

## Appendix 2 Accountability Reporting Guidance

| Column Title                      | Description  |
|-----------------------------------|--|
| <b>No.</b>                        | Each indicator is numbered to allow for easier navigation through the report.  |
| <b>Reference</b>                  | <p>Each indicator is given a unique reference code and these codes tell us which basket each indicator belongs to. A basket is a set of indicators which are used to report on progress relating to different plans or frameworks. Below we have listed the main groups of indicator you will see in these reports.</p> <p><b>LSP</b> - Leeds Strategic Plan indicator</p> <p><b>NI</b> - National Indicator</p> <p><b>BP</b> - Business Plan indicator</p> <p><b>LAA</b> - Local Area Agreement indicator - for this year only we are continuing to measure a small number of indicators from our previous LAA which are subject to reward monies based on the year end position in April 2009.</p> <p><b>LKI</b> - Local key indicator</p>   |
| <b>Performance Indicator Type</b> | <p>This column gives a little more information on the type of indicator and gives some indication of its relative importance and what the implications might be of poor performance. Some of the indicators fall into more than one type, for example, all LSP government agreed indicators are also national indicators. The types of indicator are:</p> <p><b>Leeds Strategic Plan Government Agreed</b> - these indicators form part of the Leeds Strategic Plan 2008 to 2011 and have been negotiated and agreed, by the council and its partners, with government. They form part of our current Local Area Agreement and additional reward grant is paid if we meet these targets. The Audit Commission will also give these indicators additional attention under the Comprehensive Area Assessment as these are our local priorities.</p> <p><b>Leeds Strategic Plan Partnership Agreed</b> - these indicators form part of the Leeds Strategic Plan 2008 to 2011 and have been agreed with our partners as priorities for the city. The Audit Commission will give these indicators additional attention under the Comprehensive Area Assessment as these are our local priorities.</p> <p><b>Council Business Plan</b> - these indicators form part of the Council Business Plan 2008 to 2011 and we have set these targets to drive change and progress across the organisation. The Audit Commission will give these indicators additional attention under the Comprehensive Area Assessment as these are our internal organisational priorities.</p> <p><b>National Indicator</b> - this is a set of 198 indicators used by Government nationally to monitor the performance of public services in local areas. Our performance against this set of indicators will contribute to the Comprehensive Area Assessment. This has replaced several sets of other indicators including the old best value indicators.</p> <p><b>Local Indicators</b> - these indicators have been nominated by service areas to provide a more complete picture of performance. In many cases these indicators will also directly contribute to the delivery of our priorities</p> |
| <b>Title</b>                      | <p>The title column gives a description of the indicator.</p> <p><b>NB</b> The Government have provided the descriptions for all national indicators.</p>  |
| <b>Service</b>                    | The service column identifies which team within the Council is responsible for service delivery, monitoring the performance and data quality of each indicator.  |
| <b>Frequency &amp; Measure</b>    | <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). With the exception of education attainment figures which are reported in quarter 3.</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>   |
| <b>Rise or Fall</b>               | The rise or fall 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.   |
| <b>Baseline</b>                   | This column gives the baseline performance figures upon which we have set our targets and/or will be comparing our performance over the coming years   |
| <b>Last Year Result</b>           | This column displays the result from the end of the previous financial year (31 March 2008)  |
| <b>Target</b>                     | This column shows the target we have agreed for this financial year.   |
| <b>Qtr1</b>                       | The shows the current position at the end of this quarter. This result might be given a traffic light (red, amber or green) if the service is unable to accurately predicted the full year performance based on the interim results (see below). If they can forecast their year end position then the traffic light will appear in the next column.   |
| <b>Predicted Full Year Result</b> | <p>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. Where possible we use this figure to inform whether an indicator is traffic lighted red, amber or green</p> <p>The green light shows that the Directorate predicts this indicator <b>WILL</b> meet its target. The Directorate uses current performance information to make this forecast.</p> <p>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.</p> <p>The red lights shows that the Directorate predicts this indicator <b>WILL NOT</b> meet its target at the end of the year. The Directorate uses current performance information to make this forecast.</p>  |
| <b>Data Quality</b>               | <p>We are using this information to make strategic decisions therefore it is important that it is both accurate and reliable. This column provides an overall assessment of the data quality for each indicator.</p> <p>No Concerns indicates that the data as accurate and there are good processes in place to check and validate this information.</p> <p>Some Concerns indicates that more work needs to be done to ensure the data is accurate and reliable. Services may be in the middle of implementing improvements to their systems and processes but these are not fully in place yet.</p> <p>Concerns indicates that there are concerns that the quality of the data may not be good or that maybe they have not got the correct data. Again services are working toward improving this position. Many of the national indicator set are new and we are having to set up new systems to collect data - until these are fully embedded and proven there are likely to be outstanding concerns.</p>  |
| <b>Comments</b>                   | 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.  |

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| No.  | Reference     | Performance Indicator Type                | Title  | Service                               | Frequency & Measure | Rise or Fall | Baseline                                   | Last Year Result | Target                 | Qtr1                   | Predicted Full Year Result | Data Quality Comments                                 |
|--|---------------|---|--|---------------------------------------|---------------------|--------------|--|------------------|------------------------|------------------------|----------------------------|---|
| 1  | NI 63         | Leeds Strategic Plan - Partnership Agreed | The percentage of children aged under 16 who had been looked after continuously for at least 2.5 years, who were living in the same placement for at least 2 years, or were placed for adoption. | Children and Young People Social Care | Quarterly %         | Rise         | 70.5 (2007/08 year-end)                    |                  | 75.0                   | 72.5                   |                            | No concerns   |
| Measures are in place to ensure that this indicator continues to improve. Actions include the commissioning of new, more personalised services and enhanced support to placements. The new placement strategy also emphasises the importance of kinship care amongst other placement choices.  |               |   |  |                                       |                     |              |  |                  |                        |                        |                            |   |
| 2  | NI 66         | Leeds Strategic Plan - Partnership Agreed | Timeliness of reviews for looked after children  | Children and Young People Social Care | Quarterly %         | Rise         | 66.3 (2007/08 year-end)                    |                  | 80.0                   | 84.51                  |                            | Incomplete data                                       |
| This indicator is on amber because once a review has been late it cannot be remedied for the rest of the year. Therefore the only way to achieve improvement is to minimise the number of late reviews. With this aim in mind, a Business Process Re-engineering team have conducted a full review of the process and their report will be available in mid September. The recommendations will be implemented during the following quarter and monitored through existing management processes.   |               |   |  |                                       |                     |              |  |                  |                        |                        |                            |   |
| 3  | LSP - HW2b(i) | Leeds Strategic Plan - Partnership Agreed | Number of children looked after (and rate per 10,000). This figure excludes unaccompanied asylum seeking children.   | Children and Young People Social Care | Quarterly Number    | Fall         | 1,281 (83.6 per 10,000) (2007/08 year-end) |                  | 1156 (75.4 per 10,000) | 1262 (82.6 per 10,000) |                            | No concerns   |
| This is an extremely challenging target at a time when there is an increase in the number of looked after children nationally (source: APA dataset). To achieve the target there would need to be a reduction in the number to 941 by the end of March 2011 and require a reduction of 30 children per quarter - the Q1 result demonstrates a reduction of 22 in the first quarter of 08/09. Implementation of Care Matters is likely to lead to an increase in the number of looked after children nationally as young people stay on longer in placements post 18. |               |   |  |                                       |                     |              |  |                  |                        |                        |                            |   |
| 4  | NI148         | Leeds Strategic Plan - Partnership Agreed | Care leavers in education, employment or training  | Children and Young People Social Care | Quarterly %         | Rise         | 70.8 (2007/08 year-end)                    |                  | 76                     | 81.8                   |                            | No concerns   |
| Two young people were in custody and two unemployed.   |               |   |  |                                       |                     |              |  |                  |                        |                        |                            |   |
| 5  | LSP-TP2b(i)   | Leeds Strategic Plan - Partnership Agreed | A complete count of the number of first time entrants into the youth justice system receiving a substantive outcome between 1 April and 31 March in the reporting year specified. <b>LPSA2</b>   | Youth Offending Service               | Quarterly Number    | Fall         | 2076                                       | 1,708            | 1,877                  | 293                    | 1,877                      | Checklist received but not reviewed / Incomplete Data |
| The result is subject to change as offences can be brought to justice after the quarter closes. The result will be revised once a definitive figure is known. The annual target is like to be met.   |               |   |  |                                       |                     |              |  |                  |                        |                        |                            |   |
| 6  | LSP-TP2b(ii)  | Leeds Strategic Plan - Partnership Agreed | A complete count of offences committed by young people resulting in a substantive outcome during a bail or remand episode during the specified year. <b>LPSA2</b>                                | Youth Offending Service               | Quarterly Number    | Fall         | 622  | 448              | 573                    | 70                     | 573                        | Checklist received but not reviewed / Incomplete Data |
| The result is subject to change as offences can be brought to justice after the quarterly reporting close. The result will be revised quarterly once a definitive figure is known. The annual target is like to be met.  |               |   |  |                                       |                     |              |  |                  |                        |                        |                            |   |
| 7  | NI-59         | National Indicator                        | Percentage of initial assessments within 7 working days of referral  | Children and Young People Social Care | Quarterly %         | Rise         | 79.9 (2007/08 year-end)                    |                  | 83.0                   | 76.4                   |                            | No concerns   |
| The trajectory of improvement continues - in 2004 this figure was below 50%. There is a slight (2%) decrease in Q1 but this is likely to be down to in year variation and is not statistically significant. It should be noted that although performance is currently under target, performance in Leeds is better than its statistical neighbours.  |               |   |  |                                       |                     |              |  |                  |                        |                        |                            |   |
| 8  | NI-60         | National Indicator                        | The percentage of Core Assessments that were completed within 35 working days.   | Children and Young People Social Care | Quarterly %         | Rise         | 77.4 (2007/08 year-end)                    |                  | 80.0                   | 83.8                   |                            | No concerns   |
| Core assessments (35 working days) on time - Q1 performance represents significant improvement from 76% to 84%, exceeding target and out performing statistical neighbours.  |               |   |  |                                       |                     |              |  |                  |                        |                        |                            |   |
| 9  | NI-68         | National Indicator                        | Percentage referrals of Children In Need leading to initial assessments  | Children and Young People Social Care | Quarterly %         | -            | 56.8 (2007/08 year-end)                    |                  | 56.0                   | 57.6                   |                            | No concerns   |

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| No. | Reference  | Performance Indicator Type | Title  | Service                               | Frequency & Measure | Rise or Fall | Baseline                | Last Year Result | Target | Qtr1               | Predicted Full Year Result | Data Quality Comments |
|-----|--|----------------------------|--|---------------------------------------|---------------------|--------------|-------------------------|------------------|--------|--------------------|----------------------------|-----------------------|
| 10  | NI-64  | National Indicator         | Child Protection Plans lasting 2 years or more   | Children and Young People Social Care | Quarterly %         | Fall         | 7.8 (2007/08 year-end)  |                  | 8.0    | 9.0                |                            | No concerns           |
|     | The decision to de-register has to be taken on a multi-agency basis. A sample study of cases still subject to a child protection plan at 18 months will be undertaken to ensure that this indicator remains on target.   |                            |  |                                       |                     |              |                         |                  |        |                    |                            |                       |
| 11  | NI-65  | National Indicator         | The percentage of children becoming subject to a Child Protection Plan for a second or subsequent time.  | Children and Young People Social Care | Quarterly %         | Fall         | 17.5 (2007/08 year-end) |                  | 12.5   | 15.1               |                            | No concerns           |
|     | Q1 performance is on track to achieve the annual target. The service is continuing to implement changes to the decision making process.  |                            |  |                                       |                     |              |                         |                  |        |                    |                            |                       |
| 12  | NI-67  | National Indicator         | Percentage of child protection cases which were reviewed within required timescales  | Children and Young People Social Care | Quarterly %         | Rise         | 98.4 (2007/08 year-end) |                  | 100.0  | 99.6               |                            | No concerns           |
|     | One family conference delayed - key members not available.   |                            |  |                                       |                     |              |                         |                  |        |                    |                            |                       |
| 13  | NI 61  | National Indicator         | Timeliness of placements of looked after children for adoption following an agency decision that the child should be placed for adoption   | Children and Young People Social Care | Quarterly %         | Rise         | 79.9 (2007/08 year-end) |                  | 85.0   | 76.9               |                            | Concerns              |
|     | Arrangements have been made to record the adoption process through ESCR. Q1 performance appears to be the result of the impact of two sibling groups of three requiring adoptive families.   |                            |  |                                       |                     |              |                         |                  |        |                    |                            |                       |
| 14  | NI 103a  | National Indicator         | Special Educational Needs - statements issued within 26 weeks<br>a) Percentage of final statements of special education need issued within 26 weeks excluding exception cases as a proportion of all such statements issued in the year. | Education Leeds                       | Quarterly % Points  | Rise         | N.A.                    | N.A.             | 100.0  | 93.0               |                            | No concerns           |
|     | NI 103b  | National Indicator         | Special Educational Needs - statements issued within 26 weeks<br>b) Percentage of final statements of special education need issued within 26 weeks as a proportion of all such statements issued in the year.                           | Education Leeds                       | Quarterly % Points  | Rise         | N.A.                    | N.A.             | 90.0   | 74.0               |                            | No concerns           |
|     | <p>Targets were not met on indicators 103a due to two cases, and 103b due to sixteen cases. As Education Leeds now writes so few statements per month, every case is significant in percentage terms. A plan has been implemented to address the issues that has led to Education Leeds not meeting the targets set for NI103a and NI103b, but there may be some historical cases still being worked on where they may affect the 26 week performance indicator. This is because of the change-over between the 18 week PI and 26 week PI.</p> <p>- A recruitment drive is currently underway to fill vacant posts within the Statutory Assessment Team.<br/> - Workload of Casework Officers will be scrutinised to ensure that work attributed to individuals is achievable.<br/> - All historic casework will be reviewed and statements made final where possible to comply with the 26 week deadline.<br/> - Workflows will be adjusted to ensure Statements are made final by the due date.<br/> - An individual date tracking sheet will be implemented for each child's file.</p> <p>In relation to the Q1 result, it is expected that once the service adjusts to the new indicator definition performance will improve</p> |                            |  |                                       |                     |              |                         |                  |        |                    |                            |                       |
| 15  | NI 51  | National Indicator         | Effectiveness of child and adolescent mental health (CAMHS) services   | Leeds PCT                             | Quarterly           | Rise         | 4 (2003)                | -                | -      | 16                 | 16                         | No concerns           |
|     | All four proxy measures for this target have scored 4 giving the achievement of 16, the highest score attainable. This measure is in its final year and is to be replaced by an outcome measure currently being piloted in Kent.   |                            |  |                                       |                     |              |                         |                  |        |                    |                            |                       |
| 16  | NI 53a   | National Indicator         | Prevalence of breastfeeding at 6 – 8 weeks from birth  | Leeds PCT                             | Quarterly %         | Rise         | To be provided          | -                | 40.6   | 28.0               |                            | No concerns           |
|     | NI 53b   | National Indicator         | Coverage of breastfeeding at 6 – 8 weeks from birth  | Leeds PCT                             | Quarterly %         | Rise         | To be provided          | -                | 85.2   | 64.4               |                            | No concerns           |
|     | Promoting and sustaining breastfeeding is an essential part of an integrated programme of child health promotion and parenting support. Over the past few years performance has focussed on breastfeeding initiation but this year the indicator is assessing levels of continuation at 6 - 8 weeks.   |                            |  |                                       |                     |              |                         |                  |        |                    |                            |                       |
| 17  | NI 113   | National Indicator         | Prevalence of Chlamydia in under 25 year olds  | Leeds PCT                             | Quarterly           | Fall         | N.A.                    | -                | 17%    | 3.56% (cumulative) | See comments               | No Concerns           |
|     | In year one Chlamydia Screening will be used as a basis of performance. This indicator will concentrate on increasing screening volumes in young people aged 15 to 24 and will thus form a baseline to monitor prevalence in proceeding years. Chlamydia is both symptomatic and asymptomatic and in this initial year the National Chlamydia Screening Programme will concentrate on increasing opportunistic screens thus ensuring adequate recording of prevalence in the asymptomatic population as well as the symptomatic population. Thus year 1 will concentrate only on part 1 of the indicator. Quarter one performance exceeded expectations by 8% over the monthly trajectories that were set. At this point, it looks as if the indicator will exceed it's annual target however screening is subject to seasonal variations.   |                            |  |                                       |                     |              |                         |                  |        |                    |                            |                       |

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