information		
		Disabled	Definition: ACSES Number of staff recorded as disabled / Total number of staff (headcount basis)	Quarter	Position as at March 31st 2011	Full	HR Systems	Management information		
		Workforce Diversity (Senior Civil Servants only)	Definition and source: SCS Database (CO)	Biannual	30/09/2010	All Civil Service organisations are captured	SCS collection	Management information		
		BME	Number of SCS staff recorded as Black and Minority Ethnic / Total number of SCS staff (headcount basis)							
		Women	Number of female SCS staff / Total number of SCS staff (headcount basis)	Biannual	30/09/2010	All Civil Service organisations are captured	SCS collection	Management information		
		Women in Top Management Posts'	Number of female SCS staff in the Top Management Posts Group (SCS2, SCS3, PS) / Total number of SCS staff in Top Management Posts' (SCS2, SCS3, PS)	Biannual	30/09/2010	All Civil Service organisations are captured	SCS collection	Management information		
		Disabled	Number of SCS staff recorded as disabled / Total number of SCS staff (headcount basis)	Biannual	30/09/2010	All Civil Service organisations are captured	SCS collection	Management information		
		Attendance Average Working Days Lost (AWDL) Actual	Definition and potential source: Cabinet Office Sickness Absence quarterly reports. See attached guidance.	Quarter (data provide a rolling annual position each quarter)	31/12/2010	All Civil Service organisations are captured	Cabinet Office Sickness Absence quarterly reports	Management information		
		Average Working Days Lost (AWDL) Standardised	Definition and potential source: Cabinet Office Sickness Absence quarterly reports. NB: A standardised figure is only available centrally from Cabinet Office - departments cannot calculate this themselves.	Quarter (data provide a rolling annual position each quarter)	31/12/2011	All Civil Service organisations are captured	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	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs	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 figures
		Theme Scores Leadership & Managing Change	The organisation's theme score for the leadership and managing change theme from the most recent annual Civil Service People Survey Figure as	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs	Civil Service People Survey	Census survey		
		My Work	The organisation's theme score for the "my work" theme from the most recent annual Civil Service People Survey	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs	Civil Service People Survey	Census survey		
		My Line Manager	The organisation's theme score for the "my line manager" theme from the most recent annual Civil Service People Survey	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs	Civil Service People Survey	Census 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	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs	Civil Service People Survey	Census survey		