

METADATA FOR DATA FIELDS

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

ALL INFORMATION SHOULD RELATE TO THE LATEST AVAILABLE DATA

Organisations in-scope DCMS
 Organisations out-of-scope ALL ALBS unless otherwise stated
 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 April QDS (REQUESTED)	DEPARTMENTAL COVERAGE OF DATA (REQUESTED)	DATA SOURCE	TYPE OF DATA (eg MI, Official Stats or National Stats)	TECHNICAL DEFINITION (ACTUAL)	DEPARTMENTAL COVERAGE OF DATA (ACTUAL)	FURTHER NOTES, CAVEATS AND LIMITATIONS	EXPLANATIONS RELATING TO CHANGES IN DATA FROM PREVIOUS QDS PUBLICATIONS
	Structural Reform Plan Actions	Total number of actions completed since April 2011	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)	Full	Departmental internal reporting systems	Management information				
		Total number of actions overdue	The number of actions overdue 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)	Full	Departmental internal reporting systems	Management information				
		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.	Quarter	Current = Q1 2012-13 (Apr-Jun) Previous = Q4 2011-12 (Jan-Mar)	Full	Departmental internal reporting systems	Management information				
		Total number of actions ongoing	The number of actions ongoing 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)	Full	Departmental internal reporting systems	Management information				
		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)	Full	Departmental internal reporting systems	Management information				

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		Workforce Dynamics	The number of recruitment exceptions that have been approved during the quarter.	Quarter	Current = Q4 2011-12 (Jan-Mar) Previous = Q3 2011-12 (Oct-Dec)		Organisations internal monitoring	Management information				
		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 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 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.	Quarter	Current = year ending 31st March 2012 Previous = year ending 31st January 2012			Management information			The reason for the increase in turnover is due to further exits through last year's Voluntary Redundancy Scheme and a number of Games related temporary roles ending, added to the already high turnover rate for us being a smaller Department that relies on loans / secondments from Other Government Departments.	

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Department & Agencies only; People Survey Metrics		Workforce Diversity (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		Main department and its agencies, and where applicable, crown NDPBs i.e. CMEC, HSE and ACAS. In effect all the department's Civil Service organisations		Management information				
		BME	At the appropriate reference date (end of March) figures should align with those supplied for ONS ACSES.									
		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 end of March).	Quarter								
		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. At the appropriate reference date (end of March) figures should align with those supplied for ONS ACSES.	Quarter								
		Workforce Diversity (Senior Civil Servants only)	as BME staff above but for SCS level staff only.	Biannual								
		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. 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.									
		Women	as Female staff above but for SCS level staff only.	Biannual								
			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. 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.		Current = position as at 31st March 2012 Previous = position as at 31st December 2012							
		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. 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.	Biannual								
		Disabled	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. 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.	Biannual								
		Attendance	Definition and potential source: Cabinet Office Sickness Absence quarterly reports. See attached guidance.	Quarter (data provide a rolling annual position each quarter)								
		Average Working Days Lost (AWDL) Actual	Information should align with that supplied for the Cabinet Office quarterly sickness absence reporting.		Current = position as at 31st March 2012 Previous = position as at 31st December 2011							
		Average Working Days Lost (AWDL) Standardised	The AWDL standardised figure is only available from Cabinet Office. Cabinet Office/HMT officials will arrange for departments to be sent the standardised AWDL figure in plenty of time for inclusion in the relevant quarter's QDS	Quarter (data provide a rolling annual position each quarter)								
		Engagement Index	The organisation's engagement index from the most recent annual Civil Service People Survey									
Theme Scores Leadership & Managing Change	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											
My Work	The organisation's theme score for the 'my work' theme from the most recent annual Civil Service People Survey	Annual	Current = 2011 survey Previous = 2010 survey	Scope limited to main department only	Civil Service People Survey	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											
Organisational Objectives & Purpose	The organisation's theme score for the 'organisational objectives and purpose' theme from the most recent annual Civil Service People Survey											