

DEFRA

DEFRA							Dimensions out-of-scope					
GROUP	SUB-GROUP	FIELD NAME	TECHNICAL DEFINITION (REQUESTED)	PERIOD OF DATA REPORTED IN GDS (REQUESTED)	PERIOD FOR DATA IN JULY QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE COLLECTION FREQUENCY	TYPE OF DATA (e.g. MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	
Results	Input Indicators	1 Cost per single Payment Scheme (SPS) claim	As per Business Plan and Business Plan Measurement Annex						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 FY 10/11. Annual accounts are currently under due diligence, we should be able to provide the final actual figure at the end of July 2011.	
		2 Unit 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/		Current data refers to FY 10/11. Previous data N/A - new methodology in place so previous data points not available.	
		3 Total government funding to the Environment Agency for management of environmental 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.
		4 Cost 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/		Previous data refers to 2008/09 FY. Current data refers to 2009/10 FY. Data will be available within approx. 8 months of year ends.
		5 Total cost to government of bovine TB control in animals in England								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.
		6 Total government capital investment in flood and coastal erosion risk management								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 outcome from local authority spend on the RFOC levy usually available by December following the end of the relevant financial year.
	Impact Indicators	1 Farmland birds index	As per Business Plan and Business Plan Measurement Annex							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 2003. Current data refers to 2008. 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 2009 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.
		2 Agricultural 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 2008. Current data refers to 2009. The index is published a year following the reference year. Data is published by July of the year following the reference year.
		3 Productivity 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. Published four months after the year to which the latest data relate.
		4 Uptake 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/		Previous data refers to 2009/10. Current data refers to Q4 10/11. Data for Q1 11/12 will be available sometime in July. The indicator represents the cumulative %.
		5 Nit improvement in surface water bodies in England								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 2009/10. 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. Previous data N/A - new methodology in place so previous data points not available.
		6 Household recycling rates								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 Q2 09/10. Current data refers to Q2 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.
		7 Cattle herds that are officially TB free (OTF)								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. Data is produced 3 months in arrears.
		8 Number of households where the risk of damage from flooding and coastal erosion has been markedly reduced								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 Q3 2010/11. Current data refers to Q4 2010/11. Data becomes available approximately two months after the end of each quarter.

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Other data sets		1 TBC - see notes for more information	Departments to carry out further work to identify which to include in the QDS, in line with guidance from the centre.									<p>Currently doing further work to identify which exact other data sets to include. Additional information on Defra's indicators (including the measurement annex explaining the rationale for choosing the indicator as well as the methodology) can be found in http://www.defra.gov.uk/corporate/about/what/business-planning/. There is also a wealth of public information to complement the impact indicators (the input indicators are drawn from internal administrative data), below we provide some relevant links:</p> <p>Agriculture:</p> <ul style="list-style-type: none"> - Agriculture in the UK (National Statistics, a good starting point for Higher Level Stewardship, Single Payment Scheme, Productivity etc.): http://www.defra.gov.uk/statistics/foodfarm/cross-cutting/auk/ - Single Payment Scheme: Background: http://www.defra.gov.uk/food-farm/farm-manage/single-pay/ - 2009 CAP payments made to UK beneficiaries: http://data.gov.uk/dataset/cap-uk-payments-2009 <p>Water Quality:</p> <ul style="list-style-type: none"> - Defra statistics site has lots of information but National Statistics are prepared on a different basis to the ODS indicator and will not match: http://www.defra.gov.uk/statistics/environment/inland-water/ <p>Waste and Recycling:</p> <ul style="list-style-type: none"> - Waste Data Overview is a good place to start: http://www.defra.gov.uk/statistics/files/20110617-waste-data-overview.pdf - Q2 2010/11 Recycling Rates (National Statistics): http://www.defra.gov.uk/statistics/files/mw6201011Q2_statsrelease.pdf - Q2 2010/11 Recycling Rates (data tables): http://www.defra.gov.uk/statistics/files/2010-11-Quarter-2-publication.xls <p>Bovine TB:</p> <ul style="list-style-type: none"> - Introduction on the Defra website: http://www.defra.gov.uk/food-farm/animals/diseases/tb/ - National Statistics - provisional incidence statistics to end March 2011 (will be updated 20th July): http://www.defra.gov.uk/statistics/files/defra-stats-foodfarm-landuse/stock-tb-issuance-110615.pdf <p>Flooding:</p> <ul style="list-style-type: none"> - Defra flooding home: http://www.defra.gov.uk/environment/flooding/ - Number of properties at risk of flooding (June 2010 - due to be updated October 2011): http://www.defra.gov.uk/statistics/environment/inland-water/wfg16-flood/ <p>Farmed Birds:</p> <ul style="list-style-type: none"> - National Statistic - Wild bird populations in England (2009): http://www.defra.gov.uk/statistics/files/110120-stats-wild-bird-pop-eng.pdf <p>Soil nitrogen balance</p> <ul style="list-style-type: none"> - Soil nutrient balances - 2010 update: http://www.defra.gov.uk/statistics/files/defra-stats-foodfarm-environ-obs-research-soilnutrientbalance-1108-updata.pdf <p>Agricultural productivity:</p> <ul style="list-style-type: none"> - Total income from UK farming: http://www.defra.gov.uk/statistics/foodfarm/farmmanage/agriaccout/ 	
		2 TBC - see notes for more information											
		3 TBC - see notes for more information											
		4 TBC - see notes for more information											
		5 TBC - see notes for more information											
Structural Reform Plan Actions		Total number of actions completed since April 2011	The number of actions completed between April-June 2011 as agreed alongside the Number 10 Business Plan monitoring process. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	Full	Monthly	Management information				Previous data N/A - Business Plan was refreshed in April and number of actions and deadlines changed.	
		Total number of actions overdue	The number of actions overdue over the period as agreed alongside the Number 10 Business Plan monitoring process. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	Full	Monthly	Management information				Previous data N/A - Business Plan was refreshed in April and number of actions and deadlines changed.	
		Number of overdue actions that are attributable to external factors	The number of actions overdue over the period as agreed alongside the Number 10 Business Plan monitoring process that are due to external factors. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	Full	Monthly	Management information				Previous data N/A - Business Plan was refreshed in April and number of actions and deadlines changed.	
		Total number of actions ongoing	The number of actions ongoing over the period as agreed alongside the Number 10 Business Plan monitoring process. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	Full	Monthly	Management information				Previous data N/A - Business Plan was refreshed in April and number of actions and deadlines changed.	
		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. Data for the 'Previous' cell is not applicable, due to actions being introduced for 2011/12.	Quarter	Q1 2011/12	Full	Monthly	Management information				Previous data N/A - Business Plan was refreshed in April and number of actions and deadlines changed.	

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										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 QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE COLLECTION FREQUENCY	TYPE OF DATA (e.g. MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS		
People	Whole Department Family; Workforce Size	Payroll Staff	The number of FTE staff working in the department, ALBs and NDPBs as at the reference date. Methodology as per ONS OPSES.	Quarter	Position as at March 31st 2011	Full	Monthly	Management information			Data in July QDS refers current = 31 Mar 11, previous = 31 Dec 10 where available.		
		Department and Agencies											
		Non-departmental public bodies											
		Department Family (Total)											
		Average Staff Cost	Please supply payroll per head – as defined in HMT's Civil Service Pay Guidance. This is the total payroll cost divided by staff in post (FTE). The payroll costs should include: o Staff salaries; o Allowances; o Overtime payments; o Non-consolidated pot; o ERNC; o Employers' pensions contributions.	Quarter	Q4 2010/11	Full	Quarterly	Management information		Covers Defra and Agencies only as historical staff in post data is not centrally available for NDPBs. Average staff costs will be available for Agencies and NDPBs for the 31 March 2012 QDS.		Data in July QDS refers current = 2010/11 salary costs / average 2010/11 staff in post.	
		Contingent Labour	Definition: Include the number of agency staff, specialist contractors, interim managers or consultants engaged – these non-payroll staff being commonly referred to as 'contingent labour'. For full definitions see annex. Reference date for baseline value: 31 March 2010 Source: HR Systems (previously supplied to Cabinet Office in the June 2010 exercise)	Quarter	Position as at March 31st 2011	Full	Monthly	Management information				Data in July QDS refers current = 31 Mar 11.	
		Department and Agencies											
		Non-departmental public bodies											
		Department & Agencies only:	Department Family										
		Workforce Shape	The number of FTE staff working in the department disaggregated by the standard Civil Service responsibility levels.	Quarter	Position as at March 31st 2011	Full	Monthly	Management information					
	- Administrative Assistants and Executive Officers	Headcount/part-time staff; technical definition as per OPSES											
	- Higher and Senior Executive Officers - Grade 7/6	Grade/responsibility level; technical definition as per ACSES											
	- Senior Civil Servants												
	Part Time	Number of part time Employees (headcount) / Total number of employees (full-time and part-time; headcount)	Quarter	Position as at March 31st 2011	Full	Quarterly	Management information						
	Workforce Dynamics	The (cumulative) number of approved exceptions to the freeze on external recruitment to the Civil Service.	Quarter	31/03/2011	Full	Quarterly	Management information						
	Recruitment Exceptions	Definition and potential source: Cabinet Office Quarterly recruitment exceptions collection NB: The collection by the Cabinet Office is for the cumulative position over the year, to be provided each quarter. However, departments may have available the individual quarter's position and could choose to publish this figure alongside a cumulative position.											
	Turnover Rate	Annual turnover rate: The number of staff leaving 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). In essence, each quarter's information will show an annual turnover rate for the year ending that quarter.	Quarter	Q4 2010/11	Full	Quarterly	Management information				Data in July QDS refers to Year to 31 March 2011		
	Workforce Diversity (Total)	Definition: ACSES	Quarter	Position as at March 31st 2011	Full	Quarterly	Management information				Data in July QDS refers to 31/03/2011		
	BME	Number of staff recorded as BME / Total number of staff (headcount basis)											
	Women	Definition: OPSES Number of female staff / Total number of staff (headcount basis)	Quarter	Position as at March 31st 2011	Full	Quarterly	Management information						
	Disabled	Definition: ACSES Number of staff recorded as disabled / Total number of staff (headcount basis)	Quarter	Position as at March 31st 2011	Full	Quarterly	Management information						
	Workforce Diversity (Senior Civil Servants only)	Definition and source: SCS Database (CO)	Biannual	30/09/2010	All Civil Service organisations are captured	Biannually	Management information				Data in July QDS refers to current = 30/09/2010, previous = 30/04/2010		
	BME	Number of SCS staff recorded as BME / Total number of SCS staff (headcount basis)									Data has been commissioned from the network alongside the additional monthly workforce management information MWM. We expect to receive the information next week so we should be able to report the figures before the final version is sent at the end of the month.		
Women	Number of female SCS staff / Total number of SCS staff (headcount basis)	Biannual	30/09/2010	All Civil Service organisations are captured	Biannually	Management information							
Women in Top Management Posts	Number of female SCS staff in the Top Management Posts Group (SCS2, SCS3, PS) / Total number of SCS staff in Top Management Posts (SCS2, SCS3, PS)	Biannual	30/09/2010	All Civil Service organisations are captured	Biannually	Management information							
Disabled	Number of SCS staff recorded as disabled / Total number of SCS staff (headcount basis)	Biannual	30/09/2010	All Civil Service organisations are captured	Biannually	Management information							
Attendance	Definition and potential source: Cabinet Office Sickness Absence quarterly reports. See attached guidance.	Quarter (data provide a rolling annual position each quarter)	31/12/2010	All Civil Service organisations are captured	Quarterly	Management information				Data in July QDS refers to current = 31/12/2010			
Average Working Days Lost (AWDL) Actual													
Average Working Days Lost (AWDL) Standardised	Definition and potential source: Cabinet Office Sickness Absence quarterly reports. NB: A standardised figure is only available centrally from Cabinet Office - departments cannot calculate this themselves.	Quarter (data provide a rolling annual position each quarter)	31/12/2011	All Civil Service organisations are captured	Quarterly	Management information							
Department & Agencies only; People Survey Metrics	Engagement Index	The organisation's engagement index from the most recent annual Civil Service People Survey	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs.	Annual	Census survey						
Theme Scores	The organisation's theme score for the leadership and managing change theme from the most recent annual Civil Service People Survey Figure as published in survey reports.	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs.	Annual	Census survey							
Leadership & Managing Change													
My Work	The organisation's theme score for the "my work" theme from the most recent annual Civil Service People Survey	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs.	Annual	Census survey							
My Line Manager	The organisation's theme score for the "my line manager" theme from the most recent annual Civil Service People Survey	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs.	Annual	Census 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	Annual	01/12/2010	All Home Civil Service Government Departments, Executive Agencies & Crown NDPBs.	Annual	Census survey							