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Local Government Performance  
Improvement Framework 2015-16

## **Public Accountability Measures**

Guidance for local authorities

**Version 1**

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### **Introduction**

**Public Accountability Measures** consist of a small set of “outcome focussed” indicators. They reflect those aspects of local authority work which local authorities agree are considered to be important in terms of public accountability. For example, recycling, educational attainment, sustainable development, etc. This information is collected and reported nationally, validated, and published annually.

This document describes the Public Accountability Measures that are in place for 2015-16.

Any changes to the dataset are noted in the Supporting Document in [Appendix B](#).

### **Statutory (National Strategic) Indicators**

Welsh Ministers continue to set national strategic indicators. Local authorities have a legal duty to collect and report on these. They should do so by including the data in their improvement reports and should also submit the data to the Welsh Government upon request. Indicators which form part of the statutory set are clearly identified within this document. [Guidance](#) on these indicators is published by the Welsh Government.

### **Definitional issues, advice and guidance**

This document provides detailed guidance on the Public Accountability Measures in place for 2015-16. The guidance is available in both Welsh and English. For each indicator you will find detailed definitions and guidance. The guidance will identify specific inclusions and exclusions from the measures and will clearly explain how the indicators should be calculated.

Additional advice and guidance may be obtained from the Data Unit by e-mailing: [pienquiries@dataunitwales.gov.uk](mailto:pienquiries@dataunitwales.gov.uk) or by telephoning 029 2090 9558.

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**User Guide**

This document contains detailed guidance for all of the Public Accountability Measures that apply from April 2015.

To navigate through the document electronically, please use the hyperlinks that appear throughout the document.

**Performance Indicator (PI) Profiles**

Each indicator’s detailed definition is presented in a format known as a ‘PI profile’. The layout of this profile is designed to make the indicator as clear as possible for service providers and service users as well as any other interested parties.

An explanation of the PI profile format is provided below:

Service/policy area	The local authority service area to which the indicator belongs
Domain	Access to services, Service Quality, Resources or Strategic Outcomes
Reference	This is the identification number of the indicator
Headline	A brief synopsis about the focus of the indicator
Indicator	The actual measure
Guidance	Detailed guidance covering: clarification of definitions, information on what to include/ exclude when collecting the data for the indicator, etc
Calculation	These are the data items that need to be collected to calculate the indicator along with the formula to use when doing so
Data Source	A cross-reference to other instances of this data e.g. on other forms
Decimal place	The number of decimal places to which the indicator should be reported
Explanation	A clear, concise explanation of what is being collected and why
Disaggregation	Any suggested disaggregation that authorities may choose to apply to the indicator data

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Public Accountability Measures				
No.	Reference	Indicator	Notes	Page
<b>Affordable and appropriate housing</b>				
1	<a href="#">HHA/013</a>	<i>The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months</i>	National Strategic Indicator <b>Deleted</b>	-
2	<a href="#">PSR/002</a>	<i>The average number of calendar days taken to deliver a Disabled Facilities Grant.</i>	National Strategic Indicator	-
<b>Sustainable futures</b>				
3	<a href="#">WMT/004(b)</a>	<i>The percentage of municipal waste collected by local authorities sent to landfill</i>	National Strategic Indicator	-
4	<a href="#">WMT/009(b)</a>	<i>The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated biowastes that are composted or treated biologically in another way</i>	National Strategic Indicator	-
5	<a href="#">CAM/037</a>	The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings over 1,000 square metres	<b>Additional PAM indicator</b>	7
<b>A clean and safe environment</b>				
6	<a href="#">STS/005b</a>	The percentage of highways inspected of a high or acceptable standard of cleanliness		9
7	<a href="#">THS/012</a>	The percentage of principal (A) roads, non-principal (B) roads and non-principal (C) roads that are in overall poor condition	Aggregated	11
8	<a href="#">PPN/009</a>	The percentage of food establishments which are 'broadly compliant' with food hygiene standards		13
<b>Supporting safe and independent lives</b>				
9	<a href="#">SCA/020</a>	The percentage of adult clients who are supported in the community during the year	Aggregated	15
10	<a href="#">SCA/007</a>	The percentage of clients with a care plan at 31 March whose care plans should have been reviewed that were reviewed during the year		17
11	<a href="#">SCA/018a</a>	The percentage of carers of adults who were offered an assessment or review of their needs in their own right during the		19

		year		
12	<a href="#">SCA/019</a>	<i>The percentage of adult protection referrals completed where the risk has been managed</i>	National Strategic Indicator	-
<b>Safeguarding children</b>				
13	<a href="#">SCC/004</a>	<i>The percentage of children looked after on 31 March who have had three or more placements during the year</i>	National Strategic Indicator	-
14	<a href="#">SCC/011a</a>	The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen by the Social Worker		21
15	<a href="#">SCC/045</a>	The percentage of reviews of looked after children, children on the Child Protection Register and children in need carried out in line with the statutory timetable	Aggregated	23
16	<a href="#">SCC/025</a>	The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations		26
<b>Educating children</b>				
17	<a href="#">EDU/002i</a>	<i>The percentage of all pupils (including those in local authority care), in any local authority maintained school, aged 15 as at the preceding 31 August that leave compulsory education, training or work based learning without an approved external qualification</i>	National Strategic Indicator	-
18	<a href="#">EDU/003</a>	<i>The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment</i>	National Strategic Indicator	-
19	<a href="#">EDU/004</a>	The percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment		27
20	<a href="#">EDU/011</a>	<i>The average point score for pupils aged 15 at the preceding 31 August, in schools maintained by the local authority</i>	National Strategic Indicator	-
21	<a href="#">EDU/016a</a>	Percentage of pupil attendance in primary schools.		29
22	<a href="#">EDU/016b</a>	Percentage of pupil attendance in secondary schools.		31
23	<a href="#">EDU/017</a>	<i>The percentage of pupils aged 15 at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics</i>	National Strategic Indicator	-

<b>Corporate Management</b>				
24	<b>CHR/002</b>	The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence		33

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Service/ policy area	<b>Asset Management</b>
Domain	Service Quality
Reference	CAM/C/F/037/01-001 (CAM/037)
Headline	<b>Energy Efficiency</b>
Indicator	The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings over 1,000 square metres
Guidance	<p>The European Performance of Buildings Directive (Regulation 16) states that from 1st October 2008 a Display Energy Certificate (DEC) is required for public authority buildings, of a specified size, providing public services to a large number of persons and frequently visited by those persons</p> <p>A DEC must be prominently displayed to provide information to the public about the energy usage of the building. The building is given an Operational Rating (OR) which relates to the buildings energy usage and CO2 emissions over a period of 12 months. The Operational Rating translates to a building category from A to G, with A being the best performing and G being the worst.</p> <p>To enable buildings to be compared the performance ratings are measured by carbon dioxide (CO2) emissions which is a common unit that can be calculated for each type of fuel using standard conversion rates.</p> <p>Local authority public buildings will be premises over 1,000 square metres which are frequently accessed by members of the public and where the local authority has responsibility for the energy costs and use.</p> <p>The average DEC operational rating score is the sum of the 'OR' scores for each local authority public buildings over 1,000 square metres where a DEC has been lodged on the Non Domestic Energy Performance Certificate Register divided by the number of these buildings.</p> <p><b>Please note that a reduction in the average DEC rating will be presented as a positive figure to indicate improvement.</b></p>
Calculation	<p><b>Numerator:</b> The difference in the average operational rating score for local authority public buildings over 1,000 square metres where a DEC has been lodged on the Non Domestic Energy Performance Certificate Register between the previous financial year and the current financial year</p> <p>This data is calculated as <math>X - Y</math>, where:  <math>X</math> = The average DEC rating score in local authority public buildings over 1,000 square metres in the previous year  <math>Y</math> = The average DEC rating score in local authority public buildings over 1,000 square metres in the current year</p> <p><b>Denominator:</b> The average DEC rating score in local authority public buildings over 1,000 square metres in the previous year</p>



	<b>Formula:</b> $\frac{\text{Numerator}}{\text{Denominator}} \times 100$		
Data source	-	Decimal Place	1
Explanation	This indicator measures the improvement in the energy efficiency in local authority public buildings over 1,000 square metres.		
Disaggregation	Disaggregation should be considered to suit local context and knowledge.		

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Service/ policy area	<b>Environment and Transport - Street Scene</b>
Domain	Service Quality
Reference	STS/C/F/005b/04-002 (STS/005b)
Headline	<b>Cleanliness of highways</b>
Indicator	The percentage of highways inspected of a high or acceptable standard of cleanliness
Guidance	<p>'High or acceptable standard of cleanliness' is defined as achieving Grades A, B+ or B of the Code of Practice on Litter and Refuse (2007), namely:</p> <ul style="list-style-type: none"> <li>• Grade A No litter or refuse</li> <li>• Grade B+ No more than 3 small pieces of litter</li> <li>• Grade B Predominately free of litter and refuse apart from some small items</li> </ul> <p>To calculate the indicator, the following surveys need to be undertaken:</p> <ul style="list-style-type: none"> <li>• 6 bi-monthly surveys based on inspections of 2% of adopted highways of an authority, undertaken by the Local Authority or an organisation contracted to undertake the work on their behalf</li> <li>• Annual independent survey/s based on a minimum 6% overall sample of adopted highways of an authority undertaken by Keep Wales Tidy</li> </ul> <p>Include all roads for which the local authority is the highway authority, i.e. all roads excluding:</p> <ul style="list-style-type: none"> <li>• Motorways</li> <li>• Trunk roads</li> <li>• Private and/or unadopted roads</li> </ul> <p>Exclude land under the control of a local authority-maintained school or its board of governors, or land under the control of a housing association.</p> <p>Dog faeces is to be treated as refuse.</p> <p>Surveys should cover transects/streets for the following types of land use:</p> <ul style="list-style-type: none"> <li>• Retail, office and commercial</li> <li>• Housing land</li> <li>• Industrial areas</li> <li>• Roads</li> </ul> <p>Further guidance can be found in Annex A of the Code of Practice on Litter and Refuse 2007.</p> <p>For the bi-monthly surveys:</p> <ul style="list-style-type: none"> <li>• At least 2% of streets should be inspected every two months. This random sample may cover the same streets in different</li> </ul>

	<p>months (i.e. the samples can overlap), or may even involve two inspections at different points on the same street within the same month, where this is thought to be appropriate for longer or busier streets. But the number of inspections should be equivalent to 2% of the total number of streets in the authority</p> <ul style="list-style-type: none"> <li>• The sample programme must be representative of the whole authority in terms of the location of the streets and the balance of streets. Inspections should be carried out at random times - this excludes monitoring carried out after cleansing solely for the purpose of monitoring a street-cleansing contract. However, random monitoring of an output-based contract would be acceptable</li> </ul> <p>'An inspection' is a visual examination of a 50 metre length of street (transect) against the photographic standards in the Code of Practice for Litter and Refuse (2007) or any subsequent revised version of the Code. Streets are graded as either Grade A, Grade B+, Grade B, Grade C or Grade D.</p> <p>For the independent surveys:</p> <ul style="list-style-type: none"> <li>• Local Authorities will be expected to provide Keep Wales Tidy with a current list of all adopted highways for the above types of land use by 1 April each year. This list should indicate which land use type the highways falls into</li> <li>• Keep Wales Tidy will undertake unannounced survey/s of 6% of the highways.</li> <li>• A report will be provided by Keep Wales Tidy to the relevant Local Authority of the survey/s within one month of completion</li> </ul>			
Calculation	<p><b>Numerator:</b> The number of inspections of highways undertaken that had a high or acceptable level of cleanliness</p> <p><b>Denominator:</b> The total number of inspections of highways</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>			
Data source	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">-</td> <td style="width: 20%; text-align: center;">Decimal Place</td> <td style="width: 20%; text-align: center;">1</td> </tr> </table>	-	Decimal Place	1
-	Decimal Place	1		
Explanation	This indicator measures the proportion of streets within a local authority boundary that are of acceptable cleanliness			
Disaggregation	Disaggregation should be considered to suit local context and knowledge.			

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Service/ policy area	<b>Environment and Transport – Transport and Highways</b>
Domain	Service Quality
Reference	THS/C/F/012/01-003 (THS/012)
Headline	<b>Condition of Roads</b>
Indicator	The percentage of principal (A) roads, non-principal/classified (B) roads and non-principal/classified (C) roads that are in overall poor condition
Guidance	<p>The figure for this indicator represents the percentage of the road network length that is equal to or above the RED threshold i.e. that is in poor overall condition and will require planned maintenance soon i.e. within a year or so on a 'worst first' basis.</p> <p>Local authorities are advised to aim to have surveys carried out at approximately the same time each year, to minimise variations due to seasonal effects and the impact of the works programme.</p> <p>Local authorities should insist that survey contractors fully comply with the requirements of the Scanner Quality Assurance and auditing procedures that form part of the Scanner Specification.</p> <p>Only data collected using survey equipment possessing a valid Scanner Acceptance Certificate, which explicitly states that the survey vehicle has been approved for use in the production of Best Value Performance Indicators, may be used in the calculation of this indicator.</p> <p>Detailed guidance on how to produce the information required to report this indicator can be found in the relevant UKPMS Technical note.</p> <p>The figures are to be derived from Scanner surveys (formerly known as SCANNER surveys) carried out in the financial year.</p> <p>The following provisions apply for the programming and reporting of Scanner surveys of principal (A) roads:</p> <ul style="list-style-type: none"> <li>• Target - 100% of the surveyable network to be surveyed in one direction or 50% in both directions. Principal roads not surveyed in the previous year must be surveyed in the present year</li> <li>• The surveys must be Scanner accredited surveys and a UKPMS accredited pavement management system used to produce the report</li> <li>• The indicator must be derived from surveys covering a minimum of 90% of the 'possible survey lane length' (as defined in Technical Note 43) over the last two financial years. All road surface types are included</li> </ul> <p>The following provisions apply for the programming and reporting of Scanner surveys of non-principal/classified (B) roads:</p> <ul style="list-style-type: none"> <li>• Target - 100% of the surveyable (B) network to be surveyed in one direction or 50% in both directions. Non-Principal/classified (B) roads not surveyed in the previous year must be surveyed in the present year</li> <li>• The surveys must be Scanner accredited surveys and a UKPMS</li> </ul>

	<p>accredited pavement management system used to produce the report</p> <ul style="list-style-type: none"> <li>• The indicator must be derived from surveys covering a minimum of 90% of the 'possible survey lane length' over the last two financial years for B classified roads. 'Possible survey lane length' is as defined in Technical Note 43.</li> <li>• All road surface types are included</li> </ul> <p>The following provisions apply for the programming and reporting of Scanner surveys of non-principal/classified (C) roads:</p> <ul style="list-style-type: none"> <li>• Target – 50% of the surveyable (C) network to be surveyed in one direction or 25% in both directions. Non-principal/classified (C) roads not surveyed in the previous year must be surveyed in the present year.</li> <li>• The surveys must be Scanner accredited surveys and a UKPMS accredited pavement management system used to produce the report</li> <li>• The indicator must be derived from surveys covering a minimum of 80% of the 'possible survey lane length' over the last four financial years for C classified roads. 'Possible survey lane length' is as defined in Technical Note 43.</li> <li>• All road surface types are included</li> </ul>
Calculation	<p><b>Numerator:</b> The total length of principal (A), non-principal (B) roads and non-principal (C) roads greater than or equal to the RED threshold (Kms)</p> <p>The numerator is calculated as (X+Y+Z), where:  X = The total length of principal (A) roads greater than or equal to the RED threshold (Kms) (Formerly, THS/011aN)  Y = The total length of non-principal (B) roads greater than or equal to the RED threshold (Kms) (Formerly, THS/011bN)  Z = The total length of non-principal (C) roads greater than or equal to the RED threshold (Kms) (Formerly, THS/011cN)</p> <p><b>Denominator:</b> The total length of principal (A), non-principal (B) and non-principle (C) roads surveyed (Kms)</p> <p>The denominator is calculated as (A+B+C), where:  A = The total length of principal (A) roads surveyed (Kms) (Formerly, THS/011aD)  B = The total length of non-principal (B) roads surveyed (Kms) (Formerly, THS/011bD)  C = The total length of non-principal (C) roads surveyed (Kms) (Formerly, THS/011cD)</p> <p><b>Formula:</b> <math display="block">\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>
Data Source	-   Decimal Place   1
Explanation	To give an indication of the proportion of road that requires planned maintenance soon.
Disaggregation	Disaggregation should be considered to suit local context and knowledge.

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Service/ policy area	<b>Planning and Regulatory Services – Public Protection</b>
Domain	Strategic Outcomes
Reference	PPN/C/F/009/01-004 (PPN/009)
Headline	<b>Broadly compliant food premises</b>
Indicator	The percentage of food establishments which are 'broadly compliant' with food hygiene standards
Guidance	<p>The assessments of food establishments' level of compliance with food law are based on the risk rating system set out in Annex 5 of the Food Law Code of Practice (Wales 2008).</p> <p>For a food business to be "broadly compliant" in terms of food hygiene it must attain a score of no more than 10 points for each of the following three factors:</p> <p>(a) Level of current compliance with statutory obligations on:</p> <ul style="list-style-type: none"> <li>(i) hygiene requirements (<i>including food handling practices and procedures and temperature controls</i>), and</li> <li>(ii) structural requirements (<i>including cleanliness, layout, condition of structure, lighting, ventilation, facilities etc</i>); and</li> </ul> <p>(b) Confidence in management/control systems</p> <p>In terms of food hygiene and structure a rating score of 10 is defined as - "...some non-compliance with statutory obligations and industry codes of recommended practice. Standards are being maintained or improved."</p> <p>For confidence in management/control procedures a score of 10 is defined as - "satisfactory record of compliance. Access to and use of technical advice either in-house, from trade associations and/or from Guides to Good Practice. Understanding of significant hazards and control measures in place. Making satisfactory progress towards a documented system/procedures commensurate with type of business."</p> <p>Factors that will influence the inspector's judgement in terms of confidence in management include:</p> <ul style="list-style-type: none"> <li>• the "track record" of the company, its willingness to act on previous advice and enforcement and the complaint history;</li> <li>• the attitude of the previous management towards hygiene and food safety; and</li> <li>• hygiene and food safety technical knowledge available to the company (internal or external), including hazard analysis/HACCP and the control of critical points;</li> <li>• satisfactory HACCP based procedures.</li> </ul> <p>For both the numerator and denominator, the total number of food establishments refers to the total number of food establishments for which the Authority is responsible, not just those which received an intervention in the year.</p> <p>To ensure consistency with the Food Standards Agency, the following <b>should be excluded</b> from both the numerator and</p>

	denominator; <ul style="list-style-type: none"> <li>• premises which have been assessed as “outside the programme” because they have no or insufficient inspectable risk</li> <li>• premises that are unrated as of 31<sup>st</sup> March</li> <li>• premises closed during the financial year</li> <li>• Premises registered outside the area, which visit for trading purposes</li> </ul>		
Calculation	<p><b>Numerator:</b> The number of food establishments within the local authority deemed to be ‘Broadly Compliant’ during the year and are still trading as of 31 March</p> <p><b>Denominator:</b> The total number of food establishments trading as of 31 March</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>		
Data Source	-	Decimal Place	2
Explanation	<p>To protect public health by ensuring food is safe and fit to eat by monitoring local authorities’ performance in increasing compliance in food establishments with food law.</p> <p>This indicator measures the effectiveness of local authority food safety interventions on food safety compliance as opposed to measuring inputs such as inspections.</p>		
Disaggregation	Disaggregation should be considered to suit local context and knowledge.		

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Service/policy area	<b>Social Care – Adults’ Services</b>
Domain	Strategic Outcomes
Reference	SCA/C/F/020/01-005 (SCA/020)
Headline	<b>Clients supported in the community</b>
Indicator	The percentage of adult clients who are supported in the community during the year
Guidance	<p>Clients supported in the community are those clients who have received community based services during the year. These services include, as defined in the Welsh Government’s ‘PM2 Table Guidance’:</p> <ul style="list-style-type: none"> <li>• <b>Homecare</b> - Practical services that assist the client to function as independently as possible and/or continue to live in their home</li> <li>• <b>Day Services</b> – Services provided in the community i.e. outside of the home, which are provided or commissioned by social services to an individual. This includes attendance at training or work based placements, but excludes luncheon clubs and other universal services.</li> <li>• <b>Respite care</b> – Overnight care provided by the authority to give the carers a break. The period of care should cover at least one night, but should not exceed 3 months</li> <li>• <b>Meals</b> – ‘Meals on wheels’ or community meals services delivered to the client</li> <li>• <b>Equipment and adaptations</b> – Items of equipment/adaptations that the council has an obligation to review on an annual basis and involve the council in an ongoing financial commitment to maintain or service the equipment. This also includes any equipment/adaptations given in the context of a wider package</li> <li>• <b>Direct payments</b> – Monetary payments made by local councils directly to adult clients aged 18 and over in lieu of social service payments</li> <li>• <b>Supported accommodation</b> – 24-hour care for clients in their own home for which they have their own tenancy agreement</li> </ul> <p>Only clients who receive a package of care provided or commissioned by social services following an assessment by social services should be counted. This includes self-funding clients.</p> <p>A self-funding client is one who pays all the direct costs (charges) for services, but whose care is managed (e.g. reviewed) at the expense of the local authority.</p> <p>Only services provided or commissioned by social services (or the health partner under section 33 arrangements) should be included.</p> <p>Clients who are supported in the community through the ‘Extra care’ scheme, or other similar schemes, should only be included if the social care budget contributes to the cost of this service. To be included as having received any of the above services, the service must be specified in the client’s care plan.</p>



	<p>Re-ablement services and intermediate services should be included according to the type of service that is being provided i.e. it should be classed as home care if it is being provided in the home.</p> <p>The following services should be excluded:</p> <ul style="list-style-type: none"> <li>• Provision of information or advice alone</li> <li>• 'Open access' services without assessment</li> <li>• Vehicle badges</li> <li>• Simply adding a client to a register</li> <li>• Sheltered accommodation</li> <li>• Professional support</li> <li>• Helpline/alarm/telephone rental</li> <li>• Transport</li> </ul> <p>Clients should only be counted once, even if they receive more than one service or leave care and return.</p> <p>Similarly, if clients have been supported in both the community and care homes during the year they should only be counted once in the denominator.</p>			
Calculation	<p><b>Numerator:</b> The number of adult clients who are supported in the community during the year</p> <p>The numerator is calculated as (X+Y), where:  X = Number of clients aged 18-64 supported in the community (SCA/003aN)  Y = Number of clients aged 65+ supported in the community (SCA/003bN)</p> <p><b>Denominator:</b> Total number of adult clients supported either in the community or in care homes during the year</p> <p>The denominator is calculated as (A+B), where:  A = Total number of clients aged 18-64 supported either in the community or in care homes (SCA/003aD)  B = Total number of clients aged 65+ supported either in the community or in care homes (SCA/003bD)</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>			
Data Source	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">PM2 return</td> <td style="width: 20%;">Decimal Places</td> <td style="width: 20%;">2</td> </tr> </table>	PM2 return	Decimal Places	2
PM2 return	Decimal Places	2		
Explanation	<p>This indicator measures the balance of care between older people being supported in the community and those being supported in care homes.</p>			
Disaggregation	<p>Disaggregation should be considered to suit local context and knowledge.</p>			

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Service/ policy area	<b>Social Care – Adults’ Services</b>		
Domain	Service Quality		
Reference	SCA/C/F/007/03-006(SCA/007)		
Headline	<b>Care plan reviews</b>		
Indicator	The percentage of clients with a care plan at 31 March whose care plans should have been reviewed that were reviewed during the year		
Guidance	<p>The following guidance is taken from <a href="#">‘Creating a Unified and Fair System for Assessing and Managing Care’</a>.</p> <p>A ‘Care plan’ is a description of the client’s needs and how these will be met that is developed and agreed as a result of an assessment or review. The written record of the care plan should include as a minimum:</p> <ul style="list-style-type: none"> <li>• A note of eligible needs and associated risks</li> <li>• The preferred outcomes of service provision</li> <li>• Contingency plans to manage emergency changes</li> <li>• Details of the services to be provided, and any charges the individual is assessed to pay, or if direct payments have been agreed</li> <li>• Contributions which carers and others are willing and able to make</li> <li>• A review date</li> </ul> <p>At a minimum, there should be an initial review within three months of services first being provided. Thereafter, reviews should be scheduled at least annually, or more often if individuals’ circumstances appear to warrant it, or upon request from service users, providers of services and other appropriate individuals or agencies.</p> <p>A review should:</p> <ul style="list-style-type: none"> <li>• Establish how far the services provided have achieved the outcomes, set out in the personal plan of care</li> <li>• Re-assess and, where necessary respond to the needs of individual service users and their carers in a timely way</li> <li>• Help determine a user’s continued eligibility for support</li> <li>• Confirm or amend the current personal plan of care, or lead to closure</li> <li>• Comment on how individuals are managing direct payments, where appropriate</li> <li>• Monitor the quality of the service provided</li> </ul>		
Calculation	<p><b>Numerator:</b> The number of clients with a care plan at 31 March who should have had their care plan reviewed who have had their care plan reviewed during the year</p> <p><b>Denominator:</b> The number of clients with a care plan at 31 March that should have been reviewed during the year</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>		
Data Source	PM2 return	Decimal Place	1

Explanation	Regular reviews are central to our ability to respond to changing needs and ensuring person centred planning.
Disaggregation	Disaggregation should be considered to suit local context and knowledge.

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Service/ policy area	<b>Social Care – Adults’ Services</b>
Domain	Access to Services
Reference	SCA/C/F/018a/04-007 (SCA/018a)
Headline	<b>Responding to carer needs</b>
Indicator	The percentage of carers of adults who were offered an assessment or review of their needs in their own right during the year
Guidance	<p>The definition of a carer is taken from the Carers &amp; Disabled Children Act 2000 which states the act affects 'Carers (aged 16 and over) who provide or intend to provide a substantial amount of care on a regular basis for another individual aged 18 or over'.</p> <p>A carer is a person who provides regular and substantial care (under no formal arrangement), for a relative, friend or neighbour who is unable to manage at home without help because they are frail, sick, elderly or disabled by physical or mental health.</p> <p>For the purposes of this indicator the above definition should be used, but only those carers aged 18 or over known to Social Services should be included.</p> <p>Exclude:</p> <ul style="list-style-type: none"> <li>• Paid care workers</li> <li>• Volunteers from a voluntary organisation</li> </ul> <p><b>Guidance</b> from 'Creating a Unified and Fair System for Assessing and Managing Care'.</p> <p>There is no definition in the Act of substantial and regular care. It is a matter of professional practice to identify the impact of the caring role on the carer in light of the carer's age, general health, employment status, interests and other commitments. Key factors relevant in deciding the impact of the caring role on the carer are the sustainability of the caring role and the extent of risk to the sustainability of that role. Issues relevant to identifying sustainability of the caring role are autonomy, health and safety, managing daily routines and involvement.</p> <p>It is possible for a client to have more than one carer, and for a carer to additionally be a client in his or her own right.</p> <p>For the purposes of this indicator we are including both new and existing carers. As such, the indicator counts:</p> <ul style="list-style-type: none"> <li>• Assessments, and subsequent service provision, for new carers, and;</li> <li>• Reviews of carer’s needs, and service provision resulting from any necessary re-assessments, for existing carers.</li> </ul> <p>The Carers &amp; Disabled Children Act 2000 states that 'The local authority must carry out such an assessment if it is satisfied that the person cared for is someone for whom it may provide or arrange for the provision of community care services.', as defined above.</p>

	<p>Carers have a right to an assessment and review of their needs even where the person cared for has refused an assessment for, or the provision of, community care services.</p> <p>Please note, for an assessment to be in the carer's 'own right', all information recorded should relate to individuals in their role and needs as a carer. The UA carer's domain should not be included as a carer's assessment in their own right.</p>		
Calculation	<p><b>Numerator:</b> The number of carers (of adults) aged 18 or over known to social services who were offered an assessment or review of their needs in their own right during the year</p> <p><b>Denominator:</b> The number of carers (of adults) aged 18 or over known to social services</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>		
Data Source	PM2 return	Decimal Place	1
Explanation	Providing support for carers is an important element of delivering effective social care.		
Disaggregation	Disaggregation should be considered to suit local context and knowledge.		

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Service/policy area	<b>Social Care – Children’s Services</b>		
Domain	Service Quality		
Reference	SCC/C/F/011a/05-008 (SCC/011a)		
Headline	<b>Effective initial assessments</b>		
Indicator	The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen by the Social Worker.		
Guidance	<p>An initial assessment is defined as a brief assessment of each child referred to social services with a request for services to be provided.</p> <p>Include all assessments that were completed during the year.</p> <p>The assessment should address the dimensions of the Assessment Framework, determining whether the child is in need, the nature of any services required, from where, within what timescales, and whether a further, more detailed core assessment should be undertaken.</p> <p>As part of any initial assessment, the child should be seen by a <b>qualified, registered social worker</b>. As per recommendation 25 of the Victoria Climbié inquiry report, all social services assessments of children and families and any action plans drawn up as a result must be approved in writing by a manager. Before giving such approval, the manager must ensure that the child and the child's carer have been seen and spoken to.</p> <p>Seen means that the social worker has evidenced in writing on the case file that he/she has seen the child and described actions he/she has taken to determine the health and well being of the child and has seen and spoken to the child's carer</p> <p>Unborn children should be excluded for the purposes of this PI.</p> <p>Where the decision taken within 24 hours of referral is to commence s.47 enquiries, these should be counted <b>for the purpose of this indicator</b>.</p> <p>For the numerator count only initial assessments (or s.47 enquiries) where the child is seen by a registered, qualified social worker.</p>		
Calculation	<p><b>Numerator:</b> The number of initial assessments that were completed during the year where the child has been seen by the Social Worker</p> <p><b>Denominator:</b> The number of initial assessments that were completed during the year</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>		
Data Source	PM1 return	Decimal Place	1
Explanation	Direct work with children is essential to ensure their safety and promote their welfare. A pre-requisite of any assessment is that		

	the child is seen.
Disaggregation	Disaggregation should be considered to suit local context and knowledge

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Service/policy area	<b>Social Care – Children’s Services</b>
Domain	Service Quality
Reference	SCC/C/F/045/01-009 (SCC/045)
Headline	<b>Reviews carried out</b>
Indicator	The percentage of reviews of looked after children, children on the Child Protection Register and children in need carried out in line with the statutory timetable
Guidance	<p>Include looked after children reviews, child protection reviews and reviews of child plans for children in need.</p> <p><b>Looked after children reviews</b></p> <p>Looked after children are those children who are looked after by the local authority i.e. they are either in the care of the local authority or provided with accommodation by the local authority, as per the Children Act 1989</p> <p>The statutory timescales for reviewing the cases of children who are looked after are as follows:</p> <p>Each case is first to be reviewed within four weeks of the date upon which the child becomes looked after or provided with accommodation.</p> <p>The second review should be carried out not more than three months after the date that the first review took place and thereafter, subsequent reviews should be carried out not more than six months after the date of the previous review.</p> <p>Where children are looked after or provided with accommodation through a series of short breaks at the same place and the arrangement is such that no single period is to last for more than four weeks and the total duration of the periods is not to exceed 120 days in any period of 12 months reviews should be as follows:</p> <p>Each case is to be first reviewed within three months of the beginning of the first of the short periods.</p> <p>If the case continues, the second review shall be carried out not more than 6 months after the first and thereafter, if the case continues, subsequent reviews shall be carried out not more than six months after the date of the previous review.</p> <p><b>Child protection reviews</b></p> <p>For a definition of children on the Child Protection Register see <a href="#">All Wales Child Protection Procedures 2008</a>.</p> <p>Only children whom the local authority is supervising should be included. Exclude children from other areas on the Child Protection Register for notification purposes only.</p> <p>A review should consider the child’s safety, health and development against the intended outcomes set out in the child protection plan. The review should be recorded in writing.</p>



	<p>The statutory timescales for reviewing the cases of children on the Child Protection Register is outlined in 'All Wales Child Protection procedures 2008' section 3.24.2:</p> <p>The first review child protection conference should be held within three months of the initial child protection conference. Further reviews should be held at intervals of no more than six months for as long as the child's name remains on the child protection register.</p> <p>In the case of unborn children, the first review should be held within 3 months of the child's name being placed on the CPR, that is, at birth.</p> <p>Please note, each child from a family conference should be counted as receiving their own review. Although the reviews may all take place at the same time, each child's needs should be considered separately.</p> <p>For example, you have a family of 5 children and they have 2 family conferences during the year where all the children's needs are reviewed, for the purpose of this indicator they would be recorded as 10 separate reviews.</p> <p><b>Children in need reviews</b> A child's plan should be prepared for children in need following a core assessment.</p> <p>The statutory timetable is as per the statutory guidance. For further information please refer to the Assessment Framework and Integrated Children System.</p> <p>The initial review should be carried out within 6 months of the initial plan. Subsequent reviews should be carried within 6 months of the previous review.</p> <p>Exclude Looked After Children and children on the Child Protection Register.</p>
Calculation	<p><b>Numerator:</b> The number of reviews of looked after children, children on the Child Protection Register and children in need due in the year that were carried out within the statutory timescales</p> <p>The numerator is calculated as <math>(X+Y+Z)</math>, where:</p> <p>X = The number of looked after children reviews due in the year that were carried out within the statutory timescales  Y = The number of reviews of children on the Child Protection Register due in the year that were carried out within the statutory timescales  Z = The number of reviews of child plans of children in need due in the year that were carried out within the statutory timescales</p> <p><b>Denominator:</b> The number of reviews of looked after children, children on the Child Protection Register and children in need due in the year</p> <p>The denominator is calculated as <math>(A+B+C)</math>, where:</p>

	<p>A = The number of looked after children reviews due in the year</p> <p>B = The number of reviews of children on the Child Protection Register due in the year</p> <p>C = The number of reviews of child plans of children in need due in the year</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>		
Data Source	PM1 return	Decimal Place	1
Explanation	Timely reviews are essential as part of effective care planning in order to safeguard and promote the welfare of children.		
Disaggregation	Disaggregation should be considered to suit local context and knowledge		

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Service/policy area	<b>Social Care – Children’s Services</b>		
Domain	Service Quality		
Reference	SCC/C/F/025/03-010 (SCC/025)		
Headline	<b>Statutory visits to looked after children</b>		
Indicator	The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations		
Guidance	<p>Looked after children are those children who are looked after by the local authority i.e. they are either in the care of the local authority or provided with accommodation by the local authority, as per the Children Act 1989.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>• Children who are looked after under a series of short term placements</li> </ul> <p>Regulations state that statutory visits should take place as follows:          “In the first year, within 1 week from the beginning of the placement, and then at intervals of not more than 6 weeks and in subsequent years at intervals of not more than 3 months.</p> <p>In the case of emergency or immediate placement under reg 38 the responsible authority arrange for the child to be visited at least once in each week during placement.”</p> <p>Guidance on the requirements of statutory visits can be found in the <a href="#">Fostering Services (Wales) regulations 2003</a>.</p> <p>The Children (Short Term Placements) (Miscellaneous) Regulations 1995 state that visits should take place as follows:          “Within the first 7 placement days of a series of short term placements and thereafter, if the series of placements continues, at intervals of not more than 6 months; or, if the interval between placement exceeds 6 months, during the next placement.”</p> <p>Please note the regulations apply to the placement, not the length of time the child has been looked after.</p>		
Calculation	<p><b>Numerator:</b> The number of statutory visits to looked after children due in the year to 31 March that took place in accordance with regulations</p> <p><b>Denominator:</b> The number of statutory visits to looked after children due in the year to 31 March</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>		
Data Source	PM1 return	Decimal Place	1
Explanation	To safeguard and promote the welfare of children looked after it is essential that the child is seen at regular intervals.		
Disaggregation	Disaggregation should be considered to suit local context and knowledge.		

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Service/policy area	<b>Education</b>
Domain	Strategic Outcomes
Reference	EDU/C/F/004/06-011 (EDU/004)
Headline	<b>Key Stage 3 Assessments</b>
Indicator	The percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment
Guidance	<p>A school is responsible for reporting the end of Key Stage 3 results for all pupils on their school roll as at the second Tuesday in May and taught in the national curriculum year 9; this is known as the 'specified date on roll'</p> <p>To achieve the Core Subject Indicator, pupils must achieve level 5 or above in each of the core National Curriculum subjects of English or Welsh (first language), Mathematics and Science in combination.</p> <p>Schools are required to assess pupils at the end of Key Stage 3 in either English first language and Welsh second language, or Welsh first language and English, according to the language through which the pupil is taught, or their 'statutory language'. This is defined as part of the PLASC return. At Key Stage 3, if results are available for both English and Welsh first language, the higher of the two is used to calculate the Core Subject Indicator.</p> <p>Exclude pupils who have been identified in the National Data Collection (NDC) as having arrived from a non-English or non-Welsh based education system. The criteria used to identify "eligible" pupils is that:</p> <ul style="list-style-type: none"> <li>• the pupil's first language is not English or Welsh;</li> <li>• the pupil has arrived from a non-English or non-Welsh-based education system; and</li> <li>• arrived in the UK on or after the start of the previous school year.</li> </ul> <p>For example, pupils reaching the end of a key stage in summer 2010 could be eligible for this status if they arrived in the UK on or after 1 September 2008.</p> <p>Registering pupils as having arrived from a non-English or non-Welsh based education system remains the responsibility of headteachers. Those pupils registered as such will not be included in the results for any subject. I.e. once a pupil is registered as having arrived from a non-English or non-Welsh based education system, their results will be discounted from any local authority level performance while that status is applicable.</p> <p>These pupils should be excluded from both the numerator and denominator</p> <p>All other pupils including those from Special schools and pupil referral units should be included in this PI regardless of the outcome.</p>
Calculation	<b>Numerator:</b> The number of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core

	Subject Indicator, as determined by Teacher Assessment		
	<p><b>Denominator:</b> The total number of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}} \times 100</math></p>		
Data Source	Welsh Government's Education and Lifelong Learning Statistics Unit (ELLS1)	Decimal Place	1
Explanation	<p>Educational attainment is an important national priority, linking as it does to many other strategic objectives such as reducing unemployment and social exclusion.</p> <p>This indicator provides the second milestone on a continuum of performance from Key Stage 2 to Key Stage 4. It enables value-added to be gauged during the first phase of secondary education.</p> <p>Moderation arrangements are being strengthened over coming years to improve the consistency and comparability of teacher assessment based data.</p>		
Disaggregation	<p>Disaggregation should be considered to suit local context and knowledge. These are some areas to consider:</p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Language</li> <li>• Ethnicity</li> <li>• Special Educational Needs (SEN)</li> <li>• Looked After Children (Educated by the local authority)</li> <li>• School</li> <li>• Pupils entitled to free school meals</li> </ul>		

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Service/policy area	<b>Education</b>
Domain	Strategic Outcomes
Reference	EDU/C/F/016a/03-012 (EDU/016a)
Headline	<b>Attendance in schools</b>
Indicator	Percentage of pupil attendance in primary schools
Guidance	<p>Attendance is classed as being present or on approved educational activities.</p> <p>Where pupils are dual registered at a mainstream school and a special school or PRU, the school which records the pupil's registration status as 'Dual registered – Main' should record the pupil's attendance at the alternative setting in the attendance register. Subject to the school verifying that the pupil did attend at the alternative setting these sessions may be counted as having a meaning of 'present' for the purposes of this indicator.</p> <p>Exclude:</p> <ul style="list-style-type: none"> <li>• Full time pupils at Pupil Referral Units and Special schools</li> <li>• Pupils in independent schools.</li> </ul> <p>The percentage of attendance is deduced by subtracting the percentage absent (both authorised absences and unauthorised) from 100%.</p> <p>Exclude any sessions when the school was only open for staff or was not open for staff and pupils due to uncontrollable circumstances such as extreme weather.</p> <p>Where a pupil arrives at the school part way through the data collection period, the data for that pupil should only take account the pupil's attendance record whilst at the reporting school.</p> <p>Where a pupil is readmitted to a school having been a leaver of that school in the same reporting year the total number of possible sessions when the pupil was on roll over the year needs to be aggregated.</p> <p>Whether a pupil is reported as on roll as a leaver is determined by their registration status on the last day of the reporting period.</p> <p>The percentage of pupil attendance should be reported for all pupils of compulsory school age, being those aged 5 or over as at the 31 August preceding the reporting school year. Include all pupils who were on roll at any point during the year. For dually registered pupils, include those at the "main" school only.</p> <p>The absence percentage is calculated based on the number of sessions missed by all pupils in primary schools There are two sessions a day – morning and afternoon. The total number of sessions possible in the year is calculated by summing the number of sessions possible for each pupil on roll.</p>
Calculation	<b>Numerator:</b> The total number of sessions missed by all pupils in primary schools

	<p><b>Denominator:</b> The total number of sessions possible for all pupils</p> <p><b>Formula:</b> <math>\left[ 1 - \frac{\text{Numerator}}{\text{Denominator}} \right] \times 100</math></p>		
Data Source	Welsh Government's annual pupil level attendance data collection (Education and Lifelong Learning Statistics Unit (ELLS1))	Decimal Place	1
Explanation	<p>The focus on attendance is a critical measure as young people are unlikely to attain their full potential and are more likely to be diverted into anti-social behaviour if they are not attending school regularly.</p> <p>The Attendance Task and Finish Group recommended in its report of February 2003 that the Welsh Government should place more emphasis on dealing with the absence of pupils at an early age to help avoid later problems. As part of this approach they recommended that information on attendance should be collected from primary schools and that additional monitoring mechanisms should be in place.</p> <p>Further guidance on pupil attendance can be found in the Welsh Government's guidance document entitled 'Inclusion and Pupil Support' (Circular 47/06)</p>		
Disaggregation	<p>Disaggregation should be considered to suit local context and knowledge. These are some areas to consider:</p> <ul style="list-style-type: none"> <li>• School</li> <li>• Age i.e. school year</li> <li>• Gender</li> <li>• Language</li> <li>• Ethnicity</li> <li>• Special Educational Needs (SEN)</li> <li>• Reason for absence</li> <li>• Pupils entitled to free school meals</li> </ul>		

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Service/policy area	<b>Education</b>
Domain	Strategic Outcomes
Reference	EDU/C/F/016b/03-013 (EDU/016b)
Headline	<b>Attendance in schools</b>
Indicator	Percentage of pupil attendance in secondary schools.
Guidance	<p>Attendance is classed as being present or on approved educational activities.</p> <p>Where pupils are dual registered at a mainstream school and a special school or PRU, the school which records the pupil's registration status as 'Dual registered – Main' should record the pupil's attendance at the alternative setting in the attendance register. Subject to the school verifying that the pupil did attend at the alternative setting these sessions may be counted as having a meaning of 'present' for the purposes of this indicator.</p> <p>Exclude:</p> <ul style="list-style-type: none"> <li>• Full time pupils at Pupil Referral Units and Special schools</li> <li>• Pupils in independent schools.</li> </ul> <p>The percentage of attendance is deduced by subtracting the percentage absent (both authorised absences and unauthorised) from 100%.</p> <p>Exclude any sessions when the school was only open for staff or was not open for staff and pupils due to uncontrollable circumstances such as extreme weather.</p> <p>Where a pupil arrives at the school part way through the data collection period, the data for that pupil should only take account the pupil's attendance record whilst at the reporting school.</p> <p>Where a pupil is readmitted to a school having been a leaver of that school in the same reporting year the total number of possible sessions when the pupil was on roll over the year needs to be aggregated.</p> <p>Whether a pupil is reported as on roll as a leaver is determined by their registration status on the last day of the reporting period.</p> <p>Include pupils on roll at maintained secondary schools only.</p> <p>The percentage of pupil attendance is measured for all pupils aged 15 or under at 31 August preceding the reporting school year from the start of the school year and ending on the date of the late May Bank holiday. Include all pupils who were on roll at any point during the year. For dually registered pupils, include those at the "main" school only.</p> <p>The absence percentage is calculated based on the number of sessions missed by all pupils in secondary schools. There are two sessions a day – morning and afternoon. The total number of sessions possible in the year is calculated by summing the number of sessions possible for each pupil on roll.</p>



Calculation	<p><b>Numerator:</b> The total number of sessions missed by all pupils in secondary schools</p> <p><b>Denominator:</b> The total number of sessions possible for all pupils</p> <p><b>Formula:</b> <math>\left[ 1 - \frac{\text{Numerator}}{\text{Denominator}} \right] \times 100</math></p>		
Data Source	Welsh Government's annual pupil level attendance data collection (Education and Lifelong Learning Statistics Unit (ELLS1))	Decimal Place	1
Explanation	<p>The focus on attendance is a critical measure as young people are unlikely to attain their full potential and are more likely to be diverted into anti-social behaviour if they are not attending school regularly.</p> <p>The Attendance Task and Finish Group recommended in its report of February 2003 that the Welsh Government should place more emphasis on dealing with the absence of pupils at an early age to help avoid later problems. As part of this approach they recommended that information on attendance should be collected from primary schools and that additional monitoring mechanisms should be in place.</p> <p>Further guidance on pupil attendance can be found in the Welsh Government's guidance document entitled 'Inclusion and Pupil Support' (Circular 47/06)</p>		
Disaggregation	<p>Disaggregation should be considered to suit local context and knowledge. These are some areas to consider:</p> <ul style="list-style-type: none"> <li>• School</li> <li>• Age i.e. school year</li> <li>• Gender</li> <li>• Language</li> <li>• Ethnicity</li> <li>• Special Educational Needs (SEN)</li> <li>• Reason for absence</li> <li>• Pupils entitled to free school meals</li> </ul>		

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Service/policy area	<b>Corporate Health – Human Resources</b>
Domain	Resources
Reference	CHR/C/F/002/05-014 (CHR/002)
Headline	<b>Sickness absence</b>
Indicator	The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence
Guidance	<p>This indicator is the total number of working days/shifts lost due to both long term and short term sickness.</p> <p>Short term sickness is defined as absence in a single period lasting less than 20 FTE working days (less than a 28 calendar day period).</p> <p>Long term sickness is defined as absence in a single period lasting 20 or more FTE working days (28 calendar day period or more). Include those on long term sick, who are no longer being paid but are still employed by the local authority.</p> <p>When counting the number of working days/shifts lost due to sickness absence, include:</p> <ul style="list-style-type: none"> <li>• Days lost through sickness due to disability, long-term sickness, third party accidents and industrial injuries.</li> </ul> <p>Exclude:</p> <ul style="list-style-type: none"> <li>• Medical appointments (i.e. for doctor, dentist, optician, hospital, midwife etc.) as these are classed as special leave</li> </ul> <p>A local authority employee is a person employed and paid by the local authority (either fully or partially) who is either on a permanent (not fixed term) contract of service or on any period of fixed term contract. This also includes open ended contracts to cover, for example, sickness absence or maternity leave.</p> <p>Exclude:</p> <ul style="list-style-type: none"> <li>• A person employed and paid by the local authority (either fully or partially) who is not on a permanent contract but on a fixed term contract to cover seasonal trends.</li> <li>• A person engaged by the local authority, not on any kind of contract of service, where there is no obligation on the authority to offer hours and no obligation for the person to accept those hours. Relief workers and supply teachers can come under this category.</li> <li>• A person not employed by the local authority and not on any kind of contract of service, but who is engaged to work as and when required by the local authority, but who is employed and paid by an employment agency and is not on the local authorities payroll.</li> </ul> <p>The data is collected separately for 'Teachers' and 'Staff (excluding teachers)'. School based staff should be included as 'Staff (excluding teachers)'.</p> <p>'Working days/shifts' means days/shifts scheduled for work. If employees are due to work on bank holidays/extra statutory</p>

	<p>holidays and they are off sick then their sickness absence should be included.</p> <p>In the instance of an employee reporting sick part way through a working day/shift, authorities should record the information to the nearest half day/shift.</p> <p>For employees who work part-time, the authority should calculate the FTE equivalent for both the numerator and denominator on a consistent basis.</p> <p>The following is an example of how to calculate FTE for employees. If a full time employee works 5 days a week, the following equivalencies apply:  1 full time employee = 1  An employee who works 2 ½ days = 0.5  An employee who works 3 days = 0.6</p> <p>If a full time employee works 40 hours a week, the following equivalencies apply:  1 full time employee = 1  An employee who works 16 hours = 0.4  An employee who works 30 hours = 0.75</p> <p>A day should be based on the number of contracted hours for an employee.</p>
Calculation	<p><b>Numerator:</b> Total number of working days/shifts lost to sickness absence between 1 April 2015 and 31 March 2016.</p> <p>The numerator is calculated as <math>W+X+Y+Z</math>, where:  <math>W</math> = The number of working days/shifts per full-time equivalent (FTE) teacher lost due to short term sickness absence;  <math>X</math> = The number of working days/shifts per full-time equivalent (FTE) teacher lost due to long term sickness absence;  <math>Y</math> = The number of working days/shifts per full-time equivalent (FTE) local authority employee (excluding teachers) lost due to short term sickness absence;  <math>Z</math> = The number of working days/shifts per full-time equivalent (FTE) local authority employee (excluding teachers) lost due to long term sickness absence.</p> <p><b>Denominator:</b> Average number of full-time equivalent (FTE) employees.</p> <p>The denominator is calculated as <math>A+B</math>, where:  <math>A</math> = The average number of full-time equivalent (FTE) teachers.  <math>B</math> = The average number of full-time equivalent (FTE) staff (excluding teachers).</p> <p>Both <math>A</math> and <math>B</math> are calculated by adding the number of full-time</p>

	<p>equivalents (FTEs) at 31 March 2015 to the number of full-time equivalents (FTEs) at 31 March 2016 and then dividing the result by 2.</p> <p><b>Formula:</b> <math>\frac{\text{Numerator}}{\text{Denominator}}</math></p>		
Data Source	-	Decimal Place	1
Explanation	<p>Measuring the levels of sickness absence within a local authority will help to ascertain the robustness and effectiveness of absence management policies within local authorities. It will also assist in establishing how effective a local authority has been in reducing loss; and will provide a basis on which to evaluate the status and morale of the workforce.</p>		
Disaggregation	<p>Disaggregation should be considered to suit local context and knowledge.</p>		

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# Appendix A

## Numbering the indicators

A new indicator coding system was introduced in April 2005. The current numbering system will apply for 2015-16. Under this new system, each indicator's reference number will be comprised of the following elements:

**Area Code** – a 3-digit code that will identify the service area to which the indicator belongs, as below:

Service Area	Code
Corporate Health – Human Resources	CHR
Corporate Health – Financial Health	CFH
Corporate Health – Asset Management	CAM
Education	EDU
Social Care – Adults' Services	SCA
Social Care – Children's Services	SCC
Youth Justice	SCY
Housing – Homelessness and Housing Advice	HHA
Housing – Private Sector Renewal	PSR
Housing – Energy Efficiency	EEF
Housing – Housing Benefit and Council Tax Benefit	BNF
Environment and Transport – Waste Management	WMT
Environment and Transport – Street Scene	STS
Environment and Transport – Transport and Highways	THS
Environment and Transport – Countryside Management	CMT
Planning and Regulatory Services – Planning	PLA
Planning and Regulatory Services – Building Control	BCT
Planning and Regulatory Services – Public Protection	PPN
Leisure and Culture – Sport and Recreation	LCS
Leisure and Culture – Libraries	LCL

**Status Code** – This will be either 'S' or 'C' depending on whether the indicator is a statutory indicator or was formerly a "core set" indicator respectively.

**Developmental Code** – This will be either 'F' or 'D' depending on whether the indicator is final or developmental respectively

**Reference Number** – a 3-digit unique number that will identify each indicator within a set. Once this number has been allocated to an indicator it cannot be reallocated even if the original indicator is deleted.

**Version Number** – a 2-digit number that will increase each time the indicator is amended.

**Order Number** – a 3-digit code that will allow the indicators within each set to be ordered in a sensible way for both display purposes and to assist in data analysis. As indicators start to be added or removed, the reference numbers will not necessarily mean that the indicators are in a sensible order so the addition of this order code should overcome this.

Below is an example of how this coding system will work over the course of a couple of years:

	2005-06	2006-07	2007-08
Codes	CHR/S/F/001/01-001 CHR/S/D/002/01-002 CHR/C/D/003/01-003 CHR/C/F/004/01-004 CHR/C/F/005/01-005	CHR/S/F/001/01-001 CHR/S/F/002/02-002  CHR/C/F/004/01-003 CHR/C/F/005/01-004	CHR/S/F/001/01-001 CHR/S/F/002/03-002 CHR/S/F/006/01-003 CHR/C/F/004/01-004 CHR/C/F/005/01-005 CHR/C/D/007/01-006
Description	Five new indicators for an area. 3 are final definitions 2 are developmental and need to be piloted	Indicator 2 is developed and becomes version 2 of the same indicator. Indicator three is discontinued. All definitions are now final.	Indicator 2 is developed and becomes version 3. New indicator 6 is developed and ordered to follow 2. New indicator 7 is developed for piloting and placed at the end of the sequence.

We recognise that when discussing indicators, it is useful to have a shorter version of the code. Therefore, in conversation, the code will simply consist of the area code and the reference number, e.g. 'CHR/001' or 'CHR-one'. It will be assumed that the current version of the indicator is being discussed.

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## **Appendix B**

### **Supporting document**

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Indicator amendments for 2015-16

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## Section 1

## Indicator amendments for 2015-16

All year references have been updated to reflect the reporting year.

Reference	Amendment	Explanation
<b>Affordable and appropriate housing</b>		
HHA/013	Removed from PAMs and NSI set.	Welsh Government (WG) are no longer collecting this indicator as part of the NSI set.
<b>Sustainable futures</b>		
CAM/037	Additional indicator.	This indicator has been introduced to help demonstrate improvements in the energy efficiency of local authority public buildings.
<b>A clean and safe environment</b>		
THS/012	We will be collecting the information relating to A, B & C roads as part of the PAMs collection. This change will also apply to the 2014-15 collection.	To ensure the continuity of the data.
<b>Corporate Management</b>		
CHR/002	We have added some additional elements to the numerator and denominator to reflect the data that we will be collecting. This change will also apply to the 2014-15 collection.	Additional data items added to help authorities understand the overall sickness rate.