

Annex A: Common Areas of Spend - Department for Culture, Media and Sport

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Scope

Department return for: **Department for Culture, Media and Sport**

Organisations covered in this return: The Department for Culture, Media, and Sport. Does not currently include the functions transferred in from Department for Business Innovation and Skills.

Organisations excluded throughout this return: All arm's length bodies

People

This information relates to departmental staffing.

People General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
# FTEs	439	<p>Definition: 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>Reference date for baseline value: 31 March 2010 Source: HR Systems</p>	
# Contingent Labour:	35	<p>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.</p> <p>Reference date for baseline value: 31 March 2010 Source: HR Systems (previously supplied to Cabinet Office in the June 2010 exercise)</p>	

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Average staff cost	£57,281	<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"> o Staff salaries; o Allowances; o Overtime payments; o Non-consolidated pot; o ERNIC; o Employers' pensions contributions. <p>Source: HR Systems</p>	

Estates

This information relates to departmental office estate.

Estates General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Total m2 of the office estate	8,049	<p>Data Definition and potential source: ePIMS</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	£7,226,495	<p>Data Definition and potential source: ePIMS</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>	
Cost of the estate per m2	£898	<p>Data Definition and potential source: Derived from the cost and total m2. This should be provided as £ per m2</p>	
Cost of the estate per FTE	£12,064	<p>Data Definition and potential source: Derived from cost of the estate and FTEs (sourced above) in £ per FTE</p>	

Procurement

This information relates to departmental purchasing.

Procurement General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Procurement spend (see Procurement Master Category Breakdown)	£26,218,264	Detail definition and potential source: From PSPES10 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 spend categorised	100%	Detail definition and potential source: PSPES09 The % of the total procurement spend which has been categorised to UNSPSC or PSPES Level 2, or below.	
Price of standard commodity items Paper	£13.45 per box	Data Definition: Price of a box of standard A4 white copier plain paper (typically 80 gsm) in £ units per 2,500 sheets of paper.	
Energy	<ul style="list-style-type: none"> £0.0119059 kw/h Electricity £0.076279 kw/h Day Electricity £1.9561 kw/h Night Gas 	Average price paid per KWH of energy in £ units.	
Light Bulb	26w 840 4pin PLT at an average cost of £2.22.	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)	£4,769,927	
Professional Services (Temp Staff)	£3,590,723	
Professional Services (Consultancy)	£663,785	
Professional Services (Technical Services)	-	
Professional Services (Learning and Development)	£247,374	
Professional Services (Financial Services)	£805,813	
Personnel Related	£65,642	
Social Care	£9,015	
Marketing and Media	£1,540,743	
Facilities	£7,115,475	
Clinical and Medical	-	
Office Solutions	£604,336	
Construction	£45,953	
ICT	£4,778,308	
Logistics	£25,966	
Travel	£1,016,677	
Defence	-	
Energy & Utilities	£267,085	
Fuels, Lubricants & Gasses	-	
Vehicles	-	
Operational Goods and Services	£671,442	
Engineering Goods	-	
Waste Management	-	

Major Projects

This information relates to the department's largest / most critical projects.

Major Projects General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Value of Major Projects by assigned status Green Amber Red	£10.5bn	<i>Detail definition and potential source:</i> 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.	<u>Definitions</u> Red Project is not on track and there are concerns about its viability Amber Project is on track, significant risk remain and are being managed (mainly due to complexity and scale) Green Project is on track with no significant risks
List of 5 largest projects by whole life cost 1 Olympics (Amber)	£9.3bn	<i>Detail definition and potential source:</i> 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.	
2 Broadband (Amber)	£0.5bn		
3 Spectrum Clearance (Amber)	£0.3bn		
4 Transforming Tate Modern (Amber)	£0.2bn		
5 World Conservation and Exhibitions Centre (British Museum extension) – (Amber)	£0.2bn		

IT

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

IT General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Total 3rd party ICT cost	£4,778,308	<i>Detail definition and potential source: PSPES10 for ICT 3rd Party Costs</i> The total value of payments made to third party suppliers, excluding VAT for 2009/10.	
Desktop Cost per FTE	£2,671	<i>Detail definition and potential source:</i> 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.	This includes: support for desktops, standard software, and hardware

Operating Cost

This information relates to the department's budget provision.

Operating Cost General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Total AME and principle contributions	£0.0m	Detail definition and potential source: 09/10 Accounts TAME and list of top 5 contributory AME elements.	
Capital Expenditure in budget	£2.8m	Detail definition and potential source: 09/10 Accounts CDEL	
Resource Expenditure in budget	£49.1m	Detail definition and potential source: 09/10 Accounts RDEL	
Purchase of Goods and services	£22.0m	Detail definition and potential source: 09/10 Accounts 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	
RDEL Pay	£29.9m	Detail definition and potential source: 09/10 Accounts Pay includes salaries, employers' National Insurance Contributions, and accruing pension costs in DEL. NAC Codes – all codes under A15. In £m	
RDEL Grants	£5,616.6m	Detail definition and potential source: 09/10 Accounts 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	

Corporate Services

This information relates to the department's spend on back office functions.

Corporate Services General Notes: Sourced: Operational Efficiency Programme Benchmarking Report for April 2009 to May 2010 – <http://data.gov.uk/dataset/oep-benchmarking-data-2009-10>

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Corporate Service cost, broken out by functional area into HR, Finance, Procurement Legal and Communications		Detail definition: <i>Either use: (a) OEP definitions or (b) department own definitions. Please specify definitions within caveats.</i>	See Corporate Services General Notes.
HR	£1.7m		
Finance	£0.8m		
Procurement	£0.2m		
Legal	£2.6m		
Communications	£3.2m		

Fraud, Error and Debt

This information relates to the department's fraud, error and debt performance.

Fraud, Error and Debt General Notes: N/A

Data Elements	09/10 Baseline Value	Definition	Departmental Notes
Fraud	Not held	Detail definition: Either use: (a) NFA definitions or (b) department own definitions. Please specify definitions within caveats.	
Error	Not held		
Debt	Not held		
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
Spend with SMEs	£7.1m	Detail definition: Sum of procurement spend / grant spend with SMEs (organisations with less than 250 employees per European Commission definition found at http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm) , in £m	sourced from procurement observatory system
Grants to SMEs	Not held	Sum of grants to SMEs (organisations with less than 250 employees), in £m	
Spend with VCS	Not held	Detail definition: Sum of procurement spend / grant spend with VCS organisations, in £m	
Grants to VCS	Not held	VCS Organisations definition can be found at Charity Commission website.	