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

DCMS
ALL ALBS unless otherwise stated differs from requested

ROUP	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)		TYPE OF DATA (eg MI, Official Stats or National Stats)	Actual Department metadata - where diff TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
				(ME 402012D)		(124020120)		Validate States)				DO TODE OXITIONO
ending	Budget	Total Departmental Expenditure Limit (DEL)	(Resource DEL excluding depreciation) + (Capital DEL)	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	Full	COINS	Management information				
		of which Resource DEL (excl. Depreciation)	(Resource DEL excluding depreciation)	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	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		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
		Durchage of goods 9	RDEL, Purchase of Goods and services. Procurement spending should be recorded as a	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar)	Full	COINS	Management information			_	
		services within Resource DEL	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.	Quantity COING data	Previous = Q4 2010-11 (Jan-Mar)	T GII	Conto	wanagement anomason				
		Payroll within Resource DEL	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 = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	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:	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	Full	COINS	Management information				Current grant data recorded as gross (grant income not included)
			- 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 private sector companies NAC= "C20, C35"									
		of which Capital DEL	(Capital DEL), taken from COINS.	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	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 = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	Determined by top 5 programmes chosen	COINS	Management information				Olympic records expenditure by the OD/ only; Museums, Heritage and Sport as
		Total Annually Managed Expenditure	(Resource AME excluding depreciation) + (Capital AME), taken from COINS	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	Full	COINS	Management information	Total AME and BBC information for 2010- 11excludes Licence Fee income			
		(AME) 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 = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	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 <sup>2</sup> . As defined in the Common Areas of Spend Estates Standards:	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	ePIMS	Management information	Common Areas of Spend			
			www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions									
		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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Office Accomodation over 500m2 for entire family	ePIMS	Management information	Common Areas of Spend			
		Cost of the Office Estate per M <sup>2</sup>	As defined in the Common Areas of Spend Estates Standards: www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	over 500m2 for entire family	ePIMS		Common Areas of Spend  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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Commercial Function	Management information		This data covers the core DCMS and some ALB's who have provided data for this metric.		
		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.	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Commercial Function	Management information				
		Total 3 <sup>rd</sup> party ICT cost	Average price paid per KWH of energy in £ units. As defined in the Common Areas of Spend ICT Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Commercial Function	Management information				
			As defined in the Common Areas of Spend ICT Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Finance Function	Management information	Common Areas of Spend			
		Fraud, Error, Debt  Total Identified Fraud	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,	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Finance Function	Management information	Fraud - All 'known fraud' cases reported to DCMS have been used to calculate the quarterly 'Total Identified Fraud' figures,	Scope of fraud data: DCMS, its Executive Agency and Executive NDPBs, which are required to report	Fraud: Scope excludes public corporations, public broadcasting authorities and Advisory NDPBs	Fraud: The one incident of fraud reported in QDS2 period was of a highe value than the one incident reported in
		(£million)  Total Known Errors	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,						which do not include any costs of investigation.	any incident of fraud to DCMS.	The Big Lottery Fund is sponsored by the Cabinet Office but reports to DCMS in a fraud context	QDS3.
		(£million)  Total Debt (£million)	Other/sundry.									
		Total Debtor Days		0	0.224.45	C.A.	Financia F			The date in Children		Create to VCC
		Voluntary and community sector (VCS)/Small and medium enterprises (SME)	As defined in the Common Areas of Spend Procurement Standards - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Finance Function	Management information		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 to one off grants of £2million to Cutty Sark Trust and £4.05 million to it foundation for delivery of Internatioal Inspiration programme. The SME data has increased due to the addition of some
		Procurement spend with SME (£)										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
		Procurement spend with VCS (£)										the facility to capture this data on a yearly basis.
		Grants to VCS (£)										

	ALL INFORMATION	SHOULD RELATE TO THE LATEST AVAILABLE DATA						Organisations out-of-scope Actual Department metadata - where diff	ALL ALBS unless otherwise stated fers from requested		
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)			TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS REL CHANGES IN DATA F QDS PUBLICATIONS
Financial	Accuracy of Cash	Cashflow Management Scheme: Departments with a gross cashflow of over £3bn p.a. provide	e Quarter	Current = Q4 2011-12 (Jan-Mar)	All departments	Departmental	Management information				
Indicators	Forecasting	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."		Previous = Q3 2011-12 (Oct-Dec)		Cashflow Management outturns					
	Working Capital Forecast	The percentage variance of forecast to actual working capital.  Working capital is calculated as: Total current assets less total current liabilities	Quarterly	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Management Information and Annual Accounts	Management information		Core DCMS amd The Royal Parks	Subject to further management review of provisional Agency figures	
	[% variance of Accusal Forecast]	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 - Current trade and other payables - Current trade and other payables		* where possible		Airidal Accounts					
	Net Book Value (%)	- Other current liabilities The percentage variance of forecast to actual Net Book Value(NBV) of Fixed Assets.	Quarterly		Full		Management information	N/A	Core DCMS amd The Royal Parks		
	(% variance of Actual v Forecast]	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		Previous = Q3 2011-12 (Oct-Dec) *where possible		Information and Annual Accounts					
Major Projec (Top 5)	ts	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			
Input Indicator								As per definition requested As per definition requested For Olympics Indicator, spend percentage is	s s		= Not Available. A nur
mput muicator							conditional and subject to the outcome of the due diligence process.	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 1. Public funding per school participating in the School Games	1	The school registration deadline was extended until end of March 2012. It will	indicators are from new which are currently bein Figures will be included data is released in acco Official statistics Code
								4 Number of premises covered per £million		be a couple of months after this that we will have full data on schools, so we are We expect spending could start in July-	
								of broadband delivery programme expenditure		September 2012 and so we might be able to start reporting in the following quarter.	
Impact Indicat	ors ·							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=		The 2011/12 figures will be available in the next Taking Part Annual report due out in August 2012.	This experimental Touri Account (TSA) is based National Accounts (it is planet) which are publis after the reference date were published in Septi is the data that we need the account (specifical) Tables) so we are using date data available. The reconcile sunnh side de
								January to March 2011)  2. Total amount of charitable giving (donations and sponsorship) to cultural			
								Number of people directly employed in tourism in the UK (Jobs, current = 2008)     OFCOM's Best-in-Europe scorecard		The 2009 data will be published in May 2012, due to lags to ONS National This indicator is being delivered by	
								OFCOM's Best-in-Europe scorecard (measuring Coverage, Speed, Price and Choice of broadband service)		OFCOM and the data will be published in the Summer 2012 as part of OFCOM's	
								Other Date Sets			
								Other Data Sets  1. Number of Local TV services licensed		Not available until programme	<del>                                     </del>

METADATA FOR DATA FIELDS

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ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope DCMS

ALL ALBS unless otherwise stated

	ALL INFORMATION S	SHOULD RELATE TO THE LATEST AVAILABLE DATA	Organisations out-of-scope ALL ALBS unless otherwise stated  Actual Department metadata - where differs from requested								
SUB-GR	ROUP FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)		TYPE OF DATA (eg MI, Official Stats or National Stats)	Actual Department metadata - where diff TECHNICAL DEFINITION (ACTUAL)		FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIO QDS PUBLICATIONS
Structura Plan Actio		The number of actions completed as agreed alongside the Number 10 Business Plan monitoring process.	Quarter	Current = Q1 2012-13 (Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)	Full	Departmental internal reporting	Management information				-
	since April 2011	3,				systems					
	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 = Q1 2012-13 (Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)	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 = Q1 2012-13 (Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)	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 = Q1 2012-13 (Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)	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 = Q1 2012-13( Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)	Full	Departmental internal reporting systems	Management information				

DCMS
ALL ALBS unless otherwise stated

GROUP	SUB-GROUP	FIELD NAME		PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)		TYPE OF DATA (eg MI, Official Stats or National Stats)	Actual Department metadata - where diff TECHNICAL DEFINITION (ACTUAL)	MS From Tequested DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
	Whole Department Family: Workforce Size		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.		Current = position as at 31st	All departmental Civil Service organisations				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	
				Quarter	March 2012 Previous = position as at 31st December 2011		Organisations HR Systems	Management information				
		Department Family (Total) Average Staff Cost	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  Total of the two rows above  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 cost should include: o Staff salaries; o Allowances; o Vertice 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 stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e. (the FTE staff in post stould be a simple average i.e	Quarter	Current = year ending 31st March 2012 Previous = year ending 31st December 2011	executive agencies,	HR and Payroll/Finance systems.	Management information				
			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 paybil 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.									
			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 31st March 2012 Previous = position as at 31st December 2011	Main department and its agencies, and where applicable, crown NDPBs t.e. CMEC, HSS and ACAS. In effect all the department's Civil Service organisations		Management information				
		Non-departmental public bodies  Department Family				Executive NDPBs as reported for CO monthly workforce MI collection  All organisations within ministerial responsibility						
	Department & Agencies only;		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 employment 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 papyrol 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.		Current = position as at 31st March 2012 Previous = position as at 31st December 2011		Organisations HR Systems	Management information				
			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)									

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ROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN April QD: (REQUESTED)	S DEPARTMENTAL COVERAGE OF DATA (REQUESTED)		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 PREVIOU QDS PUBLICATIONS
		Recruitment Exceptions  Annual Turnover Rate	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.  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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)  Current = year ending 31st Marcl 2012 Previous = year ending 31st January 2012		internal monitoring	Management information  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 noles ending, added to the already high urnover rate for us being a smaler Department that relies on loans / secondments from Other Government Departments.	

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ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

GROUP. SUB-GROUP FIELD NAME TECHNICAL DEFINITION (REQUESTED)

Organisations in-scope DCMS
Organisations out-of-scope ALL ALBS unless otherwise sta

PERIOD FOR DATA IN April QDS DEPARTMENTAL (REQUESTED) COVERAGE OF DATA (REQUESTED) Number of staff recorded as BME/ Total number of staff with a recorded ethnicity (headcount Dasis - 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. Number of female/ Total number of staff (headcount basis - expressed as a percentage). Quarter Management informa Each quarter figures should align with those supplied for ONS QPSES and for ACSES (as at end of March). Number of disabled people/ Total number of staff with a recorded disabled status (headcount Quarter basis - expressed as a percentage)
NIB: 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. 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 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. as Female staff above but for SCS level staff only. Organisations HR Systems 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. Number of female SCS level staff at payband 2 (Director) or above/ Total number of SCS level Biannual 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 nant of the SCS concer as disabled people above but for SCS level staff only. Organisations were previously (for ODS1) 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. Definition and potential source: Cabinet Office Sickness Absence quarterly reports. See attached guidance. Average Working Days Lost (AWDL) Actual Quarter (data provide a rolling annual position each quarter)

Current = position as at 31st March 2012
Previous = position as at 31st December 2011 ormation should align with that supplied for the Cabinet Office quarterly sickness absence opting.

porting.

finition and potential source: Cabinet Office Sickness Absence quarterly reports. Cabinet Office Sickness Absence quarterly reports Engagement Index The organisation's engagement index from the most recent annual Civil Service People 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 The organisation's theme score for the leadership and manging change" theme from the most recent annual Civil Service People Survey . Theme Scores The organisation's theme score for the "my work" theme from the most recent annual Civil Service People Survey My Work Incoming redpire surfey

The organisation's theme score for the "my line manager" theme from the most recent annual Civil Service People Survey My Line Manager Organisational Objectives & Purpose