



**METADATA FOR DATA FIELDS**

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

**ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA**

GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JULY 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	
		B Human Resources Programme Expenditure			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)								
		C London & Continental Railways			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)								
		D Rail Pensions			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)								
		E Channel Tunnel Rail Link			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)							These figures relate to interest payments made to reduce the Department's liability to the bondholders. The figures are not directly comparable due to different accounting measures used for each of the years. However, 2011-12 CTRL Section 1 Finance plc accrued interest of £86m on its obligations to bondholders; the comparable figure for 2010-11 was £82m. The increase relates to the fact that some of the notes are linked to RPI.	
	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: <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a>	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	ePIMS	Management information		Annual	This metric has been noted as 'Not applicable' as DfT uses the annual Property Benchmarking exercise to monitor estate size and costs. This data cannot be used for quarterly metrics. Current (2010-11) = 139,142 Previous (2009-10) = 148,773		
		Office Estate Costs	This should cover the cost for the NIA reported, for office buildings over 500m <sup>2</sup> . As defined in the Common Areas of Spend Estates Standards: <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a> .	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Office Accomodation over 500m <sup>2</sup> for entire family	ePIMS	Management information		Annual	This metric has been noted as 'Not applicable' as DfT uses the annual Property Benchmarking exercise to monitor estate size and costs. This data cannot be used for quarterly metrics. Current (2010-11) = 61 Previous (2009-10) = 64.5		
		Cost of the Office Estate per M <sup>2</sup>	As defined in the Common Areas of Spend Estates Standards: <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a>	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Office Accomodation over 500m <sup>2</sup> for entire family	ePIMS	Management information		Annual	This metric has been noted as 'Not applicable' as DfT uses the annual Property Benchmarking exercise to monitor estate size and costs. This data cannot be used for quarterly metrics. Current (2010-11) = 438 Previous = (2009-10) = 434		
		Cost of the Office Estate per full-time equivalent (FTE)	As defined in the Common Areas of Spend Estates Standards: <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a>	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Office Accomodation over 500m <sup>2</sup> for entire family	ePIMS	Management information		Annual	This metric has been noted as 'Not applicable' as DfT uses the annual Property Benchmarking exercise to monitor estate size and costs. This data cannot be used for quarterly metrics. Current (2010-11) = 5418 Previous (2009-10) = 5103		
		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 - <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a>	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Commercial Function	Management information					
		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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Commercial Function	Management information				The vast amount of DfT's electricity consumption is due to the high electricity usage required by the Highways Agency for road lighting and sign writing. The Highways Agency is currently implementing a number of initiatives to try and reduce electricity consumption levels. For example, "Midnight Switch Off" switches off lights between midnight and 5am on roads where the traffic flow is considered low enough that it is safe to do so; it is expected to make an electricity saving of around £4000 per km per year. Future initiatives include reducing unnecessary sign lighting and the use of better technology, i.e. reduced energy light bulbs.	
		Total 3 <sup>rd</sup> party ICT cost	As defined in the Common Areas of Spend ICT Standards - <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a>	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Commercial Function	Management information					
		Desktop Cost per full-time equivalent	As defined in the Common Areas of Spend ICT Standards - <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a>	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Commercial Function	Management information				The Q3 figure has been amended because MCA had previously included the cost of software support that was not related to desktop provision. This cost has now been removed and the updated figure reflects this.	
		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 - <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a>	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Finance Function	Management information				Q3 figures have been updated for HR, Finance and Communications. Specifically for HR, learning and development (L&D) costs are now included to create consistency with Civil Service HR (CSHR) reporting. Due to a recent change in definition communications costs for Q3 now include statutory advertising costs, which under earlier publications were specifically excluded. Finance costs have been revised based on end of year accounting.	

<b>Organisations in-scope</b>	Department for Transport (DfT), Highways Agency (HA), Driver and Vehicle Licensing Agency (DVLA), Driving Standards Agency (DSA), Maritime and Coastguard Agency (MCA), Vehicle and Operator Services Agency (VOSA), Vehicle Certification Agency (VCA), Government Car and Despatch Agency (GCDA). Non-Departmental Public Bodies (NDPBs) covered are British Transport Police Authority (BTPA), Directly Operated Railways Ltd (DOR), High Speed 2 Ltd (HS2 Ltd) and Passenger Focus.
<b>Organisations out-of-scope</b>	Northern Lighthouse Board, Trinity House, Railway Heritage Committee, Office of Rail Regulation

**Actual Department metadata - where differs from requested**

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		Fraud, Error, Debt	As defined in the Common Areas of Spend Fraud, Error and Debt Standards - <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a> . 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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Finance Function	Management information				Total Identified Fraud has increased this quarter, which in turn has increased the Total Debt. However, due to the relatively small sample size, which relates to transactions of widely varying sizes, it is not possible to draw conclusions from the change in these figures.  In line with QDS guidance, the equation for debtor days is in relation to fraud and error only. No significance should be attributed to the high figure reported here as the debtor days figure has risen due to discrepancies identified in the closing days of the financial year which were resolved at the start of the new financial year. This derivation of debtor days is in contrast to the more standard definition where the calculation would apply to an organisation's sales ledger. In this case, a reasonably stable pattern and high volume of payments would mean that an analysis of debtor days is likely to be more statistically meaningful.
		Voluntary and community sector (VCS)/Small and medium enterprises (SME)	As defined in the Common Areas of Spend Procurement Standards - <a href="http://www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions">www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions</a>	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	Full	Finance Function	Management information			Our systems are currently not designed to tag the information needed to identify grants to VCS. Since the January QDS officials have explored possible approaches to complete this field in the future and will review this going forward.	Expenditure on Procurement with SME has considerably increased this quarter, which is mainly attributed to improved data collection processes.
		Procurement spend with SME (£)										
		Procurement spend with VCS (£)										
		Grants to VCS (£)										

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