Driving Sta (VOSA), V Bodies (Ni Speed 2 L							Department for Transport (DfTc), 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 Bodies (NDPBs) covered are British Transport Police Authority (BTPA), Directly Operated Railways Ltd (DOR), Hi Speed 2 Ltd (HS2 Ltd) and Passenger Focus.								
	ALL INFORMATION	SHOULD RELATE TO THE LATEST AVAILABLE DATA						Organisations out-of-scope	Northern Lighthouse Board, Trinity Ho	use, Railway Heritage Committee, Office of	Rail Regulation				
								Actual Department metadata - where di	tadata - where differs from requested						
SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JULY 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 PREVIOUS QDS PUBLICATIONS				
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)		COINS	Management information	ח		Figures taken from Departmental COINS interface detailing forecast outturn (F/O). The version used for Q4 2010-11 is F/O					
	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	ו		May 2011 as this is the final version of the monthly data submitted and therefore should have the most accurate					
	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 = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	Determined by top 5 programmes chosen	COINS	Management information	ו		profile of monthly spending in 2010-11. For Q4 2011-12 F/O May 2012 has been used as this is the most recent version					

			REPORTED IN QDS (REQUESTED)	(REQUESTED)	COVERAGE OF DATA (REQUESTED)		Official Stats or National Stats)	DATA (ACTUAL)	LIMITATIONS	CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
lget	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)		COINS	Management information		Figures taken from Departmental COIN interface detailing forecast outturn (F/C). The version used for Q4 2010-11 is F/C.	0).
	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)		COINS	Management information		May 2011 as this is the final version of the monthly data submitted and therefore should have the most accura	
	Top 5 contributory	5 largest areas of spending, as defined by the department, to cover a substantial proportion of DEL.	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)		COINS	Management information		profile of monthly spending in 2010-11 For Q4 2011-12 F/O May 2012 has been used as this is the most recent version	en
	A Transport for London Grant			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)					available during the compilation of this QDS.	
	B Bus Service Operator Grant			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)					Although expenditure is £0m or negative for some of the top five contributory elements for both Capital DEL and Tot AME these elements have been	al
				Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	-				included because they were chosen in Q1 2011-12 when their expenditure was significantly high. In accordance with	
	the Network	(Local Network Management Schemes) that deliver significant benefits across a number of areas including improving safety, providing congestion relief, improving accessibility to the strategic network, enhancing the environment and improving integration with different modes of transport. It also includes Research & Development. All of the above are Resource Spendonly.		Trevious – Q+ 2010-11 (Jail-Ivial)					Cabinet Office guidance, DfT has kept the same top five elements in order to show the trends in expenditure as opposed to reflecting the latest top five elements. The top five contributory	
	Maintenance of the	This includes the management and operation of the strategic road network as an asset including Renewals of Roads and Structures to maintain the network to a safe and serviceable condition. It includes delivery of routine and winter maintenance and improvement schemes.		Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)					elements for both DEL and AME will be refreshed to reflect the new financial year in the October QDS return.	
		This includes the traffic officer service, 7 Regional Control Centres, Traffic Learning centres and outstations providing a 24/7 service. Traffic Officer Service has taken over responsibility for managing traffic on the motorway network in England allowing police to deal with crime related incidents. In addition regional control centres keep motorists informed with aim to improve reliability, congestion and safety. This grouping also includes the non traffic officer element, network management, which covers interventions on the reliability delivery plan including Traffic Incident Management (e.g. interventions to ease congestion) and Network	/	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)						
servi Reso Payr	services within Resource DEL	Resilience. 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 = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	Full	COINS	Management information			
	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 = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)		COINS	Management information			
	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:	n Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)		COINS	Management information			
Top 5 o		 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" 								
	of which Capital DEL	(Capital DEL), taken from COINS.	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)		COINS	Management information			
		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) Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)	programmes chosen	COINS	Management information			13 payments are made annually to Network Rail. This means that typically 3 payments fall in each quarter, although one quarter of the year will have 4 payments. It varies annually where the additional payment falls. In the case of 2010-11 the 13th payment was made in quarter 4, however in 2011-12 it was in quarter 1, which accounts for the apparent decrease.
		This is the total investment that the Agency undertakes and is made up of; Major Schemes which includes delivering a programme of improvements agreed with the SofS for additions/enhancements to the strategic road network. This includes developing new ways to add capacity to the strategic road network. Aimed at tackling congestion, improving reliability and safety in a sustainable fashion. It also includes investment in capital maintenance and small schemes and technology improvements		Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)						
	C Local Authority Road Maintenance			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)						
Ro	D Crossrail			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)						Although expenditure for quarter 4 was £0, the 2011-12 Crossrail budget is £517 million. The Crossrail agreement stipulates the value and timing of all grant payments and therefore the quarterly data movement is dependent on this agreement. The final 2011-12 payment of £129 million was paid at the end of December and was recorded in the quarter 3 2011-12 published figure of £259 million.
	E Metronet Grant			Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)						
	Total Annually Managed Expenditure (AME)	(Resource AME excluding depreciation) + (Capital AME), taken from COINS	Quarterly COINS data	Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar)		COINS	Management information			
	Top 5 contributory elements A Highways Agency	5 largest areas of spending, as defined by the department, to cover a substantial proportion of Total AME. This includes mostly non cash accounting items such as provisions and the associated costs		Current = Q4 2011-12 (Jan-Mar) Previous = Q4 2010-11 (Jan-Mar) Current = Q4 2011-12 (Jan-Mar)	programmes chosen	COINS	Management information			
		of investment in the Agency's Assets such as depreciation and impairments.		Previous = Q4 2010-11 (Jan-Mar)						

Department for Transport (DfTc), 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.
Northern Lighthouse Board, Trinity House, Railway Heritage Committee, Office of Rail Regulation

		ALL INFORMATION	SHOULD RELATE TO THE LATEST AVAILABLE DATA						Organisations out-of-scope Actual Department metadata - where di		use, Railway Heritage Committee, Office	of Rail Regulation
GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JULY QD (REQUESTED)	S DEPARTMENTAL COVERAGE OF DATA (REQUESTED)		E 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 Rai			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 500m². As defined in the Common Areas of Spend Estates Standards: www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions		Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		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	A Company of the comp
		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.	I Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	over 500m2 for entire family		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	à l
		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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)	over 500m2 for entire family		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: 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		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 - www.cabinetoffice.gov.uk/resource-library/common-areas-spend-data-definitions	Quarter e	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		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)		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.	nt
		Total 3 rd party ICT cos	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)		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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		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 - 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	on 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.

METADATA FOR DATA FIELDS

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

Grants to VCS (£)

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

								Speed 2 Ltd (HS2 Ltd) and Passenge	rocus.	
	ALL INFORMATION	SHOULD RELATE TO THE LATEST AVAILABLE DATA					Organisations out-of-scope	Northern Lighthouse Board, Trinity Ho	ouse, Railway Heritage Committee, Office	of Rail Regulation
						•	Actual Department metadata - where d			
GROUP SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JULY QDS (REQUESTED)	S DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE TYPE OF DATA (eg MI, Official Stats or National Stats)	•	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
	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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		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) Procurement spend with SME (£) Procurement spend with VCS (£)	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)		Finance Function Management information			to tag the information needed to identif	

Organisations in-scope

Department for Transport (DfTc), 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.

Organisations in-scope	Department for Transport (DfTc), 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.
Organisations out-of-scope	Northern Lighthouse Board, Trinity House, Railway Heritage Committee, Office of Rail Regulation

		ALL INFORMATION S	SHOULD RELATE TO THE LATEST AVAILABLE DATA		Organisations out-of-scope							
ROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JULY QD (REQUESTED)	S 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
	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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		Departmental Cashflow Management outturns	Management information			The accuracy of cash forecasting was marginally outside the 5% target due to issues such as the difficulty in forecasting accurately the timing of payments associated with new expenditure announced in the Autumn Statement.	
		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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		Management Information and Annual Accounts				Working capital forecast was requested across the Departmental Group for the first time in April 2012. The Departmental Group has not formally monitored this information in the past. To aid the implementation of the new financial indicator process, an emphasis has been placed on capturing true forecast data for quarter 1 2012-13. Therefore, the quarter 4 2011-12 working capital forecast figures are effectively a snapshot of the actual position at quarter 4 and does not represent a complete forecast position for the Departmental Group. This is an evolving process and will continuously improve going forward.	
		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 = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		Management Information and Annual Accounts		N/A		This is not currently reported quarterly as it is dominated (92%) by the HA's valuation of the strategic road network, which is reassessed on an annual basis as part of the year end accounting process. Officials have started working with the Departmental group to report information quarterly from QDS 2 2012-13.	
	(Top 5) 2	Project A: High Speed 2	Whole life department cost as defined in the Major Projects Authority (MPA) guidelines.	Full life	Most recent forecast	Full	Departmental internal reporting systems		As per definition requested		HS2: This figure is the undiscounted capital construction cost of the full Y network (i.e. the lines from London to Birmingham, Manchester and Leeds) which was announced on 10 January.	
		Project B: Crossrail Project C: Intercity							As per definition requested As per definition requested		Crossrail: Estimated (nominal cash forecast prices) total infrastructure construction cost. Crossrail is jointly sponsored by DfT and Transport for London, with Crossrail Ltd being responsible for delivery of the Crossrail Programme. Intercity Express Programme: Estimated	
		Express Programme Project D: Thameslink							As per definition requested		programme NPV of cost of rolling stock being procured through a private finance mechanism. Funded through franchise mechanism. Thameslink: Estimated nominal cash	
											capital cost of the infrastructure works being delivered by Network Rail. DfT funds the infrastructure work through Regulated Asset Base payments.	
		Project E: Managed Motorways							As per definition requested		Managed Motorways: Cost is quoted in estimated nominal cash values. Made up of eleven Managed Motorway road schemes announced in April 2011 by the Secretary of State. Managed motorways use innovative technology and new operating procedures to control traffic flow.	
		£m whole life cost of ALL major projects							As per definition requested		This field is the whole life cost of all of DfT's major projects. This figure is subject to ongoing evaluation and adjustment and may vary from one QDS to the next.	
esults	Input Indicators	1. rail subsidy per passenger mile	As per Business Plan and Business Plan Measurement Annex	annual	Current = 2010-11 Previous 2009-10	na	ORR, Network Rail	management information & official statistics			Two components are included for this indicator: a) subsidy paid directly to TOCs by Government, b) an allocation of the network grant (that is, payments made directly to Network Rail) Though not strictly additive, a total figure is included.	Figure revised since initial publication to reflect a rebate of £100m received from Network Rail The fall in per passenger subsidy is largely driven by extant franchise agreements, and the change in the premium / subsidy balance in those agreements from 2009-10 to 2010-11.
		2. Bus subsidy per passenger journey	As per Business Plan and Business Plan Measurement Annex	annual	current = 2010-11 previous 2009-10		Bus operators, DfT Public Service Vehicle Operator Survey				These figures are in 2010-11 prices	One factor contributing to the bus subsidy decrease is the current link between the Bus Service Operators Grant (BSOG) and fuel consumption. Total bus mileage remained relatively unchanged from 2009–10 to 2010–11 and therefore the decrease in subsidy can be attributed to an improvement in bus fuel efficiency.

METADATA FOR DATA FIELDS											
This worksheet lists the fields of the	ne "Quarterly Data Summa	ry" sheet and provides explanation of the metrics (metdata).						Organisations in-scope	Driving Standards Agency (DSA (VOSA), Vehicle Certification Ag	, Highways Agency (HA), Driver and Vehicle Lic.), Maritime and Coastguard Agency (MCA), Veh gency (VCA), Government Car and Despatch Ag- itish Transport Police Authority (BTPA), Directly	icle and Operator Services Agency ency (GCDA). Non-Departmental Public
	ALL INFORMATION S	SHOULD RELATE TO THE LATEST AVAILABLE DATA						Organisations out-of-scope	Speed 2 Ltd (HS2 Ltd) and Pass		
			DEDICE OF DATA	REDIOD FOR DATA IN HILLY ODG	2 DEDARTMENTAL	DATA COURCE	TYPE OF DATA (Actual Department metadata - where diff	ers from requested		
GROUP SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JULY QDS (REQUESTED)	COVERAGE OF DATA (REQUESTED)		Official Stats or National Stats)	I, TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE DATA (ACTUAL)	OF FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
	3. Cost of maintaining the Highways Agency's motorway and A road network per lane mile	As per Business Plan and Business Plan Measurement Annex	annual	Current = 2011-12 Previous = 2010-11		Oracle, HAPMS asset database				2011-12 data for maintenance of the network are full year outturn figures, audited by HA Internal Audit.	In 2011–12 the cost of maintaining the Highways Agency's motorway and A road network per lane mile increased by an additional 5% compared with 2010–11. This additional activity and associated costs had been planned and budgeted for in the 2010 Spending Review. The main elements of the increase were the step increase in the M25 PFI Service Payments and increased capital renewals. Expenditure on maintenance, particularly in relation to capital renewals, reflects the varying demands of maintenance activity which is not necessarily comparable year-on-year.
	the Highways Agency's motorway and A road network	As per Business Plan and Business Plan Measurement Annex	annual	Current = 2011-12 Previous = 2010-11		Oracle and HATRIS				2011-12 data for operating the network are full year outturn figures, audited by HA Internal Audit.	
	per vehicle mile 5. Cost of running the rail network	The aggregated annual cost of running the rail network has been taken from the McNulty study published May 2011	annual	Current = 2010-11 Previous 2009-10		McNulty report				For franchise level data see here: http://www.dft.gov.uk/publications/dft- business-plan-indicators-input-07/	In January 2012, ORR published for the first time an estimate of total industry expenditure of £11.0bn for 2010-11. The previous estimate, for 2009-10, was taken from the McNulty review, and amounted to £11.4bn. However, there are differences in their respective approaches and it is these differences that explain the apparent decrease. DfT officials estimate that the cost of running the rail network remains broadly flat after taking these methodological differences into account.
	6. % of DfT's approved project spending that is assessed as high or very high value for money		Biannual	Current = 1Jul 2011 to 31 December 2011 Previous = 1 January to 30 June 2011						The periodicity of this indicator has beer changed from Dec-May/ Jun-Nov to Jan Jun/ Jul-Dec. This was done in order to align these indicators with the annual figure, which will be published shortly in the Annual Report. This indicator will stil be published bi-annually.	-
Impact Indicators	1. Reliability of journeys on the Highway Agency's motorway and A road network	As per Business Plan and Business Plan Measurement Annex	Monthly (Rolling Years)	Current = May 2011 - April 2012 Previous = April 2011 - March 2012		Highways Agency Traffic Information System (HATRIS)	National Statistics				
	2. Proportion of trains running on time	As per Business Plan and Business Plan Measurement Annex	4-weekly	Current = 29 April 2012 - 26 May 2012 Previous =1 May 2011 - 28 May 2011.		ORR	management information			The Public Performance Measure (PPM is the percentage of trains which are "punctual" compared to the total number of trains planned. A train is defined as punctual if it arrives at its destination within five minutes of the scheduled destination arrival time for London and South East and regional operators; or within ten minutes for long-distance operators.	weather, cable theft and fatalities – are having a worse impact on monthly in year performance than expected, despite greater efforts by the industry to tackle the problems. In addition, partly
	3. Proportion of bus services running on time	As per Business Plan and Business Plan Measurement Annex	annual	Current = 2010-11 Previous 2009-10		Local Authorities					
	4. Proportion of urban trips under 5 miles taken by (i) walking or cycling (ii) public transport	As per Business Plan and Business Plan Measurement Annex	annual	Current = 2010 Previous = 2009		National Travel Survey	National Statistics				The proportion of urban trips taken by walking has decreased slightly from 2009 to 2010; however the long-term trend remains steady. This is a survey-based indicator: small year-to-year fluctuations are quite common and do not necessarily mean that long-term trends have altered. Figures for 2011 are due for publication in November 2012.
	5. Total greenhouse gas emissions from transport	As per Business Plan and Business Plan Measurement Annex	annual	Current = 2010 Previous = 2009		AEA Energy & Environment/ DECC for National Atmospheric Emissions Inventory					Total greenhouse gas emissions from transport include those from domestic transport as well as international shipping and aviation. From 2009 to 2010 transport emissions decreased by 2% from 165.6 to 162.5 million tonnes of carbon dioxide equivalents and formed about a quarter of total UK greenhouse gas emissions.
	6. Annual road fatalities	As per Business Plan and Business Plan Measurement Annex		Current = 2011 Previous = 2010							2011 saw the first annual increase in road fatalities since 2003, but this year's figure remains below the 2009 figure of 2,222. Adverse weather (heavy snow falls) experienced in the first and last quarters of 2010, but not in 2011, is likely to be a factor in the increase in fatalities between 2010 and 2011 because extreme winter weather tends to reduce the number of serious road casualties as less traffic is on the roads and those motorists who do venture out tend to drive much more slowly and carefully than usual.

Organisations in-scope	Department for Transport (DfTc), 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.
Organisations out-of-scope	Speed 2 Ltd (HS2 Ltd) and Passenger Focus. Northern Lighthouse Board, Trinity House, Pailway Heritage Committee, Office of Pail Pogulation

	ALL INFORMATION S	SHOULD RELATE TO THE LATEST AVAILABLE DATA						Organisations out-of-scope		ouse, Railway Heritage Committee, Office	of Rail Regulation
SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	,	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)		TYPE OF DATA (eg MI, Official Stats or National Stats)	Actual Department metadata - where di TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREV QDS PUBLICATIONS
	7. Households with good transport access to key services or work		Annual	Current = 2010 Previous = 2009		Accessibility Statistics	Official Statistics			Values greater than 100 represent area with lower travel time or greater car ownership levels than the national average in 2010. An index with a value less than 100 represents an area with greater travel time or lower car ownership levels than the national average in 2010.	accessibility is getting worse, chan from pre-2010 data may not fully re
	8. Number of newly registered Ultra Low Emission Vehicles	As per Business Plan and Business Plan Measurement Annex	Quarter	Current = Q4 (Jan-Mar) 2011/12 Previous = Q4 (Jan-Mar) 2010/11		DVLA database / Vehicle Licensing Statistics	/ National Statistics				The total number of ULEVs registed Q4 2011-12 was slightly lower that Q4 2010-1. Most of this decrease due to a fall in the number of motorcycles, scooters, mopeds articycles registered.
											The number of ULEV cars registe increased between the two quarte probably as a result of the Plug-in Grant and an increase in the num grant eligible models available on market.
Other Data Sets	S 1. Average new car CO2 emissions	The average amount of CO2 emissions in g/km for new cars registered on the DVLA database.	Quarter	Current = Q4 (Jan-Mar) 2011/12 Previous = Q3 (Oct-Dec) 2011/12		DVLA database / Vehicle Licensing Statistics	National Statistics	The average amount of CO2 emissions in g/km for new cars registered on the DVLA database.			The average new car CO2 emissing are gradually decreasing over time to a combination of: - an increase in the numbers of local emitting cars being registered; - EU targets encouraging manufaction to lower the average emissions from the cars; and - people choosing to buy low emistic cars due to lower road tax and comile driven
	2. Rail passenger miles	Total franchised passenger miles travelled on the GB rail network	Quarter	Current = Q4 (Jan-Mar) 2011-12 Previous = Q4 (Jan-Mar) 2010-11	na	ORR	Official statistics				nino unven
		The total number of boardings of each vehicle, so a trip which requires a change from one bus to another would be counted as two journeys in these figures. Figures do not include children under 5 years of age.	quarterly	Current = Q4 2011-12 Previous = Q3 2011-12			National Statistics				
Structural Reform Plan Actions	Total number of actions completed over the quarter	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)		Departmental internal reporting systems	Management information	ו		DfT's Business Plan was refreshed in May 2012. The total number of actions completed over the quarter are tracked against the May 2011 plan for April and May actions and the May 2012 plan for	
	Total number of actions overdue at the end of the quarter	The number of actions overdue over the period as agreed alongside the Number 10 Busine Plan monitoring process.	ess Quarter	Current = Q1 2012-13 (Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)		Departmental internal reporting systems	Management information			DfT had no overdue actions at the end of June as some of these commitments	
	Number of overdue actions that are attributable to external factors	The number of actions overdue over the period as agreed alongside the Number 10 Busine Plan monitoring process that are due to external factors.	ess Quarter	Current = Q1 2012-13 (Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)		Departmental internal reporting systems	Management information	n		were retimed or taken out of the SRP section of the May 2012 Business Plan For a full list of changes between the May 2011 and the May 2012 plan and	
	Total number of	The number of actions ongoing over the period as agreed alongside the Number 10 Busine Plan monitoring process.	ess Quarter	Current = Q1 2012-13 (Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)		Departmental internal reporting systems	Management information	ו		— please see: http://assets.dft.gov.uk/publications/bus ness-plan-2011-2015/dft-written- ministerial-statement-table.pdf	si
	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)		Departmental internal reporting systems	Management information			For more information on DfT's SRP actions up to May 2012 please see our monthly reports at: http://www.dft.gov.uk/publications/dft-business-plan-2011-2015/	

	Department for Transport (DfTc), 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.
Organisations out-of-scope	Northern Lighthouse Board, Trinity House, Railway Heritage Committee, Office of Rail Regulation

		SHOULD RELATE TO THE LATEST AVAILABLE DATA							Actual Department metadata - where differs from requested				
SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JULY QD (REQUESTED)	S 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		
Whole	Payroll Staff	The number of payroll FTE staff in post in the organisations in scope as at the specified			All departmental Civil					Payroll staff numbers in the QDS do not			
Department Family;	Department and	reference date.			Service organisations					align with the QPSES because the Office of Rail Regulation is not included			
Workforce Size	Agencies	Methodology as per ONS QPSES/CO monthly MI collection. The figures reported should align with those that organisations have reported to ONS QPSES								in the QDS return.			
		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.											
	Non-departmental public bodies	The number of payroll FTE staff in post in the organisations in scope as at the specified reference date.		Current = position as at 31st	All department's Executive NDPBs as					NDPB figures will not match with the Monthly Workforce Management returns	5,		
		Methodology as per ONS QPSES/CO monthly MI collection.	Quarter	•	reported for CO monthly workforce MI collection.	Organisations HR Systems	Management information	ı		which DfT provides to the Cabinet Office, because the Lighthouse			
		To ensure consistency with the future planned publication of CO monthly workforce MI returns, departments should report FTE employment in eNDPBs consistent with the		December 2011	NB: where there are additions or ommisions					Associations and the Railway Heritage Committee do not form part of the QDS return.			
		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			in the organisations included in the figure for								
		workforce returns should be noted as appropriate. NB: Due to a minimum employment requirement applying to ONS QPSES, total executive			FTE employment, then this should be								
		NDPB employment numbers may not align with summary departmental eNDPB employment levels published in QPSES			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	e Quarter	Current = year ending 31st March		HR and	Management information	<u> </u>	_	The Lighthouse Associations and			
		total paybill cost divided by staff in post (FTE).		2012 Previous = year ending 31st	executive agencies, crown NDPBs (where	Payroll/Finance systems.				Railway Heritage Committee do not form part of this QDS return. Their exclusion			
		The paybill costs should include: o Staff salaries; o Allowances;		December 2011	applicable) and executive NDPBs					will affect the average salary costs.			
		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.											
	Contingent Labour				Main department and its agencies, and where								
	Department and Agencies				applicable, crown NDPBs i.e. CMEC, HSE								
		The number of agency staff, specialist contractors, interim managers or consultants engaged	1	Current = position as at 31st	and ACAS. In effect all the department's Civil Service organisations								
	Non-departmental	- these non-payroll staff being commonly referred to as 'contingent labour'.	Quarter	March 2012 Previous = position as at 31st	Executive NDPBs as	_	Management information	1	_	The Lighthouse associations do not form	m The increase reflects the increase in		
	public bodies	Organisations should ensure consistency with the information supplied for the Cabinet Office monthly workforce MI collection.		December 2011	reported for CO monthly workforce MI collection	,				part of this QDS return. Their exclusion	HS2 staff for 2011-12 following the secretary of State's decision in January		
											2012 to proceed with the High Speed Rail programme. The growth reflects the need for HS2 Ltd to increase resources		
											to deliver its revised remit.		
Department & Agencies only;	Workforce Shape	The proportion of staff mapped across to the standard Civil Service grades. SCS staff should be those at SCS level.	Quarter			Organisations HR Systems	Management information	n e e e e e e e e e e e e e e e e e e e		The Part Time figures are not included i the other percentage totals for the	n		
	- Administrative Assistants and	All Civil Service organisations should be able to map to the standard Civil Service grades -								workforce shape.			
		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											
	Executive Officers Higher and Senior	There organizations do not operate the standard only control grades, they check dapply		Current = position as at 31st March 2012									
	Executive Officers Grade 7/6			Previous = position as at 31st December 2011									
	Senior Civil Servants Part Time	The number of staff working less than standard hours divided by all staff (headcount basis -											
	T dit Timo	expressed as a percentage).											
		Organisations should ensure that figures align with those supplied to ONS for their quarterly public sector employment statistics (QPSES)											
	Workforce Dynamics		Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		Organisations internal monitoring	Management information	n I			Quarter 4 saw an increase compared to the previous quarter due to a lack of recruitment campaigns rupping over the		
	Recruitment Exceptions	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				monitoring					recruitment campaigns running over the Christmas period.		
		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	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	Quarter	Current = year ending 31st March 2012			Management information	n					
		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		Previous = year ending 31st December 2011									
		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											
		lorganisations may use different measures for their own internal monitoring, we have ented to						-	i .	İ	i .		
		organisations may use different measures for their own internal monitoring, we have opted fo 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											

		ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA						Organisations out-of-scope	Speed 2 Ltd (HS2 Ltd) and Passenger Focus. Northern Lighthouse Board, Trinity House, Railway Heritage Committee, Office of Rail Regulation			
GROUPSUP				PERIOD OF DATA	PERIOD FOR DATA IN JULY OF	S DEPARTMENTAL	DATA SOURCE		Actual Department metadata - where diffe	· ·	FURTHER NOTES, CAVEATS AND	EXPLANATIONS RELATING TO
GROUP SUB	-GROUP	FIELD NAME		PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JULY QD (REQUESTED)	COVERAGE OF DATA (REQUESTED)		TYPE OF DATA (eg MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	LIMITATIONS	CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
		[Total]	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.	Quarter				Management information				
			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). Each quarter figures should align with those supplied for ONS QPSES and for ACSES (as at end of March).	Quarter				Management information	n			
		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.	Quarter				Management information	ח			
			At the appropriate reference date (end of March) figures should align with those supplied for ONS ACSES. as BME staff above but for SCS level staff only.	Biannual				Management information				
		[Senior Civil Servants 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.	Dia maa								
			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.			Main department and its agencies, and where applicable, crown NDPBs i.e. CMEC, HSE and ACAS.						
			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			In effect all the department's Civil Service organisations						
			level to SCS staff but who are not considered part of the SCS proper. 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.	Biannual			Organisations HR Systems	Management information				
			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.		Current = position as at 31st March 2012 Previous = position as at 31st December 2011							
			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.									
		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.	Biannual				Management information				In respect of senior civil servants it is noted that the number and proportion of women in top management posts has fallen. This is accounted through changes in post and although not statistically significant in itself, it does
			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									highlight the fact that in the DfT family approximately 40 % of all employees are female and at SCS level 26% are female. The Department is supporting some additional work in this area and in particular is considering appropriate positive action initiatives.
		Disabled	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 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	Biannual				Management information				There has been a slight fall in the number and proportion of disabled senior civil servants. This reflects recent
			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									departures and the slightly lower level of declaration rates. The Department will emphasise the importance of declaring disability and will be encouraging staff at
			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									all levels to do so.
			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.									
		Average Working Days Lost (AWDL)	attached guidance. Information should align with that supplied for the Cabinet Office quarterly sickness absence	Quarter (data provide a rolling annual position each quarter)				Management information				
		Average Working		Quarter (data provide a rolling annual position each	Current = position as at 31st March 2012 Previous = position as at 31st December 2011		Cabinet Office Sickness Absence	Management information	n e e e e e e e e e e e e e e e e e e e		This figure is the position as at 31st December. This data is provided by the Cabinet Office. An updated figure for the	
		Standardised	officials will arrange for departments to be sent the standardised AWDL figure in plenty of time for inclusion in the relevant quarter's QDS	quarici)	December 2011		quarterly reports				end of March 2012 position was not available in time for publication.	
· · · · · · · · · · · · · · · · · · ·	artment & ncies only;		The organisation's engagement index from the most recent annual Civil Service People Survey									

Department for Transport (DfTc), 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.

Organisations in-scope

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	Department for Transport (DfTc), 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.

Organisations out-of-scope

Northern Lighthouse Board, Trinity House, Railway Heritage Committee, Office of Rail Regulation

Actual Department metadata - where differs from requested

				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 JULY QE (REQUESTED)	DS 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 PREVIOUS QDS PUBLICATIONS
	People Survey Metrics		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	Annual	Current = 2011 survey Previous = 2010 survey	Scope limited to main department only	Civil Service People Survey					
		My Work My Line Manager	The organisation's theme score for the "my work" theme from the most recent annual Civil Service People Survey The organisation's theme score for the "my line manager" theme from the most recent annua 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									