






























COLUMN CONTENT AND TRAFFIC LIGHT / ARROWS CRITERIA

Service	Link made to the service overview	
Chief Officer	Link made to Organisational Health data.	
Budget	Link made to the relevant report from the financial management system	
	  	<p>Where the difference between the current budget and the projected year end spend figures is greater than 10% (and above £250) or £50000.</p> <p>The Direction of travel arrow indicates whether the position is an improvement or decline in performance when compared to last quarter</p>
	  	<p>Where the difference between the current budget and the projected year end spend figures is greater than 5% (and above £100) or £25000</p> <p>The Direction of travel arrow indicates whether the position is an improvement or decline in performance when compared to last quarter</p>
	  	<p>Where the difference is below the threshold set for an amber traffic light so below 5% and £25000</p> <p>The Direction of travel arrow indicates whether the position is an improvement or decline in performance when compared to last quarter</p>
Action Tracker(s) Update	<p>Rated according to highest (with red as highest) RAG rating of one or more action trackers where that head of service is named as Accountable Officer.</p> <p>By clicking on the links the user is taken to a summary of the relevant action trackers and then on to each individual action tracker</p>	
		Significant delays or issues to address
		Minor delays or issues to address
		Progressing as expected – on schedule to complete actions & targets
N/A	Where the Service is not responsible for the production of any Action Trackers	







COLUMN CONTENT AND TRAFFIC LIGHT / ARROWS CRITERIA

	<p>This column includes links to the Performance Indicators included in the Leeds Strategic and Council Business Plans.</p> <p>By clicking on the link the user is taken to the detailed performance indicator report for that Service.</p>	
LSP & Council Business Plan PIs Update		If one or more of the PIs on the corporate balanced scorecard are red
		If one or more of the PIs on the corporate balanced scorecard are amber
		If all no PIs on the corporate balanced scorecard are red or amber then rated green.
	N/A	Where the Service is not responsible for any PIs on the corporate balanced scorecard.
2009/10 Internal Audit reports (Audit Assurance)	<p>Links made to the Internal Audit's final audit opinion (Management Summary and Action Plan). This column is RAG rated according to the business impact rating given as part of the audit.</p> <p>This does not include Establishment visits, Schools, Fraud/Investigations/Audit Queries/External work, Education Leeds and EMAS audit reports.</p>	
		Major Impact
		Moderate Impact
		Minor Impact
Corporate Risk Register	Link made to the Risk Management Unit's corporate risk register CLT report.	
Governance Arrangements	<p>Link made to Governance Services lists of key/major delegated decisions taken including:-</p> <ul style="list-style-type: none"> decisions taken but not yet implemented key decisions not on the forward plan key decisions exempt from call in <p>The column is RAG rated based on the time between a decision being made and implemented.</p>	
		Decision not implemented after 3 months
		Decision not implemented after 1 month
		Decision implemented within 1 month
Equalities	Link made to several equalities related measures. RAG rated according to the highest (with Red being the highest) rating for the service.	
	Organisational health targets	RAG rated according to if the service meets the corporate equality employment target

COLUMN CONTENT AND TRAFFIC LIGHT / ARROWS CRITERIA

	Equality related complaints	The number of equality related complaints. RAG rated based on the current corporate standard of responding to 95% of complaints within 15 working days
	Consideration of equality in decision making	whether or not the EIA screening process has been carried out on reports to both Executive Board and Scrutiny Board
Appraisals completed	Link made to the latest position for the Service on the completion of staff appraisals. RAG rated according to the percentage of appraisals completed	
		A Red light is shown if the percentage of appraisals completed is under 75%.
		An Amber light is shown if the percentage of appraisals completed is between 75%-95%
		A Green light is shown if the percentage of appraisals completed is over 95%.
Staff Sickness	Link made to the latest position for the Service on staff sickness levels. The RAG ratings are based on the service year-end position compared against the previous year-end figure and the service target.	
		A Red light is shown for where the target is not achieved and performance has declined since last year or for where no targets/comparison if above council target.
		Amber is shown for where there has been a year on year improvement but the target has not been achieved.
		A Green light is shown for where the target has been achieved and performance has improved when compared to last year.
Staff Satisfaction	Taken from the 2009 Staff Survey using the response from the 'Are you satisfied working for the council' question to inform the RAG rating: If there is more than one service covered the overall RAG rating will be based on the lowest service score.	
		If stayed the same or not improved since 2007 and/or not above the 2009 council average (82.5%)
		If improved since 2007 but not above the 2009 council average (82.5%) / Or above the council average, but reduced since 2007

COLUMN CONTENT AND TRAFFIC LIGHT / ARROWS CRITERIA

		If improved since 2007 and above the 2009 council average (82.5%)
IIP	Based on the 2008 IIP re-accreditation. For where available, links are made to any improvement planning undertaken to address recommendations made during the re-accreditation.	
		If not yet met 5 or more indicators;
		If not yet met between 1 and 4
		If passed all indicators.
2010/11 Service Plan(s) Completed (Y/N)	This column confirms whether or not 2010/11 service plans have been completed and published on the intranet.	
		If all service plans have not been completed and published
		If all service plans have been completed and published