Accountability Reporting Guidance

Column No.	Column Title	Description
	Indicator Explanations	
1	Reference	The reference column describes which basket each indicator belongs to. A basket is a set of indicators which we use to report on progress relating to different plans or frameworks, such as Best Value or BV which we report to the Audit Commission. We have listed below the initials we use to refer to these different baskets.\n\nCPA - These indicators are part of our Comprehensive Performance Assessment\nBV - We report these indicators to the Audit Commission\nLKI - These are local key indicators for Leeds\n\nCP - These indicators show what progress we are making against the Corporate Plan\nLAA - These indicators show progress on the Local Area Agreement\nPAF - We report these indicators to the Commission for Social Care Inspection (CSCI) as part of the Performance Assessment Framework.
2	Title	The title column describes the indicator. The Audit Commission provides the description for the Best Value Indicators and CSCI sets the description for PAF indicators.
3	Service	The service column identifies which team within the Council is responsible for service delivery, monitoring the performance and data quality of each indicator.
4	Frequency & Measure	The top line in this column identifies how often we collect this information. This may be every month, every three months (quarterly) or once a year (annually). We only report annual indicators at the end of quarter 4 (after the end of March).\n\nThe second line in this column identifies what measure we use to check on progress. For example, we might measure this result in the number of days or weeks we should take to finish something, such as a planning application. In another case, we might measure the percentage, such as the percentage of enquiries we respond to within five minutes.
5	Good Performance	The good performance column identifies if the results should go up or down to show whether we are doing well. For example, if this is set to rise, you would expect the figures to increase.
	Targets and Results	
6	2006/07 Year End	This column displays the result at the end of the previous financial year (31 March 2007)
7	2007/08 Target	This column shows the target we have agreed for this financial year.
8	Current Position	The current position identifies the result at the end of each quarter. We include the month we stop reporting on this in the heading of this column.

Column No.	Column Title	Description	Colour Code
9	Predicted Full Year Result	Directorates use this column to show how well they expect to do at the end of the year. They forecast this position depending on the current performance of each indicator. This figure may change each quarter depending on the performance of the indicator. We use this figure as one method to inform whether an indicator is red, amber or green.	
		The green light shows that the Directorate predicts this indicator **WILL** meet its target. The Directorate uses current performance information to make this forecast.	(green)
		An amber traffic light shows that the Directorate predicts this indicator will not meet its target. However, the performance for this indicator is still acceptable and will not result in significant problems. The Directorate uses current performance information to make this forecast.	(amber)
		The red lights shows that the Directorate predicts this indicator **WILL NOT** meet its target at the end of the year. The Directorate uses current performance information to make this forecast.	(red)
10	Year on Year Improvement	This compares how we expect to perform this year compared to last year. We use this section to explain whether the indicator is getting better, getting worse or staying the same as last year. You need to read this section together with column 9 to understand how we are performing.	
		The Directorate predicts that this indicator will **DO BETTER** than in the last financial year. They are using current performance information (column 9) to make this forecast.	↑ (green)
		The Directorate predicts that this indicator will **BE THE SAME** as in the last financial year. They are using current performance information (column 9) to make this forecast.	↔ (amber)
		The Directorate predicts that this indicator will **BE WORSE** as in the last financial year. They are using current performance information (column 9) to make this forecast.	↓ (red)
	Information for Comparisons		
		The Council compares its performance against the performance of all councils in England (known as All All England). The Council also takes part in the Core Cities benchmarking group and we compare our performance against these cities of a similar size. The Core Cities are Birmingham, Bristol, Leeds, Liverpool, Manchester Newcastle, Nottingham and Sheffield. The Audit Commission audits the year end results and provides the information for the public to compare. This comparison information is only available for Best Value indicators (see 1). The Audit Commission will only provide the comparison information for 2006/07 at the end of December, so we are currently comparing performance against the 2005/06 year end position for All England and the Core Cities.	
11	All England Top Performance Range	The Directorate predicts that this indicator will be in the **TOP** performance range. They are using current performance information (column 9) to make this forecast.	(green)
		The Directorate predicts that this indicator will be in the **MIDDLE** of the top and bottom performance range. They are using current performance information (column 9) to make this forecast.	(amber)
		The Directorate predicts that this indicator will be in the **BOTTOM** performance range. They are using current performance information (column 9) to make this forecast.	(red)
11a	All England Bottom Performance Range	This column shows the All England Bottom performance range. The traffic light in column 11, to the left of this, highlights the predicted Leeds position.	
12	Core Cities Average	This column details the average result of the Core Cities for each indicator.	
13	Core City Position	This column details the Leeds position for each indicator compared to the eight Core Cities.	
14	Data Quality Issues	To know we can rely on the information in these reports, it has to be of good quality. Directorates use this column to identify indicators where they have concerns about the quality of the information or data in the report. If a Directorate has Some or Significant concerns regarding Data Quality there will be an explanation in the comments field.	
		No Concerns indicates that the Directorate has signed off the data as accurate.	No Concerns (green)
		If Some Concerns has been chosen, the Directorate has concerns about the data and are working to ensure it is accurate and reliable.	Some Concerns (amber)
		If Significant Concerns has been chosen, the Directorate thinks that the quality of the data may not be good or that maybe they have not got the correct data.	Significant Concerns (red)
		Directorates add a comment here to explain what their concern is, if they have any.	
Comments		The comments for each indicator should explain why performance varies. They should also highlight if there are any problems with the quality of the data and what steps the Directorate is taking to improve it. This section will also focus on what will be done to improve the actions and state what outcomes they have achieved.	