METADATA FOR DATA FIELDS

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

Organisations in-scope

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

[Please specify]

e fields of the "Quarterly Data Summary" sheet and provides explanation of the metrics ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE COOLDEST FIELD NAME	E DATA	DEDICE OF DATA	REDIOD FOR DATA IN JANUA	ADV DEDARTMENTAL			Organisations in-scope Organisations out-of-scope Actual Department metadata - where differs from request			EVEL ANATIONS DEL ATING TO
3-GROUP FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JANUA QDS (REQUESTED)	ARY DEPARTMENTAL COVERAGE OF DAT (REQUESTED)	ΓA	TYPE OF DATA (eg MI, Official Stats or	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PRI QDS PUBLICATIONS
Total Departmental Expenditure Limit (DEL)	(Resource DEL excluding depreciation) + (Capital DEL)	Quarterly COINS data	Current = Q2 2011-12 (Jul-Sep	o) Full	COINS	National Stats)	As defined by Cabinet Office:	All network		
of which Decourse DEL (and Degraciation)	(Decourse DEL evaluation degree sisting)	Overtent COINC data	Previous = Q2 2010-11 (Jul-Se		COING		http://tinyurl.com/86xoa7t	All patriciple		
of which Resource DEL (excl. Depreciation) Top 5 contributory elements	(Resource DEL excluding depreciation) 5 largest areas of spending, as defined by the department, to cover a substantial proportion of DEL.	ion Quarterly COINS data	Current = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Sep Current = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Sep	Determined by top 5	COINS	information Management information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t As defined by Cabinet Office: http://tinyurl.com/86xoa7t	All network All network	The Top 5 contributory elements are different to the previous return. This is due to the restructure of the Defra Estimate which took place in September. The categories shown on the January return will be used for the remainder of the financial year.	The Top5 DEL and AME elemer different to the previous return. due to the restructure of the Def Estimate which took place in September. The categories sho
A: Landscape and Outdoor Recreation Ongoing Activity B: Floods - Managing Flood & Erosion Risk Sustainability C: Environment Agency Sponsorship - EP, Water, Fisheries and CPF										this return will be used for the of this financial year.
D: Rural Payments Agency E: Rural Development Programme England Purchase of goods & services within Resource DEL	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.		Current = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Se	p) Full p)	COINS	information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	All network		
Payroll within 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 = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Se	p) Full pp)	COINS	information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	All network		
Grants within Resource DEL	Grant payments or subsidies to individuals or bodies inside or outside the public sector with Resource DEL. The figure should not include any "capital" grants or subsidies. The NAC Code definition is: - 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"	·	Current = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Se	p) Full ep)	COINS	information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	All network		
of which Capital DEL	- Subsidies to private sector companies NAC= "C10, C50" - Subsidies to public corporations NAC="C20, C35" (Capital DEL), taken from COINS.	Quarterly COINS data	Current = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Se	p) Full ep)	COINS	information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	All network		
Top 5 contributory elements	5 largest areas of spending, as defined by the department, to cover a substantial proportion of Capital DEL.	ion Quarterly COINS data	Current = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Se	Determined by top 5 programmes chosen	COINS	Management information		All network	The Top 5 contributory elements are different to the previous return. This is due to the restructure of the Defra Estimate which took place in September. The categories shown on the January return will be used for the remainder of the financial year.	The Top5 DEL and AME elem different to the previous return due to the restructure of the D Estimate which took place in September. The categories so this return will be used for the
A: Floods - Managing Flood & Erosion Risk Sustainability B: Green Economy and Strategy Programme C:Environment Agency Sponsorship - EP, Water, Fisheries and CPF										of this financial year.
D: Landscape Recreation and Waterways Sponsorship E: Animal Health and Veterinary Laboratories Agency Total Annually Managed Expenditure (AME)	(Resource AME excluding depreciation) + (Capital AME), taken from COINS	Quarterly COINS data	Current = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Se		COINS	Management information		All network		
Top 5 contributory elements A: Central Finance Ongoing Activity (CAP Disallowance)	5 largest areas of spending, as defined by the department, to cover a substantial proportion of Total AME.	ion Quarterly COINS data	Current = Q2 2011-12 (Jul-Sep Previous = Q2 2010-11 (Jul-Sep		COINS	Management information		All network	The Top 5 contributory elements are different to the previous return. This is due to the restructure of the Defra Estimate which took place in September. The categories shown on the January return will be used for the remainder of the financial year.	The Top5 DEL and AME elem different to the previous return due to the restructure of the D Estimate which took place in September. The categories so this return will be used for the of this financial year.
B: Environment Agency Sponsorship - EP, Water, Fisheries and CPF C: Biodiversity D: Livestock Ongoing Function E: Landscape and Outdoor Recreation Ongoing Activity nmon Areas Spend Office Estate Area	Quarterly data - IPD Cost Codes Solution - currently with departments for feedback (18th November deadline). Will be alligned with Common Areas of Spend Estates Standard.	n Quarter	Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju	o) Full un)	ePIMS	information		Core Department, Agencies and NDPBs as included in the estates benchmark report.	Data provided is annual and in line with the estates benchmarking exercise. The figures quoted are the same as published in the annual State of the Estate Report. Defra includes as many as possible sub-mandate (<500sqm) offices in the annual benchmarking exercise in addition to complying with the CO mandate. The main exclusions are buildings acquired or disposed of within the financial year, vacant space and non-offices space (including mixed use labs). Latest annual figures are:	
Office Estate Costs	Quarterly data - IPD Cost Codes Solution - currently with departments for feedback (18th November deadline). Will be alligned with Common Areas of Spend Estates Standard.	n Quarter	Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju	Office Accomodation over 500m2 for entire family	TBC		As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Core Department, Agencies and NDPBs as included in the estates benchmark report.	2009-10: 272,775sqm 2010-11: 255,959sqm Data provided is annual and in line with the estates benchmarking exercise. The figures quoted are the same as published in the annual State of the Estate Report. Defra includes as many as possible sub-mandate (<500sqm) offices in the annual benchmarking exercise in addition to complying with the CO mandate. The main exclusions are buildings acquired or disposed of within the financial year, vacant space and non-offices space (including mixed use labs). Latest annual figures are:	
Cost of the Office Estate per M ²	Quarterly data - IPD Cost Codes Solution - currently with departments for feedback (18th November deadline). Will be alligned with Common Areas of Spend Estates Standard.	n Quarter	Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju	Office Accomodation over 500m2 for entire	TBC	Management information			2009-10: £78.5m 2010-11: £76.2m Data provided is annual and in line with the estates benchmarking exercise. The figures quoted are the same as published in the annual State of the Estate Report. Defra includes as many as possible sub-mandate (<500sqm) offices in the annual benchmarking exercise in addition to complying with the CO mandate. The main exclusions are buildings acquired or disposed of within the financial year, vacant space and non-offices space (including mixed use labs).	
				ramily			http://tinyurl.com/86xoa7t		Latest annual figures are: 2009-10: £288 2010-11: £298	
Cost of the Office Estate per full-time equivalent (FTE) Procurement spend	Quarterly data - IPD Cost Codes Solution - currently with departments for feedback (18th November deadline). Will be alligned with Common Areas of Spend Estates Standard. The total value of payments made to third party suppliers, excluding VAT. This excludes		Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju Current = Q2 2011-12 (Jul-Sep	un) over 500m2 for entire family		information	http://tinyurl.com/86xoa7t		Data provided is annual and in line with the estates benchmarking exercise. The figures quoted are the same as published in the annual State of the Estate Report. Defra includes as many as possible sub-mandate (<500sqm) offices in the annual benchmarking exercise in addition to complying with the CO mandate. The main exclusions are buildings acquired or disposed of within the financial year, vacant space and non-offices space (including mixed use labs). Latest annual figures are: 2009-10: £3442 2010-11: £4156 Data provided is inclusive of VAT. All data extracted for Core Defra and all of the ALB's is inclusive of VAT. To implement changes to the reporting tools used across the network for this data extraction will be major change requirement. We will initialise this requirement but expect changes	Qtr 2 data currently does not
Price of standard commodity items	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 guidar see the Common Areas of Spend Procurement Standards Price of a box of standard A4 white copier plain paper (typically 80 gsm) in £ units per 2,5 sheets of paper. Average price paid per KWH of energy in £ units.	nce	Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Jul-Sep Previous = Q1 2011-12 (Apr-Jul-Sep	un) Full		information Management information		Core Defra, AHVLA, MMO and NE (determined by the present coverage of Defra's Oracle accounting system). There are no plans to extend coverage to the full network, as everyone from the 1st September will be paying the same price for paper as part of the new stationery catalogue). No expectation to extend	not to take effect until new financial year.	Fera data at present. Q1 figure been revised with updated date.
Average price of energy (£/KWH)	Average price of energy(£/KWH) in £ units	Quarter	Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju	Core Defra and Executive Agencies. F	Estates Utility Invoices	Management information		coverage as everyone will be paying the same price for paper from 1st September. Core Defra, Executive Agencies, NE and MMO. We will be providing full coverage (including NDPBs above 1,000sqm as required by the sustainability report) from April 2012.	The Price provided will be excluding VAT.	
Total 3 rd party ICT cost	As defined in the Common Areas of Spend ICT Standards	Quarter	Current = Q2 2011-12 (Jul-Sep	will be available in Ap 2012 b) Full	Commercial	3	Data provided is inclusive of VAT.	Core Defra and following ALBs: AHVLA, MMO, JNCC, RBGK,	Data provided is inclusive of VAT. All data extracted for Core Defra and all of the ALB's is inclusive of VAT. To implement changes to the reporting tools used across the network for this data extraction will be major change requirement. We will initialise this requirement but expect changes	Qtr 2 data currently does not
Desktop Cost per full-time equivalent	As defined in the Common Areas of Spend ICT Standards.	Quarter	Previous = Q1 2011-12 (Apr-Ju Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju	o) Full	Commercial	information	The cost includes Hardware and Hardware Support Cost. An estimate for Virus Software/Infrastructure Software based and apportionment for Remote & Local Services costs based on the average costs of desktops & laptops.	NFC, GLA, VMD, VLA, RPA, CEFAS, CCW, FERA, EA and NE Coverage of the full year data point includes all of the organisations which fall within the scope of Defra's contract with IBM (namely core-Defra, Natural England, Animal Health and Veterinary Laboratories Agency, Rural Payments Agency, Food & Environment Research Agency, Commission for Rural Communities, Gangmasters Licensing Authority, Sustainable Development Commission, Marine Management Organisation, and the Royal Commission on Environmental Pollution). The mai		Fera data at present. Q1 figu been revised with updated da EA. Definition has been revised for issued guidance. The cost incomplete Hardware and Hardware Supplement for Virus Software/Infrastructure Software/Infrastructur
Corporate Service cost, broken out by functional area into HR (£nillion)	The total of staff, ccl, outsourced activity, shared services, joint venture / mutual, other external advisory and other direct function costs - as defined in the Common Areas of Spe Corporate Service Standards		Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju		Finance Function	information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	"absentee" from this list is the Environment Agency, whose IT contract is with CAP Gemini. Core department only. Data for the whole network will be commissioned for the 12/13 FY		This data was republished or 14.02.2012 due to a small er 26.01.2012 edition. Communications total has reconstructed in previous quarter of definitions exclude the work the customer contact unit carry of therefore these costs have be
Finance (£million)										excluded from this quarter Q be excluded in the future.
Procuremnt (£million)										
Legal (£million)										
Communications (£million)										
Fraud, Error, Debt Total Identified Fraud (£million)	As defined in the Common Areas of Spend Fraud, Error and Debt Standards. Fraud and Error should be calculated for all areas defined in the Standards - Procurement, Payroll, Grants, Tax and Other		Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju	o) Full un)	Finance Function	n Management information		Full Defra network	Annual fraud figure for 2010-11 is £0.46m. Figures obtained from the Annual Fraud Return.	
Total Known Errors (£million)	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.	of s,							Currently looking at ways in which to measure these for Core and ALBs. We plan to collect these data next financial year.	
Total Debt (£million)									Currently looking at ways in which to measure these for Core and ALBs. We plan to collect these data next financial year.	
Total Debtor Days									Currently looking at ways in which to measure these for Core and ALBs. We plan to collect these data next financial year.	
	The total direct (ie prime contractor only) procurement spend with SMEs / VCS, excluding VAT, as defined in the Common Areas of Spend Procurement Standards.	g Quarter	Current = Q2 2011-12 (Jul-Sep Previous = Q1 2011-12 (Apr-Ju	p) Full un)	Finance Function	n Management information			On SMEs, Defra is unable in the short to medium term to provide spend information in relation to SME's or VCS. We are awaiting the Cabinet Office implementation of the Spend Analytics solution to be implemented, which will include a total network cleansed supplier database which include details from Dunn and Bradstreet on SME supplier identification. We are currently only able to extract data from the Defra shared services financial system on suppliers which does not have any validated supplier information in relation to SME's or VCS's. Some of the ALB's have no current way of idele platform and we would plan to include their SME data at that point.	
Voluntary and community sector (VCS)/Small and medium enterprises (SME) Procurement spend with SME (£)	The total grant spend with VCS.								Cabinet Office current timeframe on the above Spend Analytics solution in relation to SME's and VCS's is cleansing of initial suppliers by end of December with review in January. Our understanding is that they are looking to have the completed solution in place by 1st April 2012.	
(SME)	The total grant spend with VCS.								See above	

	erly Data Summary" sheet and provides explanation of the metrics (me			Organisations in-scope Organisations out-of-scope Actual Department metadata - where differs from	[Please specify] [Please specify] requested		
SUB-GROUP FIELD N	NAME	TECHNICAL DEFINITION (REQUESTED) PERIOD OF DATA REPORTED IN QDS (REQUESTED)	PERIOD FOR DATA IN JANUARY DEPARTMENTAL QDS (REQUESTED) COVERAGE OF D (REQUESTED)	DATA SOURCE TYPE OF TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING CHANGES IN DATA FROM F QDS PUBLICATIONS
Financial Accurace Indicators		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	Current = Q2 2011-12 (Jul-Sep) Previous = Q1 2011-12 (Apr-Jun) All departments	Stats) Departmental Management information Management outturns	Full network	The forecast and accuracy of forecast has been constructed from the data collected for the resouce and capital DEL forecasts and the NBV in the final accounts.	
Working [% varia	ng Capital Forecast riance of Actual v Forecast]	variance on forecast. Target is for the outturn to be within 5% of the 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	Current = Q2 2011-12 (Jul-Sep) Previous = Q1 2011-12 (Apr-Jun) * where possible	Management Information and Annual Accounts Management information	Core and Agencies within consolidation boundary	Annual data for 2010-11 = 243.00 Annual data 2009-10 = 2.5 We are working to set-up new processes to be able to provide quarterly figures from QDS2 2012-13.	
Net Boo		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	Current = Q2 2011-12 (Jul-Sep) Previous = Q1 2011-12 (Apr-Jun) * where possible	Management Information and Annual Accounts Management information	Full network	The forecast and accuracy of forecast has been constructed from the data collected for the resouce and capital DEL forecasts and the NBV in the final accounts.	
(Top 5)		- non-current trade and other receivables - Other non-current financial assets 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		The Environment Agency's Thames Estuary 2100 (TE2100) Plan provides a strategy for protecting London and the Thames Estuary from tidal flooding to the year 2100 and beyond taking account of climate change, socio-economic pressures and the need to maintain and improve the existing system of flood defences which include the Thames Barner and associated gates. The cost of maintaining and improving these defences is justified by the high value of assets protected with over 1.25million people living and working in the total flood plain and £200ho in property at risk. The sate at risk of total flooding also includes 50 not work of Heritage steels, the centre of national government and the London Undered actions to manage total flood risk through to the end of this century and into the 22nd century. The TE2100 Plan is based on a managed and a managed	er on of he
	et B: RPA Future Options programme (£million)			RPA ITO/BPO is at scoping stage, looking at various There are no funds currently allocated to this activity, scoping work is being carried out using existing Defra resources from other activities.	as the		
	et C: New Waterways Charity project (£million) et D: Covent Garden Market Authority Redevelopment project on)					Currently, the Secretary of State for Environment, Food and Rural Affairs is responsible for over 4,000 km of the inland waterway network of England and Wales. The two largest navigation authorities managing this network on behalf of the Secretary of State are: British Waterways, a public corporation, which cares for 2,500 km of canals, 500 km of river navigations, 15 km of docks and many thousands of associated locks, bridges, embankments and aqueducts; and The Environment Agency, a non-departmental public body, primarily concerned with flooding, pollution and rivers, which cares for 1,000 km of mainly river navigation. Government plans for the transition of British Waterways into civil society. This will give waterways users, and their local communities, a greater involvement in how the waterways are managed. The proposal will also help the waterways to be more financially sustainable, as the new charity will have access to new sources of commercial and private income, and fundraising, including legacies and donations. It will create the opportunity to grow a strong base of volunteers who can help maintain a range of waterways assets, through their knowledge, expertise, passion and commitment. The grant projections to British Waterways are: £41.5m for 2011/12 and £39m for the following 3 years of this SR period. Admin costs are £997k for 2010-12. Total £42m for 2011/12. New Covent Garden Market is the UK's largest fresh produce wholesale market. Produce sold is, primarily, fresh fruit and vegetables and flowers. It is located on a 57 acre site at Nine Elms in Wandsworth and run by the Covent Garden Market Authority (CGMA), a Defra owned business (a statutory, or public, corporation). CGMA is fully self-funding. With the agreement of Defra and HMT, CGMA is currently undertaking a multi-million pound redevelopment project of the Nine Elms site and the market's accommodation. The redevelopment which is in essence a land swap deal will produce modern market facilities at no direct cost to the taxpayer.	S
		As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				Current data refers to FY 10/11. It has been adjusted slightly from the preliminary figure given in the July 2011 QDS as a result of the accounts audit (£817 per July 2011 QDS). RPA have changed the methodology which they used to record costs before 2011/12. The previous model was created by PriceWaterhouseCoopers, as part of an independent review of the Rural Payments Agency. The new model has been internally generated by RPA and Defra in partnership. Therefore, 2011/12 and subsequent data will not be prepared on the same basis as the 2010/11 data and comparisons cannot be made between 2010/11 and subsequent years.	
2: Unit c	cost of delivery of Higher Level Stewardship (HLS) schemes	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				2010/11 data will not be back-calculated to match the new methodology. Current data refers to FY 10/11. Previous data N/A - new methodology in place so previous data points not available.	
3: Total environn	al government funding to the Environment Agency for management of nmental quality of surface water bodies	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				Current data is preliminary and refers to the budget for FY 11/12. Provisional data will be available within two weeks of year ends. Validated data will be ready within about four weeks as part of Environment Agency year end financial procedures. Previous data N/A - new methodology in place so previous data points not available. Funding supports: * monitoring and analysis;	
4: Cost	st of local authority waste management per household	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				* regulatory activity; * advice, education and publicity to influence behaviour; * Some funding for direct improvement activity. The indicator does not include the funding for direct improvement activity, which can fluctuate from year to year. It does include funding for advice, education and monitoring for the catchment sensitive farming initiative. Previous data refers to 2009/10 FY. Current data refers to 2010/11 FY. Data will be available within approx. 8 months of year ends. Calculation is composed of: * Local Authority Waste expenditure - http://tinyurl.com/6mf6cpe * Number of households - http://tinyurl.com/89ax45w	The data for 2009/10 (point) has been recalc previous editions of the point was shown as £ household. This is due to a change households that Defra calculation. Previously using unpublished preli
5: Total		As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				The current 2011/12 data is provisional. It may be revised at the end of the FY with actuals. Previous data N/A - new methodology in place so previous data points not available.	the number of househol using the official number in England from CLG: http://tinyurl.com/89ax4
6: Total manage	gement	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				Previous data refers to 2009/10 FY. Current data refers to 2010/11 FY. Annual figures on capital spend by Environment Agency should be available shortly after the end of the relevant financial year. Finalised outturns from local authority spend on the RFCC levy usually available by December following the end of the relevant financial year.	Preliminary 2010/11 haby actuals.
npact Indicators 1: Farm		As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				Previous data refers to 2004. Current data refers to 2009. Due to year-on-year variability in bird populations, it is not valid to make comparisons across a one year period. A comparison across a five year period is the shortest statistically valid comparison. The index is published approximately a year following the reference year. Data is available for 2010 but it is not used in this indicator yet due to the unreliability of the end point in the smoothed series. The farmland birds index is based on population trends for 19 farmland bird species. Short-term change may be only assessed reliably over five year period. The latest National Statistics release on bird populations in England can be found on Defra's website: http://linyurl.com/7qt6lkn	The annual bird popular Statistics release pressures two forms – smoothed Previous editions of the reported unsmoothed The latest National Statemoved towards a convergorting short-term of smoothed form and longine. back to the base sunsmoothed form Because the changes relatively short-term (as is most consistent to refigures, rather than unsprevious editions of the Some post-hoc change index occurs every year recalibrated with new of the state
2: Agrici	icultural soils nitrogen balance	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				Previous data refers to 2009. Current data refers to 2010. A reduction in the surplus of nitrogen per hectare can be interpreted as a reduced environmental risk. There were two main methodology changes from the data used for the July 2011 QDS. These improved the quality of the data. Results for 2009 only have been adjusted retrospectively to ensure comparability with 2010. These take account of register improvements following the full Agricultural Census in 2010 and to introduce a survey threshold in line with requirements for the EU Farm Structure Surveys, below which farms are no longer surveyed.	
3: Produ	ductivity of the UK agricultural industry	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				Previous data refers to 2005. Current data refers to 2010. Due to year-on-year variability, it is not valid to make comparisons across a one year period hence why we are using 2005 as the baseline. New data is published four months after the year to which the latest data relate. This indicator, as well as more information on UK Agriculture, can be found in the National Statistics release "Agriculture in the United Kingdom": http://www.defra.gov.uk/statistics/foodfarm/cross-cutting/auk/	Defra have improved of pricing fertilisers, which Total Farm Productivity means that we have refigure. The July 2011 and Occuse the old method to indicator. If we recalcust previous figure (2009) of the new fertiliser pri
4: Uptak	ake of Higher Level Stewardship (HLS) schemes	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				The indicator represents the cumulative %. Current data relates to Q2 2011/12. Previous data relates to Q1 2011/12.	99.71 (base year 2008
5: Net in	·	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/				Current data refers to 2010. Previous data refers to 2009. Three years' monitoring data is used in compiling each year's figures in order to reduce the uncertainty inherent in environmental monitoring. The 2009 baseline (by which improvement or decline is judged) is an exception, covering data from 2004 - 2008 to ensure sufficient coverage of Quality Elements. Therefore, 2010 (current) results cover data collected from 2007 – 2009. Defra's funding (as identified in the 'input' section) is not spent on direct improvement of water bodies, rather supporting monitoring and analysis; regulatory activity; and advice, education and publicity to influence behaviour. Results are available in the Autumn of each year - about 9 months after the most recent set of samples are taken to allow for analysis and assessment of the data.	We have changed the data. Previously, we showing that the data 2009 but presented in thought to be confusin show only the year that to. There were errors in the Jul 2011 and Oct 2011 shown as having a +1 in the Jul 2011 and Oct been recalculated as errors were due to incomposite from Wales in some inconsistency in across water categoric rivers and canals).
		As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/ As per Business Plan and Business Plan Measurement Annex, click on link below:				Previous data refers to Q4 09/10. Current data refers to Q4 10/11. Due to the strong seasonality of this indicator, it is much more meaningful to compare equivalent quarters. Data becomes available approximately 6-7 months after the period it refers to. There is a clear seasonal effect with this indicator, mostly due to increased recycling of green waste in the spring and summer. Quarter on quarter comparisons can therefore be misleading. However, there is a clear trend of increased recycling rates over time. Latest modelling suggests that this metric is on course to meet the 2020 target. Previous data refers to 2009. Current data refers to 2010. Data is produced 3 months in arrears.	
8: Numb	nber of households where the risk of damage from flooding and	As per Business Plan and Business Plan Measurement Annex, click on link below: http://www.defra.gov.uk/corporate/about/what/business-planning/ As per Business Plan and Business Plan Measurement Annex, click on link below:				Previous data refers to 2009. Current data refers to 2010. Data is produced 3 months in arrears. Previous data refers to Q1 2011/12. Current data refers to Q2 2011/12. Data becomes available approximately two months after the end of each quarter.	In previous editions of
coastal	al erosion has been markedly reduced	http://www.defra.gov.uk/corporate/about/what/business-planning/				The indicator represents cumulative figures since the start of the 2011/12 financial year.	reported based on three years. We have change method to align with the Agency's quarterly "Floor Risk Management Outcon reports. If we were to report on as the October 2011 Quarterly (Q2 2011/12): 2011/12]: 2011/12): 2011/12]: 2011/12]

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	[Please specify]
Organisations out-of-scope	[Please specify]

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA			Organisations out-or-scope	[Flease specify]	
			Actual Department metadata - where differs from reque	ted	
GROUP SUB-GROUP FIELD NAME TECHNICAL DEFINITION (REQUESTED)	REPORTED IN QDS QDS (REQUESTED)	DEPARTMENTAL DATA SOURCE TYPE OF COVERAGE OF DATA DATA (eg (REQUESTED) MI, Official Stats or	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL) FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
Other data sets 1 Net cost to business of Defra's regulations	Annual - estimate of Current = 2011 (preliminary) average annual cost for Previous = not available	Partial - see caveats National Stats Stats	Direct costs to business less direct benefits to business. T figure is an average of the per annum cost for the next 10	Not all the costs and benefits of Defra regulations are currently available or monetised. More information on costs is currently. This indicator is based on estimates of costs and benefits of Defra's Regulatory Stock", which should be read to understand the assumptions and limitations of this indicator.	
	next 10 years, based on regulatory stock in stated year		years, based on regulatory stock in the year shown. This indicator is based on estimates of costs and benefits.	available than information on benefits. Defra is working to widen its' coverage and improve the accuracy of its' assessments. This indicator is taken from the report "The Costs and Benefits of Defra's Regulatory Stock", which should be read to understand the assumptions and limitations of this indicator. The report is available from the Defra website: http://tinyurl.com/cscdrtn The report is available from the Defra website: http://tinyurl.com/cscdrtn The report is available from the Defra website: http://tinyurl.com/cscdrtn	
2 Benefit to Cost ratio of Defra's regulations	Annual - estimate based on regulatory stock at stated date Current = 2011 Previous = not available		benefit will be realised by society (mainly economic benefits to business and the public and environmental and health	The ratio is based on Defra's regulatory stock in the stated year. This indicator is based on estimates of costs and benefits. The indicator is wider than "Other Data set 1: Net cost to Business", in that the scope is the full range of costs and benefits associated with the policy. However, not all the costs and associated with the policy. However, not all the costs and benefits associated with the policy. However, not all the costs and benefits associated with the policy. However, not all the costs and benefits associated with the policy. However, not all the costs and benefits associated with the policy. However, not all the costs and benefits associated with the policy. However, not all the costs and benefits associated with the policy. However, not all the costs and benefits and benefits and benefits and benefits associated with the policy. However, not all the costs and benefits of Defra's Regulatory Stock", which should be read to understand the assumptions and limitations of this indicator. This indicator is based on estimates of costs and benefits and benefits and benefits and benefits are the cost of the policy. However, not all the costs and benefits are the cost of the policy and benefits are the cost of the policy. However, not all the costs and benefits are the cost of the policy and the cost of the policy are the cost of the policy are the cost of the policy and the cost of the policy are the policy	

METADATA FOR DATA FIELDS

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

Organisations in-scope

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations out-of-scope

ALE IN ORWATION SHOULD RELATE TO THE EATEST AVAILABLE					Actual Department metadata - where differs from requested	
SUB-GROUP FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN QDS (REQUESTED)	QDS (REQUESTED)	DEPARTMENTAL DATA SOURCE TYPE COVERAGE OF DATA (REQUESTED) MI, 0 State Nation	TECHNICAL DEFINITION (ACTUAL) DEPARTMENTAL COVERAGE OF DATA (ACTUAL) FURTHER NOTES, CAVEATS AND LIMITATIONS al	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREV QDS PUBLICATIONS
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 = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sep)	Full Departmental Man		The number of actions completed du Q2 2011/12 has been restated from value given in the Oct 2011 QDS (33 actions complete).
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 = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sep)	Full Departmental internal reporting systems	nent on the state of the state	
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 = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sep)	Full Departmental internal reporting systems	nent on the state of the state	
Total number of actions ongoing	The number of actions ongoing over the period as agreed alongside the Number 10 Busine Plan monitoring process.	ess Quarter	Current = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sep)	Full Departmental internal reporting systems	nent in the state of the state	
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 = Q3 2011-12 (Oct-Dec) Previous = Q2 2011-12 (Jul-Sep)	Full Departmental internal reporting systems	nent in the state of the state	

	arterly Data Summary" sheet and provides explanation of the metrics (r				Organisations in-scope Organisations out-of-scope	[Please specify] [Please specify]
BUB-GROUP FIE		TECHNICAL DEFINITION (REQUESTED) PE	RIOD OF DATA PERIOD FOR DATA IN JANUAR PORTED IN QDS QDS (REQUESTED) EQUESTED)	(REQUESTED)	Actual Department metadata - where differs from requestry DATA (eg MI, Official Stats or National	DEPARTMENTAL COVERAGE OF DATA (ACTUAL) DEPARTMENTAL COVERAGE OF DATA (ACTUAL) FURTHER NOTES, CAVEATS AND LIMITATIONS EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREV QDS PUBLICATIONS
Department	yroll Staff partment and Agencies	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		All departmental Civil Service organisations	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies
Non	n-departmental public bodies	appropriate. The number of payroll FTE staff in post in the organisations in scope as at the specified reference date.	Current = position as at 30th September 2011 Previous = position as at 30th Jur 2011	All department's Executive NDPBs as reported for CO monthly workforce MI collection. NB: where there are additions or ommisions in the organisations included in the figure for FTE employment, then this should be mentioned in the final column.	As defined by Cabinet Office: Management information http://tinyurl.com/86xoa7t	Executive NDPBs Executive NDPBs
Dep	partment Family (Total)	Total of the two rows above		All organisations within ministerial responsibility	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department, Agencies and executive NDPBs
Ave	erage Staff Cost	Please supply paybill per head – as defined in HMT's Civil Service Pay Guidance. This is the total paybill costs divided by staff in post (FTE). The paybill costs should include: o Staff salaries; o Allowances; 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.	September 2011	executive agencies, Payroll/Finance	Management information As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Core Defra and Agencies only. NDPBs will be included from April 2012, they can't be covered at the moment as we don't have the historical data required to do this calculation.
	ntingent Labour partment and Agencies			Main department and its agencies, and where applicable, crown NDPBs i.e. CMEC, HSE	FTE for Contingent labour is not available for most organisations - headcount is provided instead.	FTE for Contingent labour is not available for most organisations - headcount is provided instead.
		The number of agency staff, specialist contractors, interim managers or consultants engaged – these non-payroll staff being commonly referred to as 'contingent labour'.	Current = position as at 30th September 2011	and ACAS. In effect all the department's Civil	Management	
Non	n-departmental public bodies	Organisations should ensure consistency with the information supplied for the Cabinet Office monthly workforce MI collection.	Previous = position as at 30th Jur 2011	Service organisations Executive NDPBs as reported for CO monthly workforce MI collection	FTE for Contingent labour is not available for most organisations - headcount is provided instead.	FTE for Contingent labour is not available for most organisations - headcount is provided instead.
Dep	partment Family			All organisations within ministerial responsibility	FTE for Contingent labour is not available for most organisations - headcount is provided instead.	FTE for Contingent labour is not available for most organisations - headcount is provided instead.
	dministrative Assistants and Administrative Officers	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 metadata 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 papyroll staff supplied above.	Current = position as at 30th September 2011 Previous = position as at 30th Jur 2011		Management information As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies
Exe High Gra	kecutive Officers gher and Senior Executive Officers ade 7/6 nior Civil	papyroli staff supplied above.				
Sen Serv Part	nior Civil rvants rt Time	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)				
	orkforce Dynamics cruitment Exceptions	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.	Current = Q2 2011-12 (Jul-Sep) Previous = Q1 2011-12 (Apr-Jun)	Organisations internal monitoring	Management information As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies
Ann	nual 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 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.	Current = year ending 30th September 2011 Previous = year ending 30th June 2011		Management information As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies Department and Agencies

METADATA FOR DATA FIELDS

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

Organisations in-scope

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations out-of-scope

[Please specify

ALL INFORMATION SHOULD RELATE TO THE LATEST A FIELD NAME		PERIOD OF DATA	PERIOD FOR DATA IN JANUAR	RY DEPARTMENTAL	ATA SOURCE -TYPE OF -	Organisations out-of-scope Actual Department metadata - where differs from TECHNICAL DEFINITION (ACTUAL)	[Please specify] n requested DEPARTMENTAL COVERAGE OF DATA (ACTUAL) FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS
		REPORTED IN QDS (REQUESTED)	QDS (REQUESTED)	COVERAGE OF DATA (REQUESTED)	DATA SOURCE TYPE OF DATA (eg MI, Official Stats or National		DEFARTMENTAL GOVERAGE OF DATA (ACTUAL) FUNTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS CHANGES IN DA QDS PUBLICATI
Workforce Diversity [Total] BME	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			Stats) Managemen information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies	This quarter the described by the staff with the st
	At the appropriate reference date (end of March) figures should align with those supplied for ONS ACSES.							included in the div
Women	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				information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies	
Disabled	end of March). Number of disabled people/ Total number of staff with a recorded disabled status (headcount basis - expressed as a percentage)				information	As defined by Cabinet Office:	CEFAS are excluded from the figures as disability data for this agency is incomplete.	This quarter the excludes staff wi
	NB: 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					http://tinyurl.com/86xoa7t		previously quartincluded in the d
Workforce Diversity [Senior Civil Servants only]	ONS ACSES. as BME staff above but for SCS level staff only.	Biannual			Managemen information	As defined by Cabinet Office:	Department and Agencies	This quarter the excludes staff w
BME	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.	S		Main department and its agencies, and where applicable, crown		http://tinyurl.com/86xoa7t		previously quart included in the c
	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.	ed vith		applicable, crown NDPBs i.e. CMEC, HSE and ACAS. In effect all the department's Civil Service organisations	MEC, HSE			
Women	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.	Biannual			information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies	
	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.	h	Current = position as at 30th September 2011 Previous = position as at 30th Ju 2011		organisations IR Systems			
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).	Biannual			Managemen information			
	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.	S						
	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.	h						
Disabled	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 incorrectly described as all SCS staff. The denominator definition has now been amended.	Biannual			information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies	This quarter the excludes staff vertically previously quarter the excludes staff vertically quarter the excludes and the excluded and the excludes and the excluded and the excluded and the excludes and the excluded and the excl
	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.	h						
Attendance Average Working Days Lost (AWDL) Actual	attached guidance.	Quarter (data provide a rolling annual position each quarter)			information	As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Department and Agencies	
	Information should align with that supplied for the Cabinet Office quarterly sickness absence reporting. Definition and potential source: Cabinet Office Sickness Absence quarterly reports.		Current = position as at 30th September 2011 Previous = position as at 30th Ju	ne		As defined by Cabinet Office:	Department and Agencies	
Average Working Days Lost (AWDL) Standardised		rolling annual position each quarter)	·	S	ickness information	http://tinyurl.com/86xoa7t	Dopartment and Agendee	
Engagement Index	time for inclusion in the relevant quarter's QDS The organisation's engagement index from the most recent annual Civil Service People Survey				, , , , , ,	As defined by Cabinet Office:	Core Department	
Theme Scores	The organisation's theme score for the leadership and manging change" theme from the most	st				http://tinyurl.com/86xoa7t As defined by Cabinet Office:	Core Department	
Leadership & Managing Change	recent annual Civil Service People Survey . Figure as published in survey reports					http://tinyurl.com/86xoa7t		
My Work	The organisation's theme score for the "my work" theme from the most recent annual Civil Service People Survey	Annual	Current = 2010 survey Previous = 2009 survey	Scope limited to main C department only		As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Core Department	
My Line Manager	The organisation's theme score for the "my line manager" theme from the most recent annual Civil Service People Survey		1 Tevious – 2009 Survey	department only	Survey	As defined by Cabinet Office:	Core Department	
Organisational Objectives & Purpose	The organisation's theme score for the "organisational objectives and purpose" theme from the most recent annual Civil Service People Survey					http://tinvurl.com/86xoa7t As defined by Cabinet Office: http://tinyurl.com/86xoa7t	Core Department	