




Accountability Reporting Guidance

| Column Title | Description |
|---------------------|---|
| PI Type | <p>The PI Type 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 the Leeds Strategic Plan.</p> <p>Leeds Strategic Plan Government Agreed - These indicators show progress against the Leeds Strategic Plan and also form our Local Area Agreement.</p> <p>Leeds Strategic Plan Partnership Agreed - These indicators are the locally agreed priorities included in the Leeds Strategic Plan.</p> <p>Business Plan - These are indicators that form part of the Council Business Plan.</p> <p>National Indicator - These indicators are part of the set that are used to measure local government performance.</p> <p>Local Indicator - These are local key indicators for Leeds set by specific service areas.</p> |
| Reference | Each indicator has a unique reference number. |
| Title | This is the title given to the indicator. |
| Service | The service column identifies which team within the Council is responsible for service delivery, monitoring the performance and data quality of each indicator. |
| Frequency & Measure | <p>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).</p> <p>The 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.</p> |
| Rise or Fall | 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. |

Appendix 1 Guidance Notes

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|----------------------------|--|---|
| Baseline | The baseline column provides a base result for the indicator against which progress can be measured. This is usually based on performance at a specific time in the past. E.g. a previous year. | |
| Last Year Result | This column displays the result at the end of the previous financial year (31 March 2009). | |
| Target | This column shows the target we have agreed for this financial year. | |
| Quarter | This column identifies the result at the end of the quarter. | |
| 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 over time 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. | |
| | 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. | |
| Direction of Travel | 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. | |
| | An upwards arrow indicates that the 2009/10 result is forecast to be an improvement in performance compared to the 2008/09 result |  |
| | A sideways arrow indicates that the 2009/10 result is forecast to be at the same level of performance compared to the 2008/09 result. |  |
| Data Quality | A downwards arrow indicates that the 2009/10 result is forecast to be decline in performance compared to the 2008/09 result |  |
| | 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 |
| | 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 |
| | 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 |
| 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. | |