



Best Value Performance Indicators: 2005/06



Key to using this document

The guidance entry for each BVPI is colour-coded by service area:



Corporate Health



Education



Social Services



Housing



Environment



Culture & Related Services



Community Safety & Well-being



Fire

All BVPIs now have a 'polarity' statement in the form of an arrow in the top right-hand corner of each guidance entry. This shows whether authorities should be aiming for a high or low outturn figure.



Good performance = high outturn figure



Good performance = low outturn figure



Good performance may be high or low figure, depending on other factors

N/A

Outturn is not numerical



Office of the
Deputy Prime Minister

Creating sustainable communities

Best Value Performance Indicators: 2005/06

February 2005
Office of the Deputy Prime Minister: London

The Office of the Deputy Prime Minister has worked hard to ensure the accuracy of this document with the help of Other Government Departments, the Audit Commission, the Local Government Association and a sounding board of local authorities. All the information herein is correct to the best of our knowledge. Should any errors or inconsistencies be found in the text the online version of this guidance will be updated to reflect that new information. If you have any queries about the information contained within please check our website at www.bvpi.gov.uk

Furthermore, it is hoped that the set of 94 performance indicators detailed in this document will remain largely unchanged until 2008. For this reason, it is anticipated that there will be no full publication of the BVPI guidance for 2006/07, and thus that this document will remain the statutory guidance for 2006/07, and possibly 2007/08.

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Guidance Document 2005/06

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Foreword

This Government is committed to helping local authorities deliver excellent services, provide leadership for their areas, and empower their communities.



Local authorities have already demonstrated significant improvement in performance since the introduction of Best Value. Two thirds of single tier and county councils are now rated as 'excellent' or 'good.'

Local authorities have a lot to be proud of, but there are always opportunities for further improvement. The Government, and our partners in local government, are working together to meet the needs and rising aspirations of people who use public services.

In order to improve services, we need to know what's working and what needs to change. Best Value Performance Indicators provide valuable evidence about the performance of local authorities. They enable local authorities to benchmark themselves against councils in other areas; they allow the Government to monitor progress over time; and they provide useful information to local people.

However, it is essential that we strike the right balance between performance management and service delivery. Following a fundamental review, we are reducing the number of Best Value Performance Indicators to 94, less than half the number originally used in 2000/01. We now intend to keep the set largely unchanged over the next two to three years, in order to enable authorities to build up valuable year-on-year information.

In the longer term, we will be publishing our proposals for a new performance framework for local government. This will be part of the discussion on the future of local government which we began last year with the publication of *'The future of local Government: Developing a 10 year vision.'* This sets out our aim to develop a new settlement between local and central government to deliver better services, better leadership and create more opportunities for people and their communities.

A handwritten signature in black ink, appearing to read "John Prescott".

Rt Hon John Prescott MP
Deputy Prime Minister

Introduction

BVPIs and the Local Government Performance Management Framework

What is 'Best Value'?	<p>The purpose of Best Value is to establish a culture within local government that encourages good management practices delivering efficient, effective and economic services that meet users' needs.</p> <p>It ensures that councils deliver continuous improvement in services, with regard to efficiency, effectiveness and economy and the needs and expectations of service users. It focuses on achieving high standards rather than lowest cost, emphasises genuine challenge to existing ways of doing things and encourages the involvement of service users, staff and management in creative ways.</p>
What are BVPIs?	<p>The 94 Best Value Performance Indicators (BVPIs) described in this guidance document are an integral part of local government's performance management framework. They constitute a framework of clear performance measures across the range of local government services. They reflect the importance that is attached to service delivery at the local level, and the Government's commitment to working in partnership to secure a progressive improvement in authorities' performance: reflecting Public Service Agreement 4 target (PSA 4).</p>
PSA 4 Target	<p>The new PSA4 target 2005-06 to 2007-08 has been developed through discussions with the Local Government Association (LGA), Audit Commission, Improvement and Development Agency (IDeA), Treasury and their Performance Information Panel, it is:</p> <p><i>'By 2008, to improve the effectiveness and efficiency of local government in leading and delivering services to all communities'</i></p>
What is the purpose of BVPIs?	<p>The overall purpose of BVPIs is to contribute to and facilitate the continuous improvement in efficiency and effectiveness of services.</p> <p>Performance is independently monitored to ensure the robustness of the data. As a standardised suite of performance indicators, BVPIs help the public and local and central government to monitor, analyse and compare the achievements of local authorities.</p> <p>This analysis and comparison serves three main purposes,</p> <ul style="list-style-type: none">• To enable central Government to monitor progress over a period of time;• To allow authorities to compare their performance against that of their peers; and• To provide residents with information about the performance of their local authority
Best Value Performance Plans	<p>To ensure fairness in comparison, robustness and transparency are thus key characteristics of the BVPI set. Authorities are required to have their BVPIs audited by the Audit Commission and published annually for the general public. Authorities must report their progress against BVPIs and targets in their Best Value Performance Plans (BVPP) as per Statutory Instrument 2002/305. For information on BVPP performance and practice see the ODPM website:</p> <p>http://www.odpm.gov.uk/stellent/groups/odpm_localgov/documents/page/odpm_locgov_023821.hcsp</p>

Local Government Act 1999	<p>Background Legislation</p> <p>Section 3 of the Local Government Act 1999 requires Best Value Authorities to make arrangements to secure continuous improvement in the way in which they exercise their functions, having regard to a combination of economy, efficiency and effectiveness.</p> <p>Section 4 of the same Act gives the Secretary of State power to specify:</p> <p>(a) ‘factors (‘performance indicators’) by reference to which a Best Value Authority’s performance in exercising functions can be measured’, and</p> <p>(b) standards (‘performance standards’) to be met by Best Value Authorities in relation to performance indicators specified under paragraph (a).</p>
Performance Standards	<p>‘Performance standards’ are those standards in respect of BVPIs that must be met by authorities. Failure to meet a performance standard will normally be judged as a failure to achieve Best Value for that particular service. The Government continues to use them sparingly and only where there is a legitimate national interest in doing so. There are presently performance standards relating to recycling and composting, and planning. These standards are specified in the individual guidance for these PIs, and listed in Chapter 11: ‘Authorities Subject to Planning Standards’, and Chapter 12: ‘Authorities Subject to Waste Standards’.</p>
Why set targets?	<p>Performance Targets and Standards</p> <p>Targets help authorities and their staff to focus on what needs to be done to bring performance up to the levels that are being achieved elsewhere. They act as a guide on how long this improvement is likely to take and what staff should be aiming to achieve.</p> <p>Targets are used by auditors and inspectors as evidence of ambition and future priorities. They allow authorities to give auditors and inspectors a ‘snapshot’ of reasonable expectations given present resources. Targets indicate to local people how an Authority intends to improve in future and what service improvements it is reasonable to expect from the Authority.</p> <p>Central Government analyses national and regional average targets to predict the future performance of local government. They also help us to set national PSA targets.</p>
Target-setting	<p>Best Value Authorities are required to set targets for all BVPIs which do not have nationally-set targets. Targets need to be challenging but realistic. Unless stated below as exceptions all targets should be set locally by the authority.</p> <p>There are two types of nationally-set targets</p> <p>a) performance standards; and</p> <p>b) top-quartile targets.</p>
Performance Standards	<p>The following BVPIs have performance standards set:</p> <p>BV 109a, BV 109b, BV 109c, BV 82a, BV 82b.</p>
Top-Quartile Targets	<p>Top-quartile targets are those for which local authorities should aim to reach the performance level of the top quartile of performers in the previous financial year’s outturns.</p> <p>Top-quartile targets have been set for the following BVPIs:</p> <p>BV 9, BV 10, BV 12, BV 14, BV 15.</p> <p>Top quartile statistics for these BVPIs are available on the ODPM website: http://www.odpm.gov.uk/stellant/groups/odpm_control/documents/contentservertemplate/odpm_index.hcst?n=2076&l=3</p>

Targets for cost BVPIs Targets for those BVPIs which are concerned with the cost of providing a service should take into account inflation. It is important that targets set are clear about what successful performance means in real terms. Thus in setting targets for these BVPIs authorities should use the GDP deflator provided by HM Treasury. This is updated annually and provides a measure of price change over time in the domestic economy. Details of the measure and guidance on its use are available from:

http://www.hm-treasury.gov.uk/Economic_Data_and_Tools/GDP_Deflators/data_gdp_fig.cfm

Reporting of financial BVPIs should be in accordance with the CIPFA Code of Practice in Best Value Accounting.¹ Under the code, Best Value Authorities are required to account on the basis of 'total cost', rolling in capital charges.

BVPIs and CPA

BVPIs record the national level of performance of local authorities in very discrete areas and give a broad brush picture of each local authority's performance. In 2002 Comprehensive Performance Assessment (CPA) was introduced to allow a more in-depth understanding of each authority's performance. The CPA methodology is informed by BVPIs, but also uses inspections and reports on assessments of authorities' plans and strategies. The introduction of CPA enabled Central Government to provide a tailored response to local government by awarding freedoms and flexibilities to those high performing authorities and more support for poorer performers.

At the time of writing proposed changes to the CPA methodology are out to consultation, and as a result a revised methodology will be introduced from 2005.

BVPIs 2005/06 – what's new, and why the changes?

Why change the suite? Since BVPIs were introduced in 2000/01 the framework within which local government performance is assessed and measured has developed significantly particularly through the introduction of the Comprehensive Performance Assessment and the separate star rating assessments of education and social services. Therefore it was decided that the BVPIs should be fundamentally reviewed in order to ensure that the suite:

- Took account of this framework;
- Reflected the key national and local priorities;
- Provided relevant performance management information; and
- Accurately informed CPA ratings, particularly under the revised methodology.

The review process

There were three key aspects to the review:

- a) a formal consultation document was sent out to all local authorities,
- b) a Sounding Board of local authorities was convened to advise and inform the process, and
- c) all newly proposed and significantly amended BVPIs were piloted by the Sounding Board and some other volunteer authorities.

¹ Best Value Accounting – Code of Practice, CIPFA, February 2000.

The formal consultation ran from 06/07/04 to 31/08/04. Over 500 replies were received to the document. These replies helped inform amendments to existing and newly proposed BVPIs.

The 16 local authority members of the Sounding Board² were selected from over 80 volunteer authorities. They were chosen to ensure a good spread both geographically and by type of Authority. The Sounding Board gave invaluable advice on the overall balance of the BVPI set, possible BVPI deletions, and how to improve the newly proposed BVPIs.

The new and amended PIs were then piloted. This was the first year that piloting was employed. It was a very useful process, giving hard evidence about how robust the proposed changes were likely to be. Piloting authorities were asked to assess the new and amended PIs against eleven criteria.

After the consultation and pilot, and with substantial help from the Sounding Board 10 new BVPIs have been added and 26 have been amended.

New BVPIs

Service area	Proposal Number	BVPI Number	Description
Corporate Health	BV(X1)	BV 11c*	Top 5% of earners that have a disability
Housing	BV(X11)	BV 211	Housing repairs and maintenance
	BV(X12)	BV 212	Average time taken to re-let council dwellings
	BV(X16)	BV 213	Number of homelessness cases prevented
	BV(X17)	BV 214	Repeat homelessness
Environment	BV(X19)	BV 215	Percentage of street lights operational
	BV(X20)	BV 217	Pollution control
	BV(X21)	BV 218	Abandoned vehicles
	BV(X22)	BV 216	Contaminated land
Culture	BV(X24)	BV 219	Conservation areas
	BV(X26)	BV 220	Composite library indicator

* Not counted as a new indicator as it forms part of the existing BVII.

² Adur District Council; Broadland District Council; London Borough of Lewisham; London Borough of Hammersmith & Fulham; Derbyshire County Council; Bristol City Council; Vale Royal Borough Council; Portsmouth City Council; Stoke City Council; Telford & Wrekin Borough Council; Nottinghamshire County Council; Kent County Council; South Hams District Council; London Borough of Barking & Dagenham; Tameside Metropolitan Borough Council; Newark and Sherwood District Council.

Amended BVPIs

(number in brackets is new BV number for 2005/06)

Service area	BVPI	Description
Corporate Strategy	BV 11b	Black and minority ethnic staff in senior management
	BV 17	Black and ethnic minority employees
Education	BV 33 (BV 221)	Youth service expenditure
	BV 159	Permanently excluded pupils attending alternative tuition
	BV 192 (BV 222)	Quality of teaching early years and childcare services
Housing	BV 63	Energy efficiency of local authority housing stock
	BV 66a	Local Authority rent collection
	BV 74	Satisfaction of LA tenants with overall service of landlord
	BV 75	Satisfaction with participation for BME and Non-BME groups
	BV 79b	Accuracy of recovering overpayments
Environment	BV 82a	Household waste recycled
	BV 82b	Household waste composted
	BV 82c	Household waste used to recover other energy sources
	BV 82d	House waste landfilled
	BV 84	Household waste per head
	BV 91	Residents served by kerbside recycling
	BV 199	Levels of street cleanliness, graffiti, fly-posting and fly-tipping
	BV 96 (BV 223)	Condition of principal roads
	BV 97 (BV 224)	Condition of non-principal roads
	BV 99	Road safety
	BV 200	Plan making
Community Safety & Well-being	BV 127	Robberies
	BV 128	Vehicle crimes
	BV 176 (BV 225)	Domestic refuge places
	BV 177 (BV 226)	Percentage of authority expenditure on Community Legal Services
Culture and Related Services	BV 170	Number of visits to museums

Deleted BVPIs

Service area	BVPI	Description
Corporate Health	BV 1	Community Strategies
	BV 180	Energy consumption
Education	BV 34b	Surplus places in primary schools
	BV 34a	Surplus places in secondary schools
	BV 44	Pupils permanently excluded
	BV 48	Schools under special measures
	BV 193	Authority's school budget compared to schools Funding Assessment
Social Services	BV 51	Cost of services for looked after children
	BV 52	Cost of services for intensive social care for adults
	BV 58	People receiving statements
	BV 62	Private sector dwellings made fit
Housing	BV 185	Percentage of responsive repairs with kept appointments
Environment	BV 186	Roads not needing repair
Culture	BV 117	Visits to libraries

The Future Now that a comprehensive review has taken place, our intention is to leave the BVPI suite largely unchanged for the next two or three years. ODPM is keen to safeguard time-series data and to limit the burden which changes can have on authorities.

In the longer term, ODPM is currently developing its proposals for the performance framework in the context of the Local Government Strategy. We aim to move towards a framework where local government is more accountable to the communities it serves, and the emphasis will be on indicators with relevance to the local area.

New Guidance Format For the purpose of continuity the layout and format of this guidance book remains similar to that of 2003/04. However, the document has been completely re-written to ensure that, as far as possible, it provides clear and unambiguous guidance to local authorities. Other significant changes which have been made to promote usability are:

- Annex D in Guidance 2003/04 has been renamed and extended;
- The guidance entries for the BVPIs have been standardised;
- There is a new chapter giving information on the audit process of BVPIs;
- The service block headings have been revised to reflect policy changes;
- The glossary has been extended;
- A graphic designer has reworked the document.

The 2005/06 Guidance document has been written with a significant amount of input and help from a small group of seven local authorities³, the LGA, IDeA and the Audit Commission. ODPM would like to record its appreciation of this extremely useful assistance.

For a full list of the contents please turn to page 3

³ Bristol City Council, Derbyshire County Council, London Borough of Barking and Dagenham, Kent County Council, London Borough of Lewisham, Portsmouth City Council, South Hams District Council.

User Satisfaction BVPIs

In recognition of the importance of understanding the experiences of service users, for 2000/01 the Government specified a number of BVPIs that required local authorities to survey local people. These 'User-Satisfaction Surveys' are conducted every three years. The second User-Satisfaction Survey was undertaken in 2003/04. On this basis the surveys are not due to be undertaken in 2006/07, and thus local authorities will not be expected to report against them this year.

For reference the User Satisfaction BVPIs are:

BV3, BV4, BV89, BV90, BV103, BV104, BV119, BV80, BV111, BV118, BV74, and BV75.

Local Performance Indicators

In recognition of the fact that local areas have differing needs and priorities, local authorities are encouraged to develop and use local performance indicators to supplement the BVPI set. Local indicators measure local performance and authorities' responsiveness to meeting local needs and are important for both the internal performance management of authorities and for external scrutiny of services. Targets for improvement should be set and monitored for all local indicators as well as BVPIs.

Local PI Library

The Audit Commission has published guidance on devising sets of performance indicators and on setting and monitoring local performance targets. This is available through the Audit Commission website: <http://www.audit-commission.gov.uk/performance/index.asp?page=index.asp&area=hpbvpi>

ODPM guidance on the use of local performance indicators is available on our website: http://www.odpm.gov.uk/stellent/groups/odpm_localgov/documents/page/odpm_locgov_021856.hcsp

The Audit Commission together with the Improvement and Development Agency (IDeA) has established a library of definitions of local performance indicators where local authorities can select and use performance indicators appropriate to local circumstances. The library is located online at: www.local-pi-library.gov.uk.

Note on the Measurement of Ethnic Minority Representation

There are a number of BVPIs which involve the measurement of ethnic minority representation, specifically BV11b, BV17a, BV17b, BV74b, and BV75b. Previously the terminology 'black and minority ethnic' was used in these BVPIs. In line with advice from the Commission for Racial Equality we have now amended the description from 'BME' to 'Ethnic Minority'. Thus these BVPIs only ask for numbers of 'ethnic minority' people now. 'Ethnic Minority' is defined to include all those people in the census classification b, c, d or e, that is:

- Ethnic Minority Groups
- b. Mixed
 - (i) White and Black Caribbean
 - (ii) White and Black African
 - (iii) White and Asian
 - (iv) Any other mixed background
 - c. Asian or Asian British
 - (i) Indian
 - (ii) Pakistani
 - (iii) Bangladeshi
 - (iv) Any other Asian background
 - d. Black or Black British
 - (i) Caribbean
 - (ii) African
 - (iii) Any other Black background
 - e. Chinese or Other ethnic group
 - (i) Chinese
 - (ii) Other

'White' Minorities

The consultation document specifically identified the possible inclusion of 'white Irish' and 'white other' in the definition of 'ethnic minority'. After some debate this was decided against. Though the change as it stands does not adequately address the representation of 'white' ethnic minorities, who may also experience discrimination, it was felt that including 'white' ethnic minorities in the BVPI would have risked masking the different experience more 'visible' minorities may have, and lose vital time-series data.

It is advised that in local authority areas where there are sizeable 'white' ethnic minority groups and evidence of discrimination or disadvantage that the local authority sets a local indicator to monitor the representation of and opportunities open to those groups.

The role of the BVPIs that use ethnicity information will continue to be reviewed and any new proposals included in future consultations.

Duty to Promote Race Equality

As part of their duty to promote race equality, authorities have a duty to monitor their workforce and to publish the results annually. Guidance on meeting that duty can be found in the CRE's Code of Practice and supporting non-statutory guidance. Authorities should ensure that the statistics reported against this indicator agree with the data they publish to meet the duty. The Code of Practice is available from: http://www.cre.gov.uk/publs/cat_duty.html

1

corporate health



Equality Standard for Local Government

Description	The level of the Equality Standard for local government to which the Authority conforms in respect of gender, race and disability.		
Purpose/aim	The Standard provides a framework for delivering continuous improvement in relation to fair employment outcomes and equal access to services to which all Authorities should aspire.		
Definition	<p>Authorities should report the level they have reached as follows:</p> <p>Level 0: The Authority has not adopted the Equality standard for Local Government.</p> <p>Level 1: The Authority has adopted a comprehensive equality policy including commitments to develop equality objectives and targets, to consultation and impact assessment, monitoring, audit and scrutiny.</p> <p>Level 2: The Authority has engaged in an impact and needs assessment, a consultation process and an equality action planning process for employment and service delivery.</p> <p>Level 3: The Authority has completed the equality action planning process, set objectives and targets and established information and monitoring systems to assess progress.</p> <p>Level 4: The Authority has developed information and monitoring systems that enable it to assess progress towards achieving specific targets.</p> <p>Level 5: The Authority has achieved targets, reviewed them and set new targets. The Authority is seen as exemplary for its equality programme.</p> <p>The level reported for the Authority, as a whole, can be no higher than that for any department within the Authority or for any of the four <i>key areas</i> within each level. Key areas area:</p> <ul style="list-style-type: none"> • Leadership and corporate commitment • Consultation and community development and scrutiny • Service delivery and customer care • Employment and training <p>Level reported is in accordance with details on pages 26 to 35 of the 'Equality Standard for Local Government' document.</p>		
Formula/ Worked Eg.	N/A		
Measurement Period	Current Financial Year: Snapshot on 31st March	Data Source (if external)	N/A
Return Format	Number (0-5)	Decimal Places	N/A

Equality Standard for Local Government (Cont'd)

Further Guidance	<i>The Equality Standard for Local Government</i> framework document, and 'E-s@t' - an audit toolkit which aids Authorities in auditing their performance against the Standard, are available at: www.lg-employers.gov.uk/diversity/equality/
Target Setting	Local
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Greater London Authority, Passenger Transport Authorities, Transport for London, London Development Agency, Fire and Rescue Authorities in England, National Parks Authorities, National Broads Authority.



Duty to Promote Race Equality

Description	The quality of an Authority's Race Equality Scheme (RES) and the improvements resulting from its application.
Purpose/aim	To ensure that all local authorities have made a high quality response to the Race Equality Duty, with clear race equality priorities and targets for services and employment.
Definition	<p>1) Does the Authority have a Race Equality Scheme (RES) in place?</p> <p>Does the RES:</p> <ul style="list-style-type: none"> a. List the functions and policies that are relevant to the general duty? b. Consist of a strategy, which addresses the general duty and each of the specific duties? c. Contain clear priorities, targets and outcomes in order to fulfill the general and specific duties? <p>Is the RES:</p> <ul style="list-style-type: none"> d. Supported by a timetabled, three-year action plan? e. Clearly integrated in all corporate and service-level plans and strategies? f. Clearly integrated in procurement and partnership strategies and policies and best value reviews? g. Actively communicated to members of the public and to staff? h. Reviewed regularly by the Authority? i. Owned by Council members and senior officers who share responsibility for ensuring outcomes are met and are involved in reviews of the scheme? <p>2) Is there evidence of measurable improvements in respect of:</p> <ul style="list-style-type: none"> j. The representation in the workforce at all levels of the range of ethnic groups in the local area and relevant labour markets. k. Improving staff perceptions of equal opportunities for all ethnic groups and reducing any differences? l. Widening the ethnic profile of service users having regard to need and relative to the local population? m. Improving satisfaction rates among service users of all ethnic groups and reducing any differences? n. Reducing number of complaints from service users of all ethnic groups and reducing any differences? o. Providing services that meet the needs of all ethnic groups in the communities the authority serves? p. Improving service outcomes for all ethnic groups and reducing any differences? q. Increasing confidence in reporting racial incidents? r. Increasing satisfaction in the way racial incidents resulting in further action are handled?

Duty to Promote Race Equality (Cont'd)

Formula/ Worked Eg.	<p>Authorities are to score one point for each of the above items to which they can say 'yes' including question no. 1 (but not question 2). The authority's score should then be expressed as a percentage for reporting.</p> <p>Example: If an Authority has evidence that it can answer 'yes' to 15 out of the 19 questions it would score $15/19 \times 100 = 79\%$</p>		
Measurement Period	Current Financial Year: Snapshot on 31st March	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	<p>Authorities must be able to show that there are procedures in place to measure all the information required from (j) to (r) and to carry out sound analysis and make necessary changes. For authorities starting out, initial years may be about identifying ethnic differences and putting procedures in place for addressing this. There should be concrete results arising from the RES by its third year of application. For some authorities that already have baseline data, they will be in a position to measure improvements in year one.</p> <p>However low the ethnic minority population, the process and analysis must be clearly operational. Whatever the current state of an authority, in order to meet the different parts of the indicator, year on year improvement is necessary. For most, this will be statistical improvement, for others, evidence is that processes and methods have improved.</p> <p>A Code of Practice and a range of supporting guidance on how to develop and implement an effective RES is available from the CRE website at: www.cre.gov.uk</p>		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Greater London Authority, Passenger Transport Authorities, Transport for London, London Development Agency, Fire and Rescue Authorities in England, National Parks Authorities, National Broads Authority.</p>		



Percentage of Invoices Paid on Time

Description	Percentage of invoices for commercial goods & services paid by the Authority within 30 days of receipt or within the agreed payment terms.
Purpose/aim	To encourage prompt payment of invoices received.
Definition	<p>The number of undisputed invoices for commercial goods and services within mutually agreed terms or 30 days if such terms do not exist. To be expressed as a percentage of all such invoices paid by the Authority in the year. Exclude invoices paid from delegated school budgets.</p> <p>The time starts from the date the Authority (not the payment section) receives the invoice to the date of:</p> <ul style="list-style-type: none"> • Dispatch of a cheque or other payment instrument; • Notification to the bank for BACS payment; or • Bank processing of the payment if the authority specifies a period after which the bank is to make payments once it has received the BACS tape. <p>If an invoice is received in advance, the 30 day or agreed term period starts from the satisfactory receipt of goods and/or services. Where the Authority does not record the date it receives the invoice it should add two days to the date of the invoice, unless it has sampled invoices during that year to get a more accurate period of delivery.</p> <p>If sampling is used, the sample should be broadly representative of all invoices received by different departments and at different times of the year, and consist of at least 500 invoices.</p> <p>Mutually agreed terms' means terms that have been specifically agreed to by the Authority rather than those a supplier puts on the end of an invoice as a matter of course. If the Authority has agreed terms they take precedence over the thirty-day period.</p> <p>The interest rate used should be the Bank of England base rate at 30th of June and 31st of December each year. Each should then be used for the following six months.</p> <p>Authorities may include invoices which fall within the scope of VAT (remembering that zero rated and exempt items still fall within the scope of VAT) and exclude those that should be omitted from box 7 of the VAT return.</p> <p>All direct debit items count as a success and each payment by a procurement card bill counts as an 'invoice' rather than the number of items on the bill.</p> <p>Invoices paid by ALMOs should not be counted in this indicator.</p>

Percentage of Invoices Paid on Time (Cont'd)

Formula/ Worked Eg.	(a / b) x 100 Where: a = Number of invoices for commercial goods & services within 30 days of receipt or within the agreed payment terms b = Total number of invoices received		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	None required
Further Guidance	www.payontime.co.uk		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Parks Authorities, National Broad Authority, Fire and Rescue Authorities in England, Greater London Authority, Passenger Transport Authorities, Transport for London, London Development Agency.		

**Percentage of Council Tax Collected**

Description	The percentage of council tax collected by the Authority in the year.		
Purpose/aim	To monitor the rate of collection of council tax.		
Definition	<p>Defined using the definitions used for the ODPM QRC4 return for 2003/04, although the figures will relate to the current financial year. The definition is line 4 (Total receipts of council taxes for the year, net of refunds granted in respect of the year) as a percentage of line 1 (Estimated net collectable debit in respect of council taxes for the year, net of benefit).</p> <p>Receipts should be attributed to the oldest year in which debts are outstanding, and not to the current year unless the payment is specifically for the current year.</p>		
Formula/ Worked Eg.	<p>Worked example: if line 1 = £20,833,000, and line 4 = £20,080,000, then</p> $BV9 = 20,080 / 20,833 \times 100 = 96.3\%$		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	QRC4 guidance notes for 2003/04 are available at: http://www.local.odpm.gov.uk/finance/stats/lgfforms/forms/qrc4guid.pdf		
Target Setting	Top quartile – refer to the ODPM BVPI interactive website at: www.bvpi.gov.uk		
Scope	London Boroughs, Metropolitan Councils, Unitary Councils, Council of the Isles of Scilly, Common Council of the City of London District Councils.		



Percentage of Non-domestic Rates Collected

Purpose/aim	To monitor the collection rate of national non-domestic rates.		
Definition	Defined using the definitions used for the ODPM QRC4 return for 2003/04, although the figures will relate to the current financial year. The definition is line 17 (Total receipts of non-domestic rates for the year, net of refunds granted in respect of the year) as a percentage of line 14 (Estimated net collectable debit in respect of non-domestic rates for the year).		
Formula/ Worked Eg.	If line 14 = £18,293,000, and line 17 = £18,032,000, then $BV10 = 18,032 / 18,293 \times 100 = 98.6\%$		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	QRC4 guidance notes for 2003/04 are available at: http://www.local.odpm.gov.uk/finance/stats/lgfforms/forms/qrc4guid.pdf		
Target Setting	Top quartile – refer to the ODPM BVPI interactive website at: www.bvpi.gov.uk		
Scope	London Boroughs, Metropolitan Councils, Unitary Councils, Council of the Isles of Scilly, Common Council of the City of London, District Councils.		

**Top 5% of Earners: Women**

Description	Percentage of top-paid 5% of local authority staff who are women.
Purpose/aim	To monitor progress towards equal opportunities.
Definition	<p>The 'top-paid 5%' are identified by ranking staff according to their gross FTE pay.</p> <p>Apply to permanent staff only. Temporary staff, or staff on fixed term contracts, who have been employed by the authority for over a year should be considered permanent.</p> <p>Casual staff (i.e. those not employed on a regular basis but when a particular need arises) and those employed by outside contractors e.g. private companies or a local authority owned company that has a separate corporate identity from that of the authority, are not counted under these indicators.</p> <p>Exclude teachers in schools. Local authority adult education staff that are not employed by schools should be included in the calculation of the indicator in the same way as staff in other council departments. For the avoidance of doubt schools in this context means secondary schools and those catering for younger pupils.</p> <p>For County Fire Authorities, data on fire service personnel should be reported separately.</p> <p>For staff who are in multiple part-time employment add up the total number of hours worked, calculate the average hourly pay and then multiply that figure by the number of standard full-time working hours for the occupations concerned (e.g. 37 or 35).</p> <p>Salaries should be based on gross pay (including London weighting, performance related pay, honoraria and market supplements) and excluding overtime and fringe benefits (such as leases of free cars, health insurance, PCs, mobiles and other non-cash benefits).</p>

Top 5% of Earners: Women (Cont'd)

Formula/ Worked Eg.	<p>Rank all staff by gross pay including part-timers as the appropriate fraction of an FTE. Draw a line where you reach 5% of the FTEs counting down from the top (but if some people just below this point are on an identical salary to those just above it, include all people on that salary). Then work out the percentage of FTEs who are women, again prorating the part-timers. E.g.</p> <p>Total staff 12,000 on 31st of March, of which 4,000 are half-time So total staff in FTEs = 10,000 FTEs (8,000 full time + (4000 / 2)) 5% of 10,000 = 500 FTEs.</p> <p>480 full-time staff get £30,000 or more, of which 100 are women; 40 half-time staff have jobs where they would get £30,000+ if they were full-time, of which 30 are women.</p> <p>BV 11a = $(100 + (30 / 2)) / 500 = 23\%$ of senior jobs are held by women.</p> <p>However, if the dividing point for the top 5% was £30,000 and there are 490 FTEs on more than £30,000 and 20 on exactly £30,000 then you would use 510 rather than 500 for the denominator of 11a, and the same logic would apply to the numerator.</p>		
Measurement Period	Current Financial Year: Snapshot on 31st March	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan authorities, London boroughs, Unitary authorities, County councils, District councils, Council of the Isles of Scilly, City of London, Fire and Rescue Authorities in England, Transport for London, London Development Agency, Joint Waste Disposal Authorities, Passenger Transport Authorities, Greater London Authority.		



Top 5% of Earners: Ethnic Minorities

Description	The percentage of the top 5% of Local Authority staff who are from an ethnic minority.
Purpose/aim	To monitor the outcome of equal opportunities policies.
Definition	<p>The ‘top-paid 5%’ are identified by ranking staff according to their gross pay.</p> <p>Apply to permanent staff only. Temporary staff or staff on fixed term contracts that have been employed by the authority for over a year should be considered permanent.</p> <p>Casual staff (i.e. those not employed on a regular basis but when a particular need arises) and those employed by outside contractors e.g. private companies or a local authority owned company that has a separate corporate identity from that of the authority, are not counted under these indicators.</p> <p>Exclude teachers in schools. Local authority adult education staff that are not employed by schools should be included in the calculation of the indicator in the same way as staff in other council departments. For the avoidance of doubt schools in this context means secondary schools and those catering for younger pupils.</p> <p>For County Fire Authorities, data on fire service personnel should be reported separately.</p> <p>For staff who are in multiple part-time employment add up the total number of hours worked, calculate the average hourly pay and then multiply that figure by the number of standard full-time working hours for the occupations concerned (e.g. 37 or 35).</p> <p>Salaries should be based on gross pay (including London weighting, performance related pay, honoraria and market supplements) and excluding overtime and fringe benefits (such as leases of free cars, health insurance, PCs, mobiles and other non-cash benefits).</p> <p>‘Ethnic minority’ includes all those in the census classification b, c, d or e, that is:</p> <p><i>b. Mixed</i></p> <p><i>(i) White and Black Caribbean</i></p> <p><i>(ii) White and Black African</i></p> <p><i>(iii) White and Asian</i></p> <p><i>(iv) Any other mixed background</i></p>

Top 5% of Earners: Ethnic Minorities (Cont'd)

Definition (Cont'd)	<p><i>c. Asian or Asian British</i></p> <p><i>(i) Indian</i></p> <p><i>(ii) Pakistani</i></p> <p><i>(iii) Bangladeshi</i></p> <p><i>(iv) Any other Asian background</i></p> <p><i>d. Black or Black British</i></p> <p><i>(i) Caribbean</i></p> <p><i>(ii) African</i></p> <p><i>(iii) Any other Black background</i></p> <p><i>e. Chinese or Other ethnic group</i></p> <p><i>(i) Chinese</i></p> <p><i>(ii) Other</i></p> <p>Use only the numbers of staff for whom ethnicity information is available for the calculation of the indicator.</p>		
Formula/ Worked Eg.	<p>Rank all staff by gross pay including part-timers as the appropriate fraction of an FTE. Draw a line where you reach 5% of the FTEs counting down from the top (but if some people just below this point are on an identical salary to those just above it, include all people on that salary). Then work out the percentage of FTEs that are part an ethnic minority, again prorating the part-timers. E.g.</p> <p>Total staff 12,000 on 31st of March, of which 4,000 are half-time.</p> <p>So total staff in FTEs = 10,000 FTEs (8,000 full time + (4000 / 2))</p> <p>5% of 10,000 = 500 FTEs.</p> <p>480 full-time staff get £30,000 or more, of which 100 are ethnic minority; 40 half-time staff have jobs where they would get £30,000+ if they were full-time, of which 30 are ethnic minority.</p> <p>$BV\ 11b = (100 + (30 / 2)) / 500 = 23\%$ of senior jobs are held by people from an ethnic minority.</p> <p>However, if the dividing point for the top 5% was £30,000 and there are 490 FTEs on more than £30,000 and 20 on exactly £30,000 then you would use 510 rather than 500 for the denominator of 11b, and the same logic would apply to the numerator.</p>		
Measurement Period	Current Financial Year: Snapshot on 31st March	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	<p>The definition of 'ethnic minority' used for this indicator does not include white minority groups. However, authorities should use those categories, including white Irish, in their ethnic monitoring schemes locally where necessary. (Please see the note in the Introduction, page 11)</p>		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Greater London Authority, Passenger Transport Authorities, Transport for London, London Development Agency, Joint Waste Disposal Authorities, Fire and Rescue Authorities in England.</p>		



Top 5% of Earners: with a disability

Description	Percentage of the top paid 5% of staff who have a disability. (excluding those in maintained schools.)
Purpose/aim	To measure progress towards achieving equal opportunities in employment.
Definition	<p>The 'top-paid 5%' are identified by ranking staff according to their gross pay.</p> <p>Apply to permanent staff only. Temporary staff or staff on fixed term contracts that have been employed by the authority for over a year should be considered permanent.</p> <p>Casual staff (i.e. those not employed on a regular basis but when a particular need arises) and those employed by outside contractors e.g. private companies or a local authority owned company that has a separate corporate identity from that of the authority, are not counted under these indicators.</p> <p>Exclude teachers in schools. Local authority adult education staff that are not employed by schools should be included in the calculation of the indicator in the same way as staff in other council departments. For the avoidance of doubt schools in this context means secondary schools and those catering for younger pupils.</p> <p>For County Fire Authorities, data on fire service personnel should be reported separately.</p> <p>For staff who are in multiple part-time employment add up the total number of hours worked, calculate the average hourly pay and then multiply that figure by the number of standard full-time working hours for the occupations concerned (e.g. 37 or 35).</p> <p>Salaries should be based on gross pay (including London weighting, performance related pay, honoraria and market supplements) and excluding overtime and fringe benefits (such as leases of free cars, health insurance, PCs, mobiles and other non-cash benefits).</p> <p>'Staff who have a disability' are those that identify themselves as such in the staff survey, against the definition provided in the Disability Discrimination Act 1995 (DDA). The DDA states that a person has a disability for the purposes of this Act if <i>'she or he has a physical or mental impairment which has a substantial and long term adverse effect on his ability to carry out normal day-to-day activities'</i>.</p>

Top 5% of Earners: with a disability (Cont'd)

Definition (Cont'd)	<p>To establish the number of the top paid 5% of staff who have a disability, a staff survey must be undertaken at least every two years. This baseline data should be regularly supplemented by monitoring information related to joiners and leavers. This is for two reasons:</p> <ul style="list-style-type: none"> • Unlike other equality indicators, such as race, an employee's position in relation to disability may change whilst they are in a council's employment • Due to the small numbers involved, a change involving one of two people can make a significant percentage difference. <p>Every encouragement must be given to employees to take part in surveys, however, participation must remain voluntary, with employees classifying themselves.</p> <p>Use only the numbers of staff for whom disability information is available for the calculation of the indicator.</p>		
Formula/ Worked Eg.	<p>Rank all staff by gross pay including part-timers as the appropriate fraction of an FTE. Draw a line where you reach 5% of the FTEs counting down from the top (but if some people just below this point are on an identical salary to those just above it, include all people on that salary). Then work out the % of FTEs who have a disability, again prorating the part-timers. E.g.</p> <p>Total staff 12,000 on 31st of March, of which 4,000 are half-time so total staff in FTEs = 10,000 FTEs (8,000 full time + (4000 / 2))</p> <p>5% of 10,000 = 500 FTEs.</p> <p>480 full-time staff get £30,000 or more, of which 100 have a disability; 40 half-time staff have jobs where they would get 30,000+ if they were full-time, of which 30 are ethnic minority.</p> <p>$BV\ 11c = (100 + (30 / 2)) / 500 = 23\%$ of senior jobs held by people from an ethnic minority.</p> <p>However, if the dividing point for the top 5% was £30,000 and there are 490 FTEs on more than £30,000 and 20 on exactly £30,000 then you would use 510 rather than 500 for the denominator of BV 11c, and the same logic would apply to the numerator.</p>		
Measurement Period	Current Financial Year Snapshot on 31st March	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	'The DDA: definition of disability' available at www.drc-gb.org		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Greater London Authority, Passenger Transport Authorities, Transport for London, London Development Agency, Joint Waste Disposal Authorities, Fire and Rescue Authorities in England.		



Working Days Lost Due to Sickness Absence

Description	The number of working days/shifts lost to the Local Authority due to sickness absence.
Purpose/aim	To monitor the level of sickness absence in local authorities.
Definition	<p>The numerator is defined as the total number of working days lost due to sickness absence, including industrial injury, irrespective of whether this is self certified, certified by a GP or long term. For part-time staff, the authority should calculate the FTE for both the numerator and denominator on a consistent basis.</p> <p>Calculated as average days per employee not as a percentage.</p> <p>Include all permanent local authority employees, including teachers, staff employed in schools and staff employed in DLOs and DSOs. Exclude agency staff and staff on maternity or paternity leave. However, temporary staff or staff on fixed term contracts who have been employed by the authority for over a year should be considered permanent.</p> <p>The denominator is the average number of FTE employed during the financial year.</p> <p>'Working days/shifts', means days/shifts scheduled for work after holidays/leave days have been excluded.</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>Include days lost through sickness due to disability or long term sickness even if the staff are not paid.</p> <p>TfL to report on data for operational and non-operational staff separately.</p> <p>Where a county fire authority is reporting, fire-fighter data should be reported separately.</p>
Formula/ Worked Eg.	<p>The denominator is the average number of FTE staff calculated by reference to the current financial year [i.e. (FTE 1st March Yr 1) + (FTE 1st March Yr 2) / 2]</p> <p>Dealing with sickness absence for part-time staff:</p> <p>If a person works 5 half days and misses 10 days, the numerator = 10 x 0.5 = 5 days</p> <p>If a person works 2 full days a week and misses a week, the numerator = 2 days</p> <p>Adjustments also need to be made in the denominator, staff working a half a day every day counts as 0.5 of a person, and staff working 2 days a week counts as 2/5ths (or 0.4) of a person.</p>

Working Days Lost Due to Sickness Absence (Contd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (Days)	Decimal Places	2
Further Guidance	For the application of the indicator to county fire authorities and to single-purpose fire authorities, see Fire Service Circular 6/2000, dated 28 April 2000		
Target Setting	Top quartile – refer to the ODPM BVPI interactive website at: www.bvpi.gov.uk		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, District Councils, National Parks Authorities, National Broads Authority, London Development Agency, Joint Waste Disposal Authorities, Passenger Transport Authorities, Transport for London, Council of the Isles of Scilly, Common Council of the City of London, Fire and Rescue Authorities in England, Greater London Authority.		



Percentage of Early Retirements

Description	The percentage of employees retiring early (excluding ill-health retirements) as a percentage of the total work force.
Purpose/aim	To monitor early retirement.
Definition	<p>This BVPI is limited to permanent staff in the Local Government Pension Scheme or similar official pension arrangements for teachers and other staff except for police and fire authority employees: staff not in an official occupational pension scheme should not be included in the numerator or the denominator. Staff on fixed term contracts who have been employed by the authority for over a year should be considered permanent.</p> <p>Include all staff in schools maintained by the authority.</p> <p>Include people who have been retired on compassionate grounds.</p> <p>An early retirement for the purpose of the indicator is one where the member of staff retiring is:</p> <ul style="list-style-type: none"> a) aged 50 or over; and b) has <u>not</u> reached their normal retirement date nor satisfied the 85 year rule (i.e. section 25 of the <i>Local Government Pension Scheme Regulations 1997</i>), c) drawing a pension before they achieve the circumstances set out in (b); and d) not retiring on the grounds covered by BV 15 (even if they do not have the authority's permission to retire under <i>Regulation 31 (1) of the Local Government Pension Scheme Regulations</i>). <p>The number of staff should be calculated by a head count (a part time employee counts the same as a full time employee). If an employee has more than one job, then each job should be counted separately.</p> <p>Teachers aged over 50 but under 60, retiring on actuarially reduced pensions, and drawing a pension should be counted as early retirees as far as BVPI 14 is concerned except for those who would be counted in BV 15.</p> <p>The denominator is all staff, not just those over 50.</p> <p>County Councils which are also fire authorities should not include fire-fighters.</p>
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = number of staff retiring early (as defined above)</p> <p>b = total number of staff (as defined above)</p>

Percentage of Early Retirements (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Top quartile – refer to the ODPM BVPI interactive website at: www.bvpi.gov.uk		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, District Councils, National Parks Authorities, National Broads Authority, Greater London Authority, London Development Agency, Joint Waste Disposal Authorities, Passenger Transport Authorities, Transport for London, Council of the Isles of Scilly, Common Council of the City of London, Fire and Rescue Authorities in England.		



Percentage of Ill-health Retirements

Description	The percentage of local authority employees retiring on grounds of ill health as a percentage of the total workforce.
Purpose/aim	To monitor the number of ill-health retirements.
Definition	<p>‘Ill health retirement’ means retirement has been taken on the grounds of ill health, and can occur at <i>any</i> age before normal retirement age. An independent registered medical practitioner qualified in occupational health must certify that the employee is permanently incapable of performing the duties of that employment, or a broadly comparable local government employment, with his employing authority because of ill-health or infirmity of mind or body.</p> <p>Apply to permanent staff. Staff on fixed term contracts who have been employed by the authority for over a year should be considered permanent.</p> <p>The number of staff should be calculated by a head count (a part time employee counts the same as a full time employee). If an employee has more than one job, then each job should be counted separately.</p> <p>Include:</p> <ul style="list-style-type: none"> • all staff in schools maintained by the authority. <p>Exclude:</p> <ul style="list-style-type: none"> • people who have reached their normal retirement date (section 25 of the Local Government Pension Scheme Regulations 1997) <p>This BVPI is limited to permanent staff in the Local Government Pension Scheme or similar official pension arrangements for teachers and other staff except for police and fire authority employees. Staff not in an official occupational pension scheme should not be included in the numerator or the denominator.</p> <p>Please note that the numerator is the number of staff who have retired on ill-health grounds across the whole year, whereas the denominator is the number of staff employed by the authority on the 31st of March of that year.</p> <p>TfL to report on data for operational and non-operational staff separately.</p> <p>Where a county fire authority is reporting, data for fire service personnel should be reported separately. For single-purpose fire authorities distinguish between staff eligible for membership of (a) Fire Fighter’s Pension and (b) Local Government Pension Scheme. Further details are given in Fire Service Circular6/2000, dated 28 April 2000.</p>
Formula/Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = Number of staff who retire on ill health grounds (as defined above)</p> <p>b = All staff</p>

Percentage of Ill-health Retirements (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Top quartile – refer to the ODPM BVPI interactive website at: www.bvpi.gov.uk		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London, District Councils, Greater London Authority, National Parks Authorities, National Broads Authorities, London Development Agency, Joint Waste Disposal Authorities, Passenger Transport Authorities, Fire and Rescue Authorities in England.		



Percentage of Employees with a Disability

Description	The percentage of local authority employees with a disability.
Purpose/aim	To measure progress towards achieving equal opportunities in employment.
Definition	<p>‘Disabled staff’ are those that identify themselves as such against the definition provided in the Disability Discrimination Act 1995 (DDA). The Disability Discrimination Act 1995 (DDA) states that a person has a disability for the purposes of this Act if <i>she or he has a physical or mental impairment which has a substantial and long term adverse effect on his ability to carry out normal day-to-day activities.</i></p> <p>For the following reasons, a staff survey must be conducted <i>at least</i> every two years:</p> <ul style="list-style-type: none"> • Unlike other equality indicators, such as race, an employee’s position in relation to disability may change whilst they are in a council’s employment • Because of the small numbers involved, a change involving one of two people can make a significant percentage difference. <p>This baseline data should also be regularly supplemented by monitoring information related to joiners and leavers. Whilst every encouragement should be given to employees to take part in surveys, participation must remain voluntary, with employees classifying themselves.</p> <p>‘Local Authority employees’ should include permanent non-school staff only. Staff on fixed term contracts or temporary staff that have been employed by the authority for over a year should be considered permanent.</p> <p>Casual staff (i.e. those not employed on a regular basis but when a particular need arises) and those employed by outside contractors e.g. private companies or a local authority owned company that has a separate corporate identity from that of the authority, should not be counted.</p> <p>Do include local authority adult education staff that are not employed by schools in the same way as staff in other council departments. For the avoidance of doubt ‘schools’ in this context means secondary schools and those catering for younger pupils.</p> <p>The number of employees should be calculated by a head count (a part-time employee counts the same as a full-time employee). If an employee has more than one job, then each job should be counted separately.</p> <p>For County Fire Authorities, data on fire service personnel should be reported separately.</p>

Percentage of Employees with a Disability (Cont'd)

Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = number of disabled employees b = total number of authority employees</p>		
Measurement Period	Current Financial Year: Snapshot on 31st March	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	Information on the Disability Discrimination Act 1995 is available at: http://www.disability.gov.uk/dda/		
Target Setting	Local		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, District Councils, National Parks Authorities, National Broad Authority, London Development Agency, Greater London Authority, Joint Waste Disposal Authorities, Passenger Transport Authorities, Transport for London, Council of the Isles of Scilly, Common Council of the City of London, Fire and Rescue Authorities in England.		



Percentage of Economically Active People who have a Disability

Description	The percentage of the economically active population in the local authority area who have a disability.		
Purpose/aim	To measure progress towards achieving equal opportunities in employment. This indicator sets into context BV 16a.		
Definition	Economically active people who have a disability are defined by their inclusion in ONS Census Table S16 'Sex and Age By General Health & Limiting Long Term Illness'.		
Formula/ Worked Eg.	To calculate the number of economically active people who have a disability use ONS Census Table S16 'Sex And Age By General Health and Limiting Long-Term Illness' the sum of lines '18 to 19' to '60 to 64' for column 'Limiting long-term illness' under 'All People'; divided by the sum of the same lines for column 'Total' under 'All People'. For the purpose of this BVPI 'limiting long-term illness' is a proxy for people with disabilities.		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, District Councils, National Parks Authorities, National Broad Authority, Greater London Authority, London Development Agency, Joint Waste Disposal Authorities, Passenger Transport Authorities, TfL, Council of the Isles of Scilly, Common Council of the City of London, Fire and Rescue Authorities in England.		



Ethnic minority representation in the workforce – employees

Description	The percentage of local authority employees from ethnic minority communities.
Purpose/aim	To monitor equal opportunities.
Definition	<p>The number of employees should be calculated by a head count (a part time employee counts the same as a full time employee). If an employee has more than one job, then each job should be counted separately. Include all staff in schools maintained by the authority.</p> <p>Temporary staff, or staff on fixed term contracts, that have been employed by the authority for over a year should be considered permanent.</p> <p>Casual staff (i.e. those not employed on a regular basis but when a particular need arises) and those employed by outside contractors e.g. private companies or a local authority owned company that has a separate corporate identity from that of the authority, should not be counted.</p> <p>Staff are considered to be from an ethnic minority group if they define themselves as being from census classification b, c, d or e, that is:</p> <ul style="list-style-type: none"> (i) White and Black Caribbean (ii) White and Black African (iii) White and Asian (iv) Any other mixed background <p>c. Asian or Asian British</p> <ul style="list-style-type: none"> (i) Indian (ii) Pakistani (iii) Bangladeshi (iv) Any other Asian background (please write in) <p>d. Black or Black British</p> <ul style="list-style-type: none"> (i) Caribbean (ii) African (iii) Any other Black background (please write in) <p>e. Chinese or Other ethnic group</p> <ul style="list-style-type: none"> (i) Chinese (ii) Other <p>For Fire Authorities: The indicator refers to percentage of ethnic minority uniformed staff and the percentage of minority ethnic community population of working age in the brigade area. For County Fire Authorities data for uniformed personnel should be reported separately, in accordance with Fire Service Circular 6/2000, dated 28 April 2000.</p>
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$ Where: a = staff who identify themselves as coming from an ethnic minority b = all staff (as defined above)</p>

Ethnic minority representation in the workforce – employees (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	<p>As part of their duty to promote race equality, authorities have a duty to monitor their workforce and to publish the results annually. Guidance on meeting that duty can be found in the CRE's Code of Practice and supporting non-statutory guidance. Authorities should ensure that the statistics reported against this indicator agree with the data they publish to meet the duty. The Code of Practice is available from: http://www.cre.gov.uk/publs/cat_duty.html</p> <p>The fact that white minority groups are not included in the definition of ethnic minority for the purpose of this indicator is not intended to suggest that those groups should not be included in ethnic monitoring schemes locally (see note on page 11)</p>		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Parks Authorities, National Broad Authority, Greater London Authority, Passenger Transport Authorities, Transport for London, London Development Agency, Joint Waste Disposal Authorities, Fire and Rescue Authorities in England.</p>		



Ethnic minority representation in the workforce – local population

Description	The percentage of the economically active (persons aged 18-65) population from ethnic minority communities in the local authority area.		
Purpose/aim	To monitor equal opportunities.		
Definition	<p>‘Economically Active People’ are considered to be those who are over 18 and under 65 years old, whether or not they are in employment.</p> <p>Percentage representation of ethnic minority people in the local authority area is to be derived from either 2001 Census data or from returns on surveys conducted for BVPI 3 in 2003/2004. Where the authority has access to an alternative data source that it regards as more reliable, it may use this, but should state the source in its BVPP.</p> <p>To calculate the percentage of economically active people from ethnic minority communities in the Local Authority area, use 2001 Census classification. ‘Ethnic minority’ includes all those people in the census classification b, c, d or e, that is:</p> <ul style="list-style-type: none"> b. Mixed <ul style="list-style-type: none"> (i) White and Black Caribbean (ii) White and Black African (iii) White and Asian (iv) Any other mixed background c. Asian or Asian British <ul style="list-style-type: none"> (i) Indian (ii) Pakistani (iii) Bangladeshi (iv) Any other Asian background (please write in) d. Black or Black British <ul style="list-style-type: none"> (i) Caribbean (ii) African (iii) Any other Black background (please write in) e. Chinese or Other ethnic group <ul style="list-style-type: none"> (i) Chinese (ii) Other. 		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = number of population who are from an ethnic minority group as defined above b = total population in the local authority area</p>		
Measurement Period	Current Financial Year	Data Source (if external)	ONS mid-year statistics or BV3
Return Format	%	Decimal Places	1

Ethnic minority representation in the workforce – local population (Cont'd)

Further Guidance	N/A
Target Setting	Local
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Parks Authorities, National Broads Authority, Greater London Authority, Passenger Transport Authorities, Transport for London, London Development Agency, Joint Waste Disposal Authorities, Fire and Rescue Authorities in England.



Buildings Accessible to People with a Disability

Description	The percentage of authority buildings open to the public in which all public areas are suitable for, and accessible to, disabled people.		
Purpose/aim	To monitor the improvement of access to local authority buildings for disabled people.		
Definition	<p>‘Local authority buildings open to the public’ means buildings or parts of buildings from which the authority provides a service, (which for the purposes of BV156 shall include the exercise of democratic functions) to members of the public where the service can not be provided by alternative means and where the inability to access the service in person would be discriminatory, but excluding public conveniences which are not integral to such buildings and schools and educational establishments.</p> <p>‘Public areas’ means those parts of such buildings where such services are provided, including access to those areas from the public thoroughfare or on-site parking. For a building or part of a building to be ‘open to the public’ individual residents must be able to choose on a day-to-day basis whether to use the services provided within the building.</p> <p>Buildings that are open to the public should include: those used by but not owned by the council; parts of old peoples’ homes which are used to provide a facility usually open to members of the public such as a luncheon club or day centre; buildings used by an authority’s agent delivering a service on behalf of the authority and sports pavilions if they are usually open to members of the public.</p> <p>Buildings to exclude: schools and similar educational establishments even if used for other purposes as well, registry offices (where the registrar is not a local authority employee), stand-alone public toilets, commercially leased premises, those let to other bodies not providing a service for the authority; and social services establishments in NHS buildings that primarily serve NHS clients.</p> <p>If a building is the joint responsibility of more than one authority then all the relevant authorities should count it.</p> <p>‘Accessible and suitable’ as defined in Approved Document M of the Building Regulations Act 1991 or any later version of Approved Document M. For TfL this includes bus and rail stations within its ownership.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where:</p> <p>a = authority buildings open to the public in which all public areas are suitable for, and accessible to, disabled people.</p> <p>b = all authority buildings open to the public</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2

Buildings Accessible to People with a Disability (Cont'd)

Further Guidance	http://www.odpm.gov.uk/stellent/groups/odpm_building/documents/page/odpm_breg_025494-01.hcsp
Target Setting	Local
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Parks Authorities, National Broads Authority, Greater London Authority, Passenger Transport Authorities, Transport for London, London Development Agency, Joint Waste Disposal Authorities.



E-government: E-enabled interactions

Description	The number of types of interactions that are enabled for electronic delivery as a percentage of the types of interactions that are legally permissible for electronic delivery.
Purpose/aim	To make all local authority interactions that are enabled, to become electronically deliverable.
Definition	<p>‘Types of interactions’ means any contact between the citizen and the council including:</p> <ul style="list-style-type: none"> • providing information; • collecting revenue; • providing benefits and grants; • consultation; • regulation (such as issuing licences); • applications for services; • booking venues, resources and courses; • paying for goods and services; and • providing access to community, professional or business networks; and procurement. <p>This is not an exhaustive list as there will be others, depending on local circumstances.</p> <p>‘Enabled’: this presumes that all services are capable of being enabled for electronic delivery unless there is a legal or operational reason why this cannot be done.</p> <p>‘Electronic’: means delivery through internet protocols and other ICT methods and includes delivery by telephone if the transaction carried out is electronically enabled i.e. the officer receiving the call can access electronic information and/or update records on-line there and then.</p> <p>There will be times when e-enabling a certain interaction is not possible, such as for legal and technical reasons. Identifying interactions where such barriers exist is an important part of the reporting requirements. Therefore, when calculating progress in e-enabling services, authorities should ensure that barriers are included as not enabled. This is in line with the calculation methods adopted by authorities using the esd-toolkit.</p> <p>This indicator covers all interactions with the public including outside suppliers and the authority’s staff (as far as staff dealings with the authority on employment/personnel matters are concerned). It encompasses relevant interactions with government departments and other local authorities. Where a service is contracted out the interactions between the contractor and behalf of the authority and the public should be included. For the purposes of this indicator internal trading organisations are part of the authority. However it would not embrace an authority’s internal dealings or dealing with an outside contractor providing a service on the authority’s behalf.</p>

E-government: E-enabled interactions (Cont'd)

Definition <i>(continued)</i>	No weightings should be applied to reflect the volume of transactions. Schools' dealings with the public and LEAs' dealings with schools should not be included in the indicator but the LEA's dealing with the public on education matters should be.		
Formula/ Worked Eg.	$N = (a / b) \times 100$ Where: a = number of types of interactions that are enabled for electronic delivery b = number of types of interactions that are legally permissible for electronic delivery		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	<p>The IEG4 guidance, which is now published, states that local authorities are <i>'required to validate their local list of interactions against Version 2.01 of the Local Government Services List (LGSL) developed by local authority members of the esd-toolkit'</i>. (see www.esd.org.uk/standards/lgsl/). For authorities who use the IDeA's esd-toolkit (www.esd-toolkit.org) to validate their corporate approach – in effect the transactions listed in the LGSL, insofar as they are relevant to the authority, would be the minimum basis for calculating the indicator. Authorities could analyse their types of transactions in greater detail if they thought that was appropriate.</p> <p>While authorities are strongly encouraged to use the IDeA's esd-toolkit, it is not a requirement – and if they do not the calculation method must be comprehensive.</p>		
Target Setting	Local		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, District Councils, National Parks Authorities, National Broads Authority, London Development Agency, Joint Waste Disposal Authorities, Passenger Transport Authorities, Transport for London, Council of the Isles of Scilly, Common Council of the City of London, Fire and Rescue Authorities in England.		

2

education





GCSE Performance: grades A* - C

Description	Percentage of 15 year old pupils in schools maintained by the Local Education Authority achieving five or more GCSEs at grades A* – C or equivalent.		
Purpose/aim	To monitor the improvement of examination results.		
Definition	<p>Percentage of pupils in schools maintained by the Local Education Authority who achieved five or more GCSEs at grades A* to C or GNVQ equivalent during the summer of the reporting year, and where relevant, earlier examination sessions. Only include pupils who were aged 15 on 31st August in the previous financial year and on roll as at the time of the Annual Schools Census in the following January.</p> <p>Schools include maintained secondary, middle deemed secondary, CTCs (City Technology Colleges) and special schools. Do not include pupils in PRUs (Pupil Referral Units).</p>		
Formula/ Worked Eg.	N/A		
Measurement Period	Current Academic Year	Data Source (if external)	DfES Performance Tables
Return Format	%	Decimal Places	1
Further Guidance	DfES performance tables are available at: http://www.dfes.gov.uk/performance/tables/		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



GCSE Performance: grades A* to G inc. English & Maths

Description	Percentage of 15 year old pupils in schools maintained by the Local Education Authority achieving 5 or more GCSEs or equivalent at grades A*-G including English and Maths.		
Purpose/aim	To monitor the improvement of examination grades.		
Definition	<p>The percentage of pupils in schools maintained by the Local Education Authority who achieved five or more GCSEs at grades A* to G or equivalent during the summer of the reporting year, and where relevant, earlier examination sessions. Only include pupils who were aged 15 on 31st August in the previous year and on roll as at the time of the Annual Schools Census in the following January.</p> <p>Schools include maintained secondary, middle deemed secondary, CTCs (City Technology Colleges), City Academies and Special schools, hospital schools and Pupil Referral Units (PRUs)</p>		
Formula/ Worked Eg.	N/A		
Measurement Period	Current Academic Year	Data Source (if external)	DfES Performance Tables
Return Format	%	Decimal Places	1
Further Guidance	DfES performance tables are available at: http://www.dfes.gov.uk/performance/tables/		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Key Stage Two Mathematics Performance – Level 4

Description	Percentage of pupils in schools maintained by the Local Education Authority achieving Level 4 or above in the Key Stage 2 Mathematics test.		
Purpose/aim	To monitor the improvement of examination grades.		
Definition	<p>The percentage of pupils in the final year of Key Stage 2 in schools maintained by the Local Education Authority achieving Level 4 or above in the Key Stage 2 Mathematics test.</p> <p>This indicator includes relevant pupils in special schools.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = Number of pupils achieving Level 4 or above in Key Stage 2 Mathematics</p> <p>b = Number of pupils eligible to sit the Key Stage 2 Mathematics Test</p>		
Measurement Period	Current Financial Year	Data Source (if external)	Statistical First Release on National Curriculum Assessments
Return Format	%	Decimal Places	1
Further Guidance	DfES performance tables are available at: http://www.dfes.gov.uk/performancetables/		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Key Stage 2 English Performance – Level 4

Description	Percentage of pupils in schools maintained by the Local Education Authority achieving Level 4 or above in the Key Stage 2 English test.		
Purpose/aim	To monitor the improvement of examination grades.		
Definition	<p>The percentage of pupils in the final year of Key Stage 2 in schools maintained by the Local Education Authority achieving Level 4 or above in the Key Stage 2, English test.</p> <p>This indicator includes relevant pupils in special schools.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = Number of pupils achieving Level 4 or above in Key Stage 2 English</p> <p>b = Number of pupils eligible to sit the Key Stage 2 English Test</p>		
Measurement Period	Current Financial Year	Data Source (if external)	Statistical First Release on National Curriculum Assessments
Return Format	%	Decimal Places	1
Further Guidance	DfES performance tables are available at: http://www.dfes.gov.uk/performance/tables/		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Statements of Special Educational Need: excluding 'exceptions'

Description	Percentage of proposed statements of Special Educational Need issued by the authority in a financial year and prepared within 18 weeks excluding exceptions under the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001 and set out in Annex A of the SEN Code of Practice.		
Purpose/aim	To monitor and encourage the prompt completion of statements.		
Definition	<p>Percentage of proposed statements of Special Education Need issued within 18 weeks excluding exception cases as a proportion of all such statements issued in the year.</p> <p>The start of the 18 week period is the date on which a request for assessment is received from a <i>responsible body</i> – parents, school or early years setting – or the date on which the authority issues a notice to parents that a statutory assessment is being considered, this is 'Day 1'. (A referral from another agency, such as Health, is not a request from a responsible body. In these circumstances, the timescale would start from the date that the authority issues a notice to parents that a statutory assessment is being considered). The 18 week period comprises Day 1 + 125 calendar days.</p> <p>The end of the period is the date on which the Authority issues the proposed statement or the date on which the Authority notifies the parent that a statement is not necessary.</p> <p>A Note in Lieu is not part of the statutory requirement but the Code of Practice makes it clear that it is good practice to issue one following the notice to parents.</p> <p>Refusal to assess: where a request is refused, it should not be included in the count. If an order to carry out an assessment is later made by the SEN and Disability Tribunal (SENDIST), the Authority must notify the child's parent that they will make an assessment within 4 weeks of the date of the order. (See Part IV, section 25 – (2) of the Consolidation Regulations 2001).</p>		
Formula	$N = (a / b) \times 100$ <p>Where:</p> <p>a = Proposed statements of special education need excluding exception cases issued within 18 weeks</p> <p>b = All proposed statements of special education need issued (excluding exception cases)</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1

Statements of Special Educational Need: excluding 'exceptions' (Cont'd)

Further Guidance	The exceptions are those set out in the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001, paragraphs 12.5, 12.7 and 12.9. The regulations are reproduced in Annex A of the SEN Code of Practice 2001. See www.teachernet.gov.uk/SEN
Target Setting	Local
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.



Statements of Special Educational Need: including 'exceptions'

Description	Percentage of proposed statements of Special Educational Need issued by the authority in a financial year and prepared within 18 weeks including 'exceptions' set out in the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001 and reproduced in Annex A of the SEN Code of Practice.		
Purpose/aim	To ensure prompt completion of statements.		
Definition	<p>Percentage of proposed statements of Special Education Need issued within 18 weeks as a percentage of all such statements of Special Educational Need issued in the year.</p> <p>The start of the 18 week period is the date on which a request for assessment is received from a <i>responsible body</i> – parents, school or early years setting – or the date on which the authority that is, 'Day 1' issues a notice to parents that a statutory assessment is being considered. (A referral from another agency, such as Health, is not a request from a responsible body. In these circumstances, the timescale would start from the date that the authority issues a notice to parents that a statutory assessment is being considered). The 18 week period comprises Day 1 + 125 calendar days.</p> <p>The end of the period is the date on which the Authority issues the proposed statement or the date on which the Authority notifies the parent that a statement is not necessary.</p> <p>A Note in Lieu is not part of the statutory requirement but the Code of Practice makes it clear that it is good practice to issue one following the notice to parents.</p> <p>Refusal to assess: Where a request is refused, it should not be included in the count. If an order to carry out an assessment is later made by the SEN and Disability Tribunal (SENDIST), the Authority must notify the child's parent that they will make an assessment within 4 weeks of the date of the order. (See Part IV, section 25 – (2) of the Consolidation Regulations 2001).</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where:</p> <p>a = Proposed statements of special educational need issued within 18 weeks (including 'exceptions')</p> <p>b = All proposed statements of special educational need</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	See Annex A of the SEN Code of Practice 2001.		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Absence in Secondary Schools

Description	Percentage of half days missed due to total absence in secondary schools maintained by the Local Education Authority.		
Purpose/aim	To monitor the level of absence in schools.		
Definition	Number of half days (sessions) missed due to 'total' absence (that is authorised and unauthorised absences) in secondary schools and middle deemed secondary schools, as percentage of all sessions as reported in the Annual School Performance Absence Return. Exclude special schools.		
Formula/ Worked Eg.	$N = (a / b) \times 100$ Where: a = Number of half days missed due to total absence b = Number of sessions reported in the Annual School Performance Absence Return		
Measurement Period	Academic year up to half term at the end of May	Data Source (if external)	Annual School Performance Absence Return
Return Format	%	Decimal Places	2
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Absence in Primary Schools

Description	Percentage of half days missed due to total absence in primary schools maintained by the local education authority.		
Purpose/aim	To monitor the levels of absence in primary schools.		
Definition	Number of half days (sessions) missed due to total absence (that is authorised and unauthorised absences) in primary schools and middle deemed primary schools, as percentage of all sessions as reported in the Annual School Performance Absence Return. Excludes special schools.		
Formula/ Worked Eg.	$N = (a / b) \times 100$ Where: a = Number of half days missed due to total absence b = Number of sessions reported in the Annual School Performance Absence Return		
Measurement Period	Academic year up to half term at the end of May	Data Source (if external)	DfES/Annual School Performance Absence Return
Return Format	%	Decimal Places	2
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Alternative Tuition – 21 hrs or more**

Description	The percentage of permanently excluded pupils offered full-time alternative educational provision of 21 hours or more.		
Purpose/aim	To ensure that permanently excluded pupils are provided with a minimum of 21 hours of alternative provision per week.		
Definition	<p>Full-time educational provision should be in place from the 16th school day following the head teacher's decision to exclude. For more detailed guidance on this commitment please see 'further guidance' box below.</p> <p>'Provision' in this context includes alternative education offered' assuming it is available, even if the pupil does not take up the offer.</p> <p>Time spent in counselling, anger management, meetings with support services (social services, youth services, etc.) all count towards tuition and or/ time spent in an education institution (PRU), provided they have been arranged in conjunction with the LEA or the school.</p> <p>An authority must include in the indicator all the pupils for whom and when in the year it was responsible for providing alternative tuition, regardless of which authority permanently excluded the pupil. If a permanently excluded pupil is placed permanently on the roll of a 'regular' school within 3 academic weeks of exclusion they should be left out of both the numerator and the denominator of this BVPI.</p> <p>Distance learning can only count as 'alternative tuition' where it is supervised in a very strict manner, such as through 'Notschool NeT'.</p> <p>Pupils excluded from independent schools should not be counted in the BVPI.</p>		
Formula/ Worked Eg.	Divide the total number of hours of alternative tuition by the number of school days for which the pupil was permanently excluded in the financial year. Multiply the result by 5 to get the weekly average.		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	Please see: 'Improving Behaviour & Attendance: Guidance on Exclusion from Schools and Pupil Referral Units, October 2004', available on-line at Guidance on the number of hours that constitute full-time at http://www.teachernet.gov.uk/wholeschool/behaviour/exclusion/ each key stage can be found at paragraph 149 and note on the range of types of provision can be found at paragraph 158.		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Key Stage 3 Performance – Level 5

Description	Percentage of 14 year old pupils* in schools maintained by the local education authority achieving Level 5 or above in the Key Stage 3 test in English.		
Purpose/aim	To monitor Key Stage 3 results.		
	<p>*Count all pupils eligible for Key Stage 3 assessment in schools maintained by the local education authority achieving Level 5 or above in the Key Stage 3 test in ICT.</p> <p>All pupils are 'eligible' – including those with special educational needs – for assessment under the National Curriculum when they reach the end of KS3. Most will be aged 14 by the end of the school year. Some, however, will be older or younger.</p> <p>Academies to be included</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where:</p> <p>a = Number of pupils achieving Level 5 or above in Key Stage 3 English</p> <p>b = Number of pupils eligible to sit the Key Stage 3 English Test</p>		
Measurement Period	Previous Academic Year	Data Source (if external)	DfES Statistical First Release on National Curriculum Assessments.
Return Format	%	Decimal Places	2
Further Guidance	DfES Performance Tables are available at: http://www.dfes.gov.uk/performance/tables/schools_04.shtml		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Key Stage 3 Performance – Level 5**

Description	Percentage of 14 year old pupils* in schools maintained by the local education authority achieving Level 5 or above in the Key Stage 3 test in Mathematics.		
Purpose/aim	To monitor Key Stage 3 results.		
Definition	<p>*Count all pupils eligible for Key Stage 3 assessment in schools maintained by the local education authority achieving Level 5 or above in the Key Stage 3 test in ICT.</p> <p>All pupils are 'eligible' – including those with special educational needs – are for assessment under the National Curriculum when they reach the end of KS3. Most will be aged 14 by the end of the school year. Some, however, will be older or younger.</p> <p>Academies to be included.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Number of pupils achieving Level 5 or above in Key Stage 3 Mathematics b = Number of pupils eligible to sit the Key Stage 3 mathematics Test.</p>		
Measurement Period	Previous Academic Year	Data Source (if external)	DfES Statistical First Release on National Curriculum Assessments.
Return Format	%	Decimal Places	2
Further Guidance	DfES Performance Tables are available at: http://www.dfes.gov.uk/performance/tables/schools_04.shtml .		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Key Stage 3 Performance – Level 5

Description	Percentage of 14 year old pupils* in schools maintained by the local education authority achieving Level 5 or above in the Key Stage 3 test in Science.		
Purpose/aim	To monitor Key Stage 3 results.		
Definition	<p>*Count all pupils eligible for Key Stage 3 assessment in schools maintained by the local education authority achieving Level 5 or above in the Key Stage 3 test in ICT.</p> <p>All pupils are 'eligible' – including those with special educational needs – are for assessment under the National Curriculum when they reach the end of KS3. Most will be aged 14 by the end of the school year. Some, however, will be older or younger.</p> <p>Academies to be included.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Number of pupils achieving Level 5 or above in Key Stage 3 Science b = Number of pupils eligible to sit the Key Stage 3 Science Test</p>		
Measurement Period	Previous Academic Year	Data Source (if external)	DfES Statistical First Release on National Curriculum Assessments.
Return Format	%	Decimal Places	2
Further Guidance	DfES Performance Tables are available at: http://www.dfes.gov.uk/performance/tables/schools_04.shtml .		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Key Stage 3 Performance – Level 5

Description	Percentage of 14 year old pupils* in schools maintained by the local education authority achieving Level 5 or above in the Key Stage 3 test in ICT.		
Purpose/aim	To monitor Key Stage 3 results.		
Definition	<p>*Count all pupils eligible for Key Stage 3 assessment in schools maintained by the local education authority achieving Level 5 or above in the Key Stage 3 test in ICT.</p> <p>All pupils are 'eligible' – including those with special educational needs – are for assessment under the National Curriculum when they reach the end of KS3. Most will be aged 14 by the end of the school year. Some, however, will be older or younger.</p> <p>Academies to be included.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Number of pupils achieving Level 5 or above in Key Stage 3 ICT b = Number of pupils eligible to sit the Key Stage 3 ICT Test</p>		
Measurement Period	Previous Academic Year	Data Source (if external)	DfES Statistical First Release on National Curriculum Assessments.
Return Format	%	Decimal Places	2
Further Guidance	DfES Performance Tables are available at: http://www.dfes.gov.uk/performance/tables/schools_04.shtml .		
Target Setting	Local.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London		

**Key Stage Two English Performance**

Description	The percentage of 11 year old pupils* achieving Level 5 in Key Stage 2.		
Purpose/aim	To monitor Key Stage 2 results.		
Definition	<p>As per the DfES Statistical First Release on National Curriculum Assessments.</p> <p>*The DfES Statistical First Release on National Curriculum Assessments show the number of pupils who were at the end of KS2 and, therefore, eligible to be assessed in May 2004. All pupils – including those with special educational needs (SEN) – are eligible for assessment under the National Curriculum when they reach the end of KS2. Most pupils will be aged 11 by the end of the school year, but some will be older or younger.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Number of pupils achieving Level 5 in Key Stage 2 English b = Number of eligible pupils</p>		
Measurement Period	Previous Academic Year	Data Source (if external)	DfES Statistical First Release on National Curriculum Assessments.
Return Format	%	Decimal Places	0
Further Guidance	DfES performance tables are available at: http://www.dfes.gov.uk/performance/tables/		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Key Stage Two English Performance**

Description	The percentage of 11 year old pupils* achieving Level 5 in Key Stage 2.		
Purpose/aim	To monitor Key Stage 2 results.		
Definition	<p>As per the DfES Statistical First Release on National Curriculum Assessments.</p> <p>*The DfES Statistical First Release on National Curriculum Assessments show the number of pupils who were at the end of KS2 and, therefore, eligible to be assessed in May 2004. All pupils – including those with special educational needs (SEN) – are eligible for assessment under the National Curriculum when they reach the end of KS2. Most pupils will be aged 11 by the end of the school year, but some will be older or younger.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Number of pupils achieving Level 5 in Key Stage 2 Mathematics b = Number of eligible pupils</p>		
Measurement Period	Current Financial Year	Data Source (if external)	DfES Statistical First Release on National Curriculum Assessments.
Return Format	%	Decimal Places	0
Further Guidance	DfES performance tables are available at: http://www.dfes.gov.uk/performance/tables/		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Participation In and Outcomes From Youth Work: Recorded Outcomes**

Description	Percentage of young people aged 13-19 gaining a recorded outcome compared to the percentage of young people in the local authority area.
Purpose/aim	To monitor the percentage of young people who gain a recorded outcome as a result of their participation in youth work. To encourage better recording systems.
Definition	<p>‘Youth work’ may be provided by the Local Authority Youth Service itself or it may be commissioned from another body e.g. voluntary sector provider, and/or Connexions provider.</p> <p>‘Recorded outcomes’ must have the following features:</p> <ul style="list-style-type: none"> • Provide evidence to show actions undertaken by the young person, their progression, and distance travelled – <i>to show distance travelled the record must identify starting points, describe the process/ identify what happened, and be clear about the achievement, learning gain or end product. This may include, for instance, a decision made as result of counselling or a detached work encounter;</i> • Provide evidence of the benefit derived by the young person as a result of a youth work intervention; • Be evidenced (though not accredited) by a youth worker or an external awarding body; • Be meaningful (not just a narrative of events) – <i>it must confirm the achievement of a declared objective that is significant for that individual young person. Some subjective judgements will need to be made in assessing what constitutes a ‘significant’ objective for each young person, given their backgrounds and skill levels.</i> • Be recognisable within Ofsted frameworks for inspection – <i>the record should be able to provide evidence to inspectors seeking to report within the section ‘Standards of young people’s achievement and the quality of youth work practice’.</i> <p>A ‘recorded outcome’ does not:</p> <ul style="list-style-type: none"> • have to subscribe to a specific format; • necessarily lead to an accredited outcome – <i>a recorded outcome may sufficient alone for some young people, for others it may form part of the learning journey towards an accredited outcome;</i> • have to be measured against a declared curriculum, but it can be good practice to do so.

Participation In and Outcomes From Youth Work: Recorded Outcomes (Cont'd)

Definition (continued)	<p>'Participation' means:</p> <ul style="list-style-type: none"> • The youth worker has an ongoing relationship with the young person <i>and</i> • The young person is involved with/attends youth work sessions/ activities on a regular basis and is participating in a youth work curriculum in some way <i>or</i> • The young person takes part in a 'concentrated experience' – a piece of focused work such as a residential event or project <p>'Percentage of young people' – use the Office of National Statistic's data information for establishing the Rate Support Grant (RSG) to calculate the 13-19 population figure.</p>		
Formula/ Worked	<p>$N = (a / b) \times 100$ Where: a = young people gaining recorded outcomes from youth work b = young people aged 13-19</p>		
Measurement Period	Previous Academic Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	<p>Detailed definitions of participation, recorded and accredited outcomes are available at www.nya.org.uk. These have been developed with the National Youth Agency (NYA).</p> <p>The Ofsted Framework for Inspection of the Youth Service can be found at – http://www.ofsted.gov.uk/publications</p>		
Target Setting	<p>Local setting against National Benchmarks: The benchmark for participation of the 13-19 population in youth work for Youth Services is 15% of the population</p> <ul style="list-style-type: none"> • The benchmark is for 60% of participants to gain a recorded outcome. • The benchmark is for 30% of participants to gain an accredited outcome 		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common council of the City of London.		



**Participation In and Outcomes From Youth Work:
Accredited Outcomes**

Description	Percentage of young people aged 13-19 gaining an accredited outcome compared to the percentage of young people in the local authority area.		
Purpose/aim	<p>To monitor the percentage of young people who gain an accredited outcomes as a result of their participation in youth work.</p> <p>The more accredited outcomes the better, though it is recognised that it is not always suitable for youth work to culminate in an accredited outcome for the youth participant.</p>		
Definition	<p>‘Youth work’ may be provided by the Local Authority Youth Service itself or it may be commissioned from another body e.g. voluntary sector provider, and/or Connexions provider.</p> <p>‘Accredited outcomes’ must have the following features:</p> <ul style="list-style-type: none"> • Be undertaken by young people supported within the youth work process; • Have currency/credibility outside youth work including enhancing life and social skills and, where possible, a link to employment, education and training; • Be subject to either independent internal verification by the organisation making the award or be externally assessed by an awarding body. <p>‘Participation’ means:</p> <ul style="list-style-type: none"> • The youth worker has an ongoing relationship with the young person <i>and</i> • The young person is involved with/attends youth work sessions/ activities on a regular basis and is participating in a youth work curriculum in some way <i>or</i> • The young person takes part in a ‘concentrated experience’ – a piece of focused work such as a residential event or project <p>‘Percentage of young people’ – use Office of National Statistic’s data information for establishing the Rate Support Grant (RSG) to calculate the 13-19 population figure.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = young people gaining accredited outcomes from youth work</p> <p>b = young people aged 13-19</p>		
Measurement Period	Previous Academic Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0

Participation In and Outcomes From Youth Work: Accredited Outcomes (Cont'd)

Further Guidance	<p>Detailed definitions of participation, recorded and accredited outcomes are available at www.nya.org.uk. These have been developed with the National Youth Agency.</p> <p>The Ofsted Framework for Inspection of the Youth Service can be found at - http://www.ofsted.gov.uk/publications</p>
Target Setting	<p>Local setting against National Benchmarks: The benchmark for participation of the 13-19 population in youth work for Youth Services is 15% of the population</p> <ul style="list-style-type: none"> • The benchmark is for 60% of participants to gain a recorded outcome. • The benchmark is for 30% of participants to gain an accredited outcome
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common council of the City of London.</p>



Quality of Early Years & Childcare Leadership – Leaders

Description	Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority with a qualification at Level 4 or above.		
Purpose/aim	The aim of this PI is to support delivery of improved outcomes for children through skilled and well-qualified leadership of high quality integrated early education and childcare.		
Definition	<p>‘Integrated’ means that early education and childcare are planned and offered as an integrated, seamless service with continuity of staffing and support for children’s development.</p> <p>A ‘setting’ is any location where integrated early education and childcare is delivered.</p> <p>‘Level 4’ is sub-degree or HE certificate level in the National Qualifications Framework and includes the Certificate in Early Years Practice.</p> <p>A ‘leader’ is the person responsible for overall management and leadership of the setting.</p> <p>‘Funded or part-funded by the local authority’ means all settings directly provided or by the local authority, or (wholly or partly) funded by the local authority and delivered by a partner organisation.</p>		
Formula/ Worked Eg.	<p>Number of leaders of integrated early education and childcare settings with a level 4 qualification or above, expressed as a proportion of the total number of leaders of integrated settings.</p> $N = (a / b) \times 100$ <p>Where: a = leaders of integrated early education and childcare settings with a level 4 qualification or above b = all leaders of integrated early education and childcare settings</p>		
Measurement Period	Present Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	<i>Choice for Parents, the best start for children: a ten year strategy for childcare</i> (HMT/DfES/DWP/DTI, December 2004)		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Quality of Early Years & Childcare Leadership – Postgraduate Input

Description	Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority which have input from staff with graduate or post graduate training in teaching or child development.		
Purpose/aim	The aim of this PI is to support delivery of improved outcomes for children through skilled and well qualified leadership of high quality integrated early education and childcare.		
Definition	<p>‘Integrated’ means that early education and childcare are planned and offered as an integrated, seamless service with continuity of staffing and support for children’s development.</p> <p>A ‘setting’ is any location where integrated early education and childcare is delivered.</p> <p>‘Level 4’ is sub-degree or HE certificate level in the National Qualifications Framework and includes the Certificate in Early Years Practice.</p> <p>A ‘leader’ is the person responsible for overall management and leadership of the setting.</p> <p>‘Funded or part-funded by the local authority’ means all settings directly provided or by the local authority, or (wholly or partly) funded by the local authority and delivered by a partner organisation.</p>		
Formula/ Worked Eg.	<p>Number of leaders of integrated early education and childcare settings with a level 4 qualification or above, expressed as a proportion of the total number of leaders of integrated settings.</p> $N = (a / b) \times 100$ <p>Where: a = leaders of integrated early education and childcare settings with a level 4 qualification or above b = all leaders of integrated early education and childcare settings</p>		
Measurement Period	Present Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	<i>Choice for Parents, the best start for children: a ten year strategy for childcare</i> (HMT/DfES/DWP/DTI, December 2004)		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		

A stylized, light-colored illustration of two human figures. The figure on the left is smaller and appears to be holding the hand of the larger figure on the right. The figures are composed of simple, rounded shapes. The background is a solid, dark olive green color.

3

social care and health



Stability of Placements of Looked After Children

Description	The percentage of Looked After Children at 31 March with three or more placements during the last financial year.		
Purpose/aim	To encourage the stability of looked after children		
Definition	<p>Numerator: Of the children looked after in the denominator, the number who had three or more separate placements (as defined by the SSDA903 collection) during the year. All placements of 24 hours or more are counted, regardless of duration. Any placements that were already open on 1 April at the beginning of the year, and any which were open on 31 March at the end of the year are included. All placements regarded as 'temporary' are included; the only exceptions being the following special cases:</p> <ul style="list-style-type: none"> - temporary periods on holiday or in hospital; - where a foster carer goes on holiday for 21 days or less and the child temporarily stays with another carer during this time (only two such breaks allowed in any one year); - other temporary absences of seven consecutive days or less, where the child then returned as planned to the previous placement. <p>Where a child had placements during the year separated by periods of not being looked after, each placement is counted, even if they were with the same carer. However, 'Placed for adoption' should not be counted as a separate placement if it is with the same carer as the previous placement. Any placements that formed part of an agreed series of short term placements (under the provisions of Reg. 13 of the Arrangement for Placement of Children (General) Regulations, 1991) are not counted.</p> <p>The denominator: The total number of children who were looked after at 31 March, excluding any children who were looked after on that date under an agreed series of short term-placements (under the provisions of Reg. 13 of the Arrangement for Placement of Children (General) Regulations, 1991).</p>		
Formula/ Worked Eg.	$(\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	SSDA903 guidance notes or CSCI PAF publication See Page 6 of PAF Indicator Definitions 2004/05 available from: http://www.csci.org.uk/council_performance/paf/pi_definitions2004_2005.pdf		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Educational Qualifications of Looked After Children

Description	The percentage of young people leaving care aged 16 or over with at least one GCSE at Grade A* – G or a GNVQ.		
Purpose/aim	To encourage attainment of qualifications by looked after children. The higher the percentage, the better.		
Definition	<p>Numerator: Of the young people in the denominator, the number who on leaving care had obtained at least 1 GCSE at grade A*-G or a GNVQ. Qualifications gained before the young person was looked after and qualifications from examinations sat while the young person was looked after are included, even if the results were announced after the young person ceased to be looked after. Qualifications gained from examinations sat after the young person ceased to be looked after are not included. GCSE short courses, part one or full GNVQs at either foundation or intermediate level, and GNVQ language units are included; NVQs are not.</p> <p>Denominator: The number of young people who ceased to be looked after during the year at the age of 16 or over regardless of how long they had been looked after but excluding:</p> <ul style="list-style-type: none"> a) those aged 15 at 31 August in the previous reporting year who leave care between 1 April and 31 May of the current reporting year and those aged 14 at 31 August in the previous reporting year who leave care before 31 March of the current reporting year; b) unaccompanied asylum seeking children who have been looked after for less than two years at the time that they leave care; and c) young people who ceased to be looked after during the year only under an agreed series of short term placements. 		
Formula/ Worked Eg.	$(\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	Guidance notes for SSDA903 data collection, or CSCI PAF publication. See Page 7 of PAF Indicator Definitions 2004/05 available from: http://www.csci.org.uk/council_performance/paf/pi_definitions2004_2005.pdf		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Employment, Education and Training for Care Leavers

Description	The percentage of those young people who were looked after on 1 April in their 17th year (aged 16), who were engaged in education, training or employment at the age of 19 to the percentage of young people in the population who were engaged in education, training or employment at the age of 19.
Purpose/aim	To improve employment, education and training for care leavers. The higher the percentage, the better.
Definition	<p>Numerator: The number of young people who were looked after, who were in contact* – within the period 3 months before to 1 month after their 19th birthday and were engaged in education, training or employment, whether full time or part time as a percentage of all young people who were looked after whose 19th birthday is defined as follows (each young person is counted only once even if they ceased to be looked after more than once):</p> <p>The number of young people whose 19th birthday falls in the year ending 31 March of the reporting year 't', who were:</p> <ol style="list-style-type: none"> a) looked after on 1 April year 't-2' at the age of 16 and who ceased to be looked after before their 19th birthday; or b) who were looked after and turned 17 on the 1 April year 't-2' and who ceased to be looked after before their 19th birthday. c) Young people who had been looked after on 1 April of year 't-2' under an agreed series of short term placements are excluded. <p>If the council does not know what has happened to the young person, the person should be included in the denominator but not in the numerator.</p> <p>*'In contact' means after leaving care (between 16th birthday, minimum and to 18th birthday, maximum) Social Services are encouraged to maintain contact with these care leavers and to take an interest in their welfare. This is dependent upon the young person being 'willing'. The numbers counted are those with whom some mutual communication has been made around the time of the young person's 19th birthday and their activity (whether or not in employment, education and nature of accommodation) has been forthcoming.</p> <p>Denominator: The percentage of young people in the population aged 19 at the time they are surveyed for the Labour Force Survey who were engaged in education, training or employment at the age of 19 (each young person is counted only once).</p>

Employment, Education and Training for Care Leavers (Cont'd)

Formula/ Worked Eg.	<p>Ratio = number of former care leavers in education, training or employment divided by number of former care leavers, then divided by the percentage of young people in the population aged 19 engaged in education, training or employment (according to definitions of numerator and denominator above)</p> <p>Example: if 50% of care leavers aged 19 are in education, employment and training and 75% of the general population aged 19 in the same area are in education, employment and training, then the value for this indicator will be $50/75 = 0.67$</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	<p>Guidance notes for SSDA903 data collection, or CSCI PAF publication. See Page 8 of PAF Indicator Definitions 2004/05 available from: http://www.csci.org.uk/council_performance/paf/pi_definitions2004_2005.pdf</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Reviews of Child Protection Cases

Description	The percentage of child protection cases which were reviewed regularly, out of those cases which should have been reviewed during the year.		
Purpose/aim	To encourage regular reviews of child protection cases. The higher the percentage, the better.		
Definition	<p>Numerator: Of the children in the denominator, the number of children whose cases had been reviewed so that:</p> <ul style="list-style-type: none"> i. the first review of the year was held within 6 months of the last review in the previous year (or within 3 months of the child being placed on the Register, if there was no review in the previous year); ii. the maximum gap between reviews during the year was 6 months; and iii. a review was held within 6 months of the end of the year (ie on or after 1 October). <p>(Note that the only account taken of reviews in previous years is set out at i). A review should be recorded in writing and should consider the child's safety, health and development against the intended outcomes set out in the child protection plan.</p> <p>Denominator: The number of children on the Child Protection Register at 31 March who at that date had been on the Register continuously for at least the previous 3 months.</p>		
Formula/ Worked Eg.	$N = (\text{Numerator} / \text{Denominator} \times 100)$		
Measurement Period	Current Financial Year	Data Source (if external)	CPR3 return Table 9
Return Format	%	Decimal Places	0
Further Guidance	<p>CPR3 guidance or CSCI PAF publication http://www.dh.gov.uk/assetRoot/04/08/09/23/04080923.pdf http://www.dh.gov.uk/PolicyAndGuidance/OrganisationPolicy/SocialServicesPerformanceAssessment/fs/en</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Adoptions of Looked After Children

Description	The number of children who ceased to be looked after during the year as a result of the granting of an adoption or special guardianship order, as a percentage of the number of children looked after at 31 March (excluding unaccompanied asylum seekers) who had been looked after for 6 months or more on that day.		
Purpose/aim	To increase the use of adoption and special guardianship as options for over looked after children.		
Definition	<p>Numerator: The number of children who ceased to be looked after during the year as a result of the granting of an adoption order or a special guardianship order, (excluding any unaccompanied asylum seeking children). Children placed for adoption, freed for adoption, or subject to a placement order remain looked after until the adoption order is granted.</p> <p>(Counting only those children who were looked after by the council immediately prior to adoption or the granting of a special guardianship order).</p> <p>Denominator: The total number of children who were looked after at 31 March and who at that date had been looked after for 6 months or more (i.e. 183 or more days inclusive of 31 March), excluding any unaccompanied asylum seeking children and children who were looked after on that date under an agreed series of short term placements (under the provisions of Reg.13 of the Arrangement for the Placement of Children (General) Regulations, 1991).</p>		
Formula/ Worked Eg.	$N = (\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current Financial Year	Data Source (if external)	SSDA903
Return Format	%	Decimal Places	1
Further Guidance	<p>See DfES SSDA903 guidance notes for further details or CSCI PAF publication.</p> <p>http://www.csci.org.uk/council_performance/paf/pi_definitions2004_2005.pdf</p> <p>http://www.dh.gov.uk/PolicyAndGuidance/OrganisationPolicy/SocialServicesPerformanceAssessment/fs/en</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, Unitary Councils, London Boroughs, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Teenage Pregnancies

Description	Percentage change in number of conceptions amongst 15 – 17 year olds.		
Purpose/aim	To measure progress in reducing conception rates amongst 15 – 17 year olds.		
Definition	<p>Number of conceptions among girls aged under 18 resident in an area per 1,000 girls aged 15-17 years resident in the area.</p> <p>Data on teenage conceptions is available on a calendar year basis and ONS publish this data in February each year, 14 months after the year to which they relate. Therefore the indicator presented in the 2005/06 BVPI set will be the data published in February 2006 relating to calendar year 2004</p>		
Formula/ Worked Eg.	$N = (a - b) / b \times 100$ <p>Where:</p> <p>a = the actual number of conceptions among girls aged under 18 resident in the authority area per 1,000 girls aged 15-17 years resident in the area for the calendar year.</p> <p>b = the actual number of conceptions among girls aged under 18 resident in the authority area per 1,000 girls aged 15-17 years resident in the area in 1998 (baseline year)</p>		
Measurement Period	Calendar Year	Data Source (if external)	Office for National Statistics.
Return Format	%	Decimal Places	1
Further Guidance	<p>The Teenage Pregnancy Unit website is available at: www.dfes.gov.uk/teenagepregnancy/dsp_content.cfm?PageID=85</p> <p>This site includes statistics on teenage conception rates for 1998.</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Intensive Home Care

Description	Households receiving intensive home care per 1,000 population aged 65 or over.		
Purpose/aim	To measure the change in the proportion of older people being helped intensively to remain at home.		
Definition	<p>Numerator: The number of households receiving intensive home care. Intensive home care is defined as 'more than 10 contact hours and 6 or more visits during the week' during a survey week.</p> <p>Denominator: Population aged 65 or over. Use latest ONS mid-year estimates for calculating the Local Authority population.</p>		
Formula & Worked Eg.	$N = (\text{Numerator} / \text{Denominator}) \times 1,000$		
Measurement Period	Current Financial Year	Data Source (if external)	HH1 Table 3B (collected on KS1).
Return Format	Number per 1,000 population	Decimal Places	2
Further Guidance	See HH1 guidance notes for further information http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalCollection/StatisticalCollectionArticle/fs/en?CONTENT_ID=4084479&chk=gn/5SE		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Older People Helped to Live at Home

Description	Older people helped to live at home per 1,000 population aged 65 or over.		
Purpose/aim	Demonstrates how many older people receive both intensive and low level care.		
Definition	<p>Health & Social Care Partnerships: Authorities should only count clients receiving a package of care set up following a community care assessment. Services should only be counted if they are a part of a care plan that is subject to review and management by the Council. Social services provided by joint teams or partnership arrangements operating under section 31 of the Health Act 1999 should be included. Therefore all social care-related assessments carried out (including those by health colleagues), or Social Services commissioned (including by health colleagues) can be counted where the council is operating under a partnership arrangement.</p> <p>Clients who are not assessed and have a care plan but receive services from grant-funded organisations should not be included in BV 54.</p> <p>Please note that as per the RAP notes the only equipment provision that should be included is:</p> <ul style="list-style-type: none"> • equipment provided on 31st March • equipment where there is an ongoing financial commitment on that date • 'major items of equipment' as per the Single Assessment Process – see above RAP notes for further details. <p>Numerator: Older people aged 65 or over helped to live at home at 31 March – RAP Table P2s Pages (3+5) line 11 (Total of above) column 1.</p> <p>Denominator: Population aged 65 or over. To calculate the local authority population use the latest ONS Mid-year estimates.</p>		
Formula/ Worked Eg.	$N = (\text{Numerator} / \text{Denominator}) \times 1,000$		
Measurement Period	Current Financial Year: Snapshot at 31 st March	Data Source (if external)	N/A
Return Format	Number per 1,000 population	Decimal Places	2
Further Guidance	See RAP guidance for further information http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalDevelopment/ReferralsAssessmentsPackagesCare/ReferralsAssessmentsPackagesCareArticle/fs/en?CONTENT_ID=4081986&chk=0FnPL5		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Equipment and Adaptations Delivered

Description	Percentages of items of equipment delivered and adaptations made within 7 working days.		
Purpose/aim	To encourage prompt delivery of items of equipment.		
Definition	<p>Numerator: Of the items of equipment and adaptations in the denominator, the number delivered within 7 working days. The period begins when a decision to supply the equipment/adaptation is made and ends when the equipment/adaptation is satisfactorily installed in the opinion of the council.</p> <p>‘Working days’ means Monday to Friday; bank holidays are therefore included for these purposes as working days. The period counted is where the difference between the decision to supply and the date of satisfactory installation is less than or equal to 7 ‘working days’.</p> <p>Denominator: The number of items of equipment or adaptations, including those costing more than £1000, for use by adults and older people delivered during the year, regardless of when ordered, excluding:</p> <ul style="list-style-type: none"> • adaptations that are not the responsibility of Social Services and alarm or telecare systems that are not the responsibility of Social Services; • equipment and adaptations for which the time limit could not be met because of the client’s actions or absence (e.g. when a person was on holiday); • equipment and adaptations that require construction, structural work or fitting other than simple fitting such as bolting to a wall or floor. 		
Formula & Worked Eg.	$(\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current Financial Year	Data Source (if external)	KSI
Return Format	%	Decimal Places	0
Further Guidance	Additional guidance is available at Questions 2, 5, 6, 7 and 8 of the <i>Key Statistics Frequently Asked Questions</i> document on the DH website at: http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalCollection/StatisticalCollectionArticle/fs/en?CONTENT_ID=4078252&chk=e8OfrV		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Assessment Waiting Time

Description	For new older clients (that is over 65 years of age), the average of (i) the percentage where the time from first contact to beginning of assessment is less than or equal to 48 hours (that is, 2 calendar days), and (ii) the percentage where the time from first contact to completion of assessment is less than or equal to four weeks (that is, 28 calendar days).
Purpose/aim	To monitor the waiting time for assessments.
Definition	<p>For (i): Numerator: Of new older clients for whom the assessment process was started, the number for whom length of time from first contact to start of assessment was 48 hours or less. (This time includes weekends and bank holidays). RAP Proforma A9, Page 1, All new clients aged 65+ line 1. For clients in hospital, first contact is defined as when the hospital informs Social Services formally that the person will imminently be medically fit for discharge i.e. 'section 5 notice'. Denominator: The total number of new clients aged 65 or over whose assessments were started in the year regardless of which year the first contact was made. RAP Proforma A9, Page 1, All new clients aged 65+ lines (1 to 4).</p> <p>For (ii): Numerator: Of new older clients in the denominator, the number for whom length of time from first contact to completion of assessment was 4 calendar weeks or less. RAP Proforma A7, Page 1, All new clients aged 65+ lines (1 to 3). Denominator: The total number of new clients aged 65 or over whose assessments were completed in the year regardless of which year the first contact was made. RAP Proforma A7, Page 1, All new clients aged 65+ lines (1 to 5).</p>
Formula & Worked Eg.	(i) = numerator / denominator (ii) = numerator / denominator Then: $\frac{(i) + (ii)}{2}$

Assessment Waiting Time (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	See RAP guidance for further information: http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalDevelopment/ReferralsAssessmentsPackagesCare/ReferralsAssessmentsPackagesCareArticle/fs/en?CONTENT_ID=4081986&chk=0FnPL5		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Acceptable Waiting Time for Care Packages**

Description	For new older clients, the percentage for whom the time from completion of assessment to provision of all services in the care package is less than or equal to 4 weeks.		
Purpose/aim	To monitor the waiting time for care packages.		
Definition	<p>Numerator: Of new older clients (that is clients over 65 years of age) in the denominator, the number for whom length of time from completion of assessment to provision of all services in a care package is less than or equal to four weeks (that is 28 calendar days). RAP Proforma A8, Page 1, lines (1+2)</p> <p>Denominator: The total number of new clients aged 65 or over whose assessment was completed and went on to receive all services during the reporting year. RAP Proforma A8, Page 1, lines (1 to 4).</p>		
Formula/ Worked Eg.	$N = (\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	See RAP guidance for further information: http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalDevelopment/ReferralsAssessmentsPackagesCare/ReferralsAssessmentsPackagesCareArticle/fs/en?CONTENT_ID=4081986&chk=0FnPL5		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Direct Payments of Benefits

Description	Adults and older people receiving direct payments at 31 March per 100,000 population aged 18 or over (age standardised)		
Purpose/aim	To measure the number of adults and older people receiving direct payments.		
Definition	<p>This is a weighted average of four indicators which are calculated separately. The weight for each indicator is the percentage of the population of England aged 18 and over that falls into the relevant age group (this achieves the age standardisation).</p> <p>Numerators: Adults and older people receiving direct payments at 31 March (1) aged 18-64 (2) aged 65-74 (3) aged 75-84 (4) aged 85 or over. [RAP Table P2s (1) Page 2 line 11 (Total of above) column 1 (2) Page 4 line 11 (Total of above) column 1 (3) Page 7 box 1 (4) Page 7 box 2].</p> <p>Denominators: Population aged (1) 18-64 (2) 65-74 (3) 75-84 (4) 85 or over. Calculate using ONS Mid-year estimate.</p>		
Formula & Worked Eg.	<p>Divide the numerator by the denominator for each part (1) to (4). Then divide the total of (1) – (4) by 4. Multiply that figure by 100,000</p> <p>a = (1) = numerator / denominator b = (2) = numerator / denominator c = (3) = numerator / denominator d = (4) = numerator / denominator</p> <p>$[(a + b + c + d) / 4] \times 100,000$</p>		
Measurement Period	Current Financial Year: Snapshot at 31 March	Data Source (if external)	N/A
Return Format	Number per 100,000 population	Decimal Places	0
Further Guidance	See guidance on DH website at http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalDevelopment/ReferralsAssessmentsPackagesCare/ReferralsAssessmentsPackagesCareArticle/fs/en?CONTENT_ID=4081986&chk=0FnPL5		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		

4

housing





Energy Efficiency of Housing Stock

Description	The average SAP rating of local authority-owned dwellings.		
Purpose/aim	To encourage improvement on the SAP rating of local authority -owned dwellings. The higher the SAP rating the better.		
Definition	<p>The Standard Assessment Procedure (SAP) is an index of the annual cost of heating a dwelling to achieve a standard heating regime and runs from 1 (highly inefficient) to 120 (highly efficient). It is a measure of a dwelling's overall energy efficiency, it is dependent on both the heat loss from the dwelling and the performance of the heating system.</p> <p>An energy survey needs to be conducted to set the baseline position. The survey should be carried out in accordance with the ODPM's local house condition survey guidance. This data should then be updated annually to account for works carried out each year.</p> <p>If a formal decision has been made to demolish dwellings, they should not be included in the calculations.</p> <p>Periodically, new surveys should be used to form a new baseline to update from.</p>		
Formula/ Worked E.g.	N/A		
Measurement Period	Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	HM Government's Standard Assessment Procedure for Energy Rating of Dwellings' 2001 edition or see www.bre.co.uk/sap2001/		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Note: Authorities owning fewer than 200 council dwellings at the start of the financial year do not need to report on this PI.</p>		



Vacant Dwellings Returned to Occupation or Demolished

Description	Number of non-local authority-owned vacant dwellings returned to occupation or demolished during the financial year as a direct result of action by the local authority.
Purpose/aim	To encourage the occupation or demolition of empty homes.
Definition	<p>Dwellings to include: Local authorities should count all vacant dwellings except for Housing Revenue Account dwellings. This includes: privately owned dwellings, RSL dwellings, dwellings owned by other public sector organisations and, in two-tier authorities, properties owned by the County Council. Second homes, holiday lets, dwellings in unlicensed accommodation and flats and houses normally occupied by students should not be included in any count of vacant dwellings.</p> <p>The intention is to distinguish between properties under direct control of the LA in its residential landlord capacity and properties where such control does not exist.</p> <p>Whether or not a property is considered to fall within the private sector depends on its status at the time it became empty, not the time when it was reoccupied. Thus, empty properties transferred out of the HRA are not eligible to be counted as successes if they are subsequently brought back into use in the private sector. Conversely, empty private sector properties transferred into the HRA and then brought back into use might be counted.</p> <p>This allows LAs to count conversions of their own non-residential properties (assuming they are not within the HRA) as successes.</p> <p>Where a vacant dwelling is converted into several flats or units, the number of flats that are subsequently returned to use during the financial year may be counted.</p> <p>Where a non-residential vacant property is converted into a dwelling, that dwelling (or the number of units in it) that are subsequently returned to use during the financial year may be counted.</p> <p>If a property becomes empty and is reoccupied more than once in the year, only reoccupations following action from the authority which lead to reoccupation can be counted. Thus if an authority gave advice to a landlord that helped a landlord to let a property and the property was let 4 times that year with no subsequent input from the authority that would count as 1 reoccupation not 5.</p> <p>Similarly, where a private property is taken over by an RSL with the authority getting nomination rights, only the first letting would count for the purpose of this indicator.</p>

Vacant Dwellings Returned to Occupation or Demolished (Cont'd)

<p>Definition (continued)</p>	<p>Actions which may directly result in the reoccupation or demolition of a dwelling:</p> <p>The following is an indicative (non-exhaustive) list of actions which may be undertaken by the local authority, and may be deemed to have directly resulted in the occupation or demolition of vacant dwellings. Additional actions may be counted if the local authority is satisfied that those actions genuinely contributed towards the dwelling being returned to use or demolished:</p> <ul style="list-style-type: none"> • grants, loans or other financial assistance either provided or facilitated by the authority; • leasing arrangements; • advice given to owner which is followed and results in the empty dwelling being returned to use for example, provision of advice on: <ul style="list-style-type: none"> – the authority’s empty homes strategy; – options on sale and letting issues; – grants, other financial assistance and availability of tax concessions; – landlord forum or accreditation scheme; – repairs, including details on building contractors meeting minimum standards; • referral to RSL or other intermediary with relevant expertise; • enforcement action, including repair notices, CPO, works in default, enforced sale; • helping a landlord to re-let through a local authority rent-and-deposit guarantee scheme; and • enquiries made to establish ownership of property and follow-up action. <p>The arrangement of a routine letting through a local authority-run choice-based letting scheme does not count as an action directly resulting in the re-occupation of a dwelling for the purpose of this indicator.</p> <p>Reoccupation following advice from an authority can only be counted where the authority has some evidence that the advice had a bearing on the reoccupation. The key criterion in establishing the impact of the LA’s intervention is not whether the owner gives positive feedback on the quality of information or advice received, but whether it would be reasonable on the balance of probability to assume that the information or advice made some difference. In such cases the case notes, e.g. those relating to the owner’s intention or position at the time of the initial contact, would be a key piece of evidence in establishing the impact of the Local Authority’s involvement.</p>
<p>Formula/ Worked E.g.</p>	<p>N/A</p>

Vacant Dwellings Returned to Occupation or Demolished (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number	Decimal Places	2
Further Guidance	National Association of Empty Property Practitioners Code of Guidance on BV 64 provides detailed information on actions that would count towards this indicator available at www.emptyhomes.com		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Note: All housing authorities should report on this indicator, irrespective of the size of their own HRA stock.</p>		



Rent Collection and Arrears Recovery

Description	Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.
Purpose/aim	<p>This indicator, along with BV66b, 66c & 66d is a key measure of the effectiveness and efficiency of a local authority's rent collection and arrears recovery service. These indicators are four discrete parts but should be looked at holistically.</p> <p>An efficient rent collection service is important to ensuring that as much of the rent due, and thus potential income is collected and received.</p>
Definition	<p>Measures the total amount of (gross) rent collected over the whole financial year as a proportion of the total amount of (gross) rent due that financial year.</p> <p>What is counted as rent may vary by authority, and some authorities may choose to charge rent and service charges in one payment. For the purposes of this BVPI authorities must distinguish between rent and service charges, and include only the rent itself.</p> <p>Also exclude:</p> <ul style="list-style-type: none"> • items collected by the Authority as an agent such as water rates; • those not directly part of the rent such as court costs; • recovery of overpaid housing benefit through the rent collection system; and, • prepayments for future years. <p>If an authority collects garage rent, then this may be included providing that it is measured consistently in the numerator and denominator.</p> <p>Money owed by the Department of Works and Pensions when paying rent in arrears directly to the authority is to be counted as paid for the purposes of this indicator.</p> <p>Please note that because the denominator includes current tenants' arrears outstanding at the beginning of the year and the numerator only counts payments by current tenants in the year, the <u>answer cannot be over 100%</u>. An answer of 100% would mean that an authority had collected all the current year's debit plus all the current tenants' arrears outstanding at the beginning of the year.</p> <p>Arrears and their collection on former tenancies should only be counted if they are part of the 'current cycle of tenancies' such as where a tenant transfers to his/her current property bringing with them arrears on the tenancy she/he is transferring from. If a tenant owed money on a former tenancy and there had been an interval where he/she was not a tenant of the authority then those arrears would not come into the indicator.</p> <p>Please note that this indicator cannot be calculated by taking the amount of rent not collected to be the difference between the current tenants arrears outstanding at the beginning of the year and that outstanding at the end of the year. The amount of rent not collected is the total amount of current tenants' rent arrears at the end of the year.</p>

Rent Collection and Arrears Recovery (Cont'd)

Definition (continued)	<p>The numerator for the calculation is made up of the total rent collected from current tenants for the current and past years. This is the gross rent collected.</p> <p>The denominator is the total rent available. This is made up of the rent available to be collected on all occupied dwellings plus the rent arrears from current tenants at the start of the year.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = gross rent collected as defined above</p> <p>b = total rent available as defined above</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Rent Collection and Arrears Recovery

Description	The number of local authority tenants with more than seven weeks of (gross) rent arrears as a percentage of the total number of council tenants.		
Purpose/aim	<p>This indicator along with BV66a, BV66c & BV66d is a key measure of the effectiveness and efficiency of a local authority's rent collection and arrears recovery service. These indicators are four discrete parts but should be looked at holistically.</p> <p>An efficient rent collection service is important to ensuring that as much of the rent due, and thus potential income is collected and received. The lower the percentage in part b the better.</p>		
Definition	<p>Any arrears for service charges should not be included in this indicator. Please refer to BV66a for a full definition of rent due.</p> <p>A week is taken to be five working days, thus seven weeks should equal 35 working days, representing, the upper-quartile target for processing of housing benefit claims. This is designed to account for the external factors that can contribute towards the incidence of tenants falling into rent arrears, for example delays in the processing of housing benefit claims and payments.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$ Where: a = number of HRA tenants with more than seven weeks arrears b = total number of HRA tenants</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	National Association of Empty Property Practitioners Code of Guidance on BV 64 provides detailed information on actions that would count towards this indicator available at www.emptyhomes.com		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Rent Collection and Arrears Recovery

Description	Percentage of local authority tenants in arrears who have had Notices Seeking Possession served.		
Purpose/aim	<p>This indicator along with BV66a, BV66b & BV66d is a key measure of the effectiveness and efficiency of a local authority's rent collection and arrears recovery service. These indicators are four discrete parts but should be looked at holistically.</p> <p>An efficient rent collection service is important to ensuring that as much of the rent due, and thus potential income is collected and received.</p> <p>This part of the indicator is designed to minimise the possibility of offering incentives for perverse working practices in rent arrears recovery leading to possession action and eviction. ODPM believes that possession should be a last resort and wants to ensure that this tool for recovery is not used inappropriately.</p>		
Definition	<p>Any arrears for service charges should not be included in this indicator. Please refer to BV66a for a full definition of rent due.</p> <p>The denominators in this part should be all tenants who are in arrears and this should be measured over the whole year.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = number of tenants who have been served a NSP</p> <p>b = number of tenants in arrears</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	ODPM is due to issue guidance in (Spring) 2005 which is based on research carried out by Glasgow University on Possessions and Evictions. The guidance will be available in hard copy and on the ODPM website. This sets the policy context and aims to help social landlords to prepare and review their policies and procedures for managing Rent Arrears.		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Rent Collection and Arrears Recovery

Description	Percentage of local authority tenants evicted as a result of rent arrears.		
Purpose/aim	<p>This indicator along with BV66a, BV66b & BV66d is a key measure of the effectiveness and efficiency of a local authority's rent collection and arrears recovery service. These indicators are four discrete parts but should be looked at holistically.</p> <p>An efficient rent collection service is important to ensuring that as much of the rent due, and thus potential income is collected and received.</p> <p>Part d) is designed to minimise the possibility of offering incentives for perverse working practices in rent arrears recovery leading to possession action and eviction. ODPM believes that possession should be a last resort and wants to ensure that this tool for recovery is not used inappropriately.</p>		
Definition	Any arrears for service charges should not be included in this indicator. Please refer to BV66a for a full definition of rent due. The denominator for this should be all tenanted stock and this should be measured over the whole year.		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where:</p> <p>A = All tenants who have been evicted as a result of rent arrears</p> <p>B = All tenants</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	ODPM is due to issue guidance in (Spring) 2005 which is based on research carried out by Glasgow University on Possessions and Evictions. The guidance will be available in hard copy and on the ODPM website. This sets the policy context and aims to help social landlords to prepare and review their policies and procedures for managing Rent Arrears.		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Tenant Satisfaction with Landlord (All)

Description	The percentage of all council tenants, or a representative sample of council tenants, stating that they are satisfied with the overall service provided by their landlord when surveyed.		
Purpose/aim	To monitor the provision of good quality local authority housing services that meet the needs of tenants. ODPM is seeking to ensure that tenant satisfaction levels increase over time and that ethnic minority tenants have equally high satisfaction levels.		
Definition	<p>'Local authority tenants' does not include leaseholders and tenants of other social or private landlords.</p> <p>The tenant satisfaction survey should be carried out at least every three years. In years when no survey is undertaken, the most recent available year's results should be reported with a note highlighting the date of the survey. The survey must follow the National Housing Federations STATUS standard tenant satisfaction methodology.</p> <p>Numerator: The total number of tenants who responded either 'very satisfied with the service provided' or 'fairly satisfied with the service provided' to the survey.</p> <p>Denominator: The total number of tenants responding to the survey who answered the satisfaction question.</p> <p>'No opinion's should be counted as 'Don't know's and so not be included in the numerator or the denominator.</p> <p>As with other Best Value User Survey indicators, the base number of respondents and the confidence intervals should also be stated.</p>		
Formula & Worked E.g.	$N = (\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current financial year – Survey to be carried out at least every 3 years	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	National Housing Federations STATUS standard tenant satisfaction methodology: http://www.housing.org.uk/library/view.asp?type=book&id=r39		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVPI.</p>		

**Tenant Satisfaction with Landlord (Ethnic Minority Tenants)**

Description	Satisfaction of ethnic minority local authority tenants (excluding white minority tenants) with the overall service provided by their landlord.		
Purpose/aim	To monitor the provision of good quality local authority housing services that meet the needs of tenants. ODPM is seeking to ensure that tenant satisfaction levels increase over time and that ethnic minority tenants have equally high satisfaction levels.		
Definition	<p>'Local authority tenants' does not include leaseholders and tenants of other social or private landlords.</p> <p>'Ethnic minority tenants' are those who classified themselves as belonging to one of the following groups: Asian or Asian British; Black or Black British; Chinese; Mixed; and Other.</p> <p>The tenant satisfaction survey should be carried out at least every three years. In years when no survey is undertaken, the most recent available year's results should be reported with a note highlighting the date of the survey. The survey must follow the National Housing Federations STATUS standard tenant satisfaction methodology.</p> <p>Numerator: The total number of ethnic minority tenants (except white minority tenants) who responded either 'very satisfied with the service provided' or 'fairly satisfied with the service provided' to the survey.</p> <p>Denominator: The total number of ethnic minority tenants (except white minority tenants) responding to the survey who answered the satisfaction question.</p> <p>'No opinion's should be counted as 'Don't know's and so not be included in the numerator or the denominator.</p> <p>As with other Best Value User Survey indicators, the base number of respondents and the confidence intervals should also be stated.</p>		
Formula & Worked E.g.	$N = (\text{Numerator}/\text{Denominator}) \times 100$		
Measurement Period	Current Financial Year – Survey to be carried out at least every 3 years	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	National Housing Federations STATUS standard tenant satisfaction methodology: http://www.housing.org.uk/library/view.asp?type=book&id=r39		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London. Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVPI.		



Tenant Satisfaction with Landlord (non-ethnic minority Tenants)

Description	Satisfaction of non-ethnic minority local authority tenants with the overall service provided by their landlord.		
Purpose/aim	To monitor the provision of good quality local authority housing services that meet the needs of tenants. ODPM is seeking to ensure that tenant satisfaction levels increase over time and that ethnic minority tenants have equally high satisfaction levels.		
Definition	<p>'Local authority tenants' does not include leaseholders and tenants of other social or private landlords.</p> <p>'Ethnic minority tenants' are those who classified themselves as belonging to one of the following groups: Asian or Asian British; Black or Black British; Chinese; Mixed; and Other.</p> <p>The tenant satisfaction survey should be carried out at least every three years. In years when no survey is undertaken, the most recent available year's results should be reported with a note highlighting the date of the survey. The survey must follow the National Housing Federations STATUS standard tenant satisfaction methodology.</p> <p>Numerator: The total number of non-ethnic minority tenants who responded either 'very satisfied with the service provided' or 'fairly satisfied with the service provided' to the survey.</p> <p>Denominator: The total number of non-ethnic minority tenants responding to the survey who answered the satisfaction question.</p> <p>'No opinion's should be counted as 'Don't know's and so not be included in the numerator or the denominator.</p> <p>As with other Best Value User Survey indicators, the base number of respondents and the confidence intervals should also be stated.</p>		
Formula & Worked E.g.	$N = (\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current financial year – Survey to be carried out at least every 3 years	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	National Housing Federations STATUS standard tenant satisfaction methodology: http://www.housing.org.uk/library/view.asp?type=book&id=r39		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London. Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVPI.		



Tenant Satisfaction with Participation (All)

Description	Satisfaction of council housing tenants with opportunities for participation in management and decision making in relation to housing services provided by their landlord.		
Purpose/aim	To monitor tenant satisfaction with opportunities for participation in management and decision-making. ODPM is seeking to ensure that tenant satisfaction levels increase over time and that ethnic minority tenants have equally high satisfaction levels.		
Definition	<p>Local authority tenants does not include leaseholders and tenants of other social or private landlords.</p> <p>The tenant satisfaction survey should be carried out at least every three years. In years when no survey is undertaken, the most recent available year's results should be reported with a note highlighting the date of the survey. The survey must follow the National Housing Federations STATUS standard tenant satisfaction methodology.</p> <p>Numerator: The total number of tenants who responded either 'very satisfied with the service provided' or 'fairly satisfied with the service provided' to the survey.</p> <p>Denominator: The total number of tenants responding to the survey who answered the satisfaction question.</p> <p>'No opinion's should be counted as 'Don't know's and so not be included in the numerator or the denominator.</p> <p>As with other Best Value User Survey indicators, the base number of respondents and the confidence intervals should also be stated.</p>		
Formula & Worked E.g.	$N = (\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current financial year – Survey to be carried out at least every 3 years	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	The survey should follow the National Housing Federations STATUS standard tenant satisfaction methodology.		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVPI.</p>		



Tenant Satisfaction with Participation (Ethnic Minority Tenants)

Description	Satisfaction of ethnic minority council housing tenants (excluding white minority) with their opportunities for participation in management and decision-making in relation to housing services provided by their landlord.		
Purpose/aim	To monitor tenant satisfaction with opportunities for participation in management and decision-making. ODPM is seeking to ensure that tenant satisfaction levels increase over time and that ethnic minority tenants have equally high satisfaction levels.		
Definition	<p>'Local authority tenants' does not include leaseholders and tenants of other social or private landlords.</p> <p>'Ethnic minority tenants' are those who classified themselves as belonging to one of the following groups: Asian or Asian British; Black or Black British; Chinese; Mixed; and Other.</p> <p>The tenant satisfaction survey should be carried out at least every three years. In years when no survey is undertaken, the most recent available year's results should be reported with a note highlighting the date of the survey. The survey must follow the National Housing Federations STATUS standard tenant satisfaction methodology.</p> <p>Numerator: The total number of ethnic minority tenants (except white minority tenants) who responded either 'very satisfied with the service provided' or 'fairly satisfied with the service provided' to the survey.</p> <p>Denominator: The total number of ethnic minority tenants (except white minority tenants) responding to the survey who answered the satisfaction question.</p> <p>'No opinion's should be counted as 'Don't know's and so not be included in the numerator or the denominator.</p> <p>As with other Best Value User Survey indicators, the base number of respondents and the confidence intervals should also be stated.</p>		
Formula & Worked E.g.	$N = (\text{Numerator} / \text{Denominator}) \times 100$		
Measurement Period	Current financial year – Survey to be carried out at least every 3 years	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVPI.</p>		



Tenant Satisfaction with Participation (Non-Ethnic Minority Tenants)

Description	Satisfaction of non-ethnic minority council housing tenants with their opportunities for participation in management and decision making in relation to housing services provided by their landlord.		
Purpose/aim	To monitor tenant satisfaction with opportunities for participation in management and decision-making.		
Definition	<p>‘Local authority tenants’ does not include leaseholders and tenants of other social or private landlords.</p> <p>‘Ethnic minority tenants’ are those who classified themselves as belonging to one of the following groups: Asian or Asian British; Black or Black British; Chinese; Mixed; and Other.</p> <p>The tenant satisfaction survey should be carried out at least every three years. In years when no survey is undertaken, the most recent available year’s results should be reported with a note highlighting the date of the survey. The survey must follow the National Housing Federations STATUS standard tenant satisfaction methodology.</p> <p>Numerator: The total number of non – ethnic minority tenants who responded either ‘very satisfied with the service provided’ or ‘fairly satisfied with the service provided’ to the survey.</p> <p>Denominator: The total number of non – ethnic minority tenants responding to the survey who answered the satisfaction question.</p> <p><i>‘No opinion’</i>s should be counted as <i>‘Don’t know’</i>s and so not be included in the numerator or the denominator.</p> <p>As with other Best Value User Survey indicators, the base number of respondents and the confidence intervals should also be stated.</p>		
Formula & Worked E.g.	N = (numerator / denominator) x 100		
Measurement Period	Current financial year – Survey to be carried out at least every 3 years	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVPI.</p>		

Equal Access to Social Housing

Description	Does the Authority follow the Commission for Racial Equality's code of practice in Rented Housing and the Good Practice Standards for Social Landlords on Tackling Harassment included in 'Tackling Racial Harassment: Code of Practice for Social Landlords'?		
Purpose/aim	To monitor fair access to social housing.		
Definition	<p>If the Local Authority follows the CRE's Code of Practice in Rented Housing it is deemed also to follow the ODPM's Code of Practice for Social Landlords on tackling harassment.</p> <p>The Good Practice Standards are listed in section 1 of Housing Research Summary Number 148, '<i>Tackling Racial Harassment: Code of Practice for Social Landlords</i>'. This lists the actions that authorities must undertake to follow the code on tackling racial harassment. For the purposes of this BVPI authorities must show that they have carried out specific actions for items 1.1.1. to 1.2.1, 1.2.4, 1.2.5, 1.3.1 to 1.3.3, 1.3.5 to 1.3.6, 1.4.4 to 1.4.7, and 1.5.1 to 1.5.5. If they have cases of racial harassment they must also show that they have adhered to points 1.2.6, 1.4.1 to 1.4.3 insofar as they accord with the nature of the incidents concerned.</p>		
Formula/ Worked E.g.	N/A		
Measurement Period	Current Financial Year: Snapshot at 31st March	Data Source (if external)	N/A
Return Format	Yes/No	Decimal Places	N/A
Further Guidance	<p>NCRE code of practice available from CRE website: http://www.cre.gov.uk/gdpract/housing_rented_cop.html</p> <p>Racial harassment code of practice available from the ODPM website at: http://www.odpm.gov.uk/stellent/groups/odpm_housing/documents/page/odpm_house_603873.hcsp</p>		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVPI.</p>		



Non-Decent Local Authority Dwellings (percentage)

Description	The proportion of local authority dwellings which were non-decent at the start of the financial year.		
Purpose/aim	This BVPI monitors year-on-year improvement in the quality of local authority housing stock. The Government believes that everyone should have the opportunity to have a decent home. It is aiming to make all council and housing association housing decent by 2010.		
Definition	<p>A 'non-decent' dwelling is one which fails to meet all of four criteria below, which make up the Decent Homes Standard:</p> <ul style="list-style-type: none"> • It meets the current statutory minimum standard for housing, • It is in a reasonable state of repair, • It has reasonably modern facilities and services, • Provides a reasonable degree of thermal comfort. <p>The full definition of the Decent Homes Standard is available from the ODPM on: http://www.odpm.gov.uk/stellent/groups/odpm_housing/documents/page/odpm_house_027427.hcsp</p> <p>Numerator – Number of local authority homes that were classified as non-decent at the start of the financial year for which the indicator is being calculated (e.g. 2005/06 outturn data would be calculated using the number of non-decent homes as at 1st April 2005).</p> <p>If a tenant does not want work to be carried out then it can be left (unless it is necessary to maintain the structural integrity of the building) until the building is vacated, but the building is still counted as 'non-decent' until it is made 'decent'.</p> <p>Denominator – Total number of local authority housing stock at the start of the financial year for which the indicator is being calculated.</p>		
Formula/ Worked E.g.	$A/B = 8,900/30,290 = 0.2938$ or 29.38% Where; A = Number of non-decent homes = 8,900 homes B = Total housing stock = 30,290 homes		
Measurement Period	Current Financial Year: Snapshor at 1st April	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	www.housing.odpm.gov.uk/information/dhg/index.htm		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London. Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVP.		



Non-Decent Local Authority Dwellings (change)

Description	The percentage change in the proportion of non-decent dwellings between the start and the end of the financial year.		
Purpose/aim	This BVPI monitors year-on-year improvement in the quality of local authority housing stock. The Government believes that everyone should have the opportunity to have a decent home. It is aiming to make all council and housing association housing decent by 2010.		
Definition	<p>A 'non-decent' dwelling is one which fails to meet all of four criteria below, which make up the Decent Homes Standard:</p> <ul style="list-style-type: none"> • It meets the current statutory minimum standard for housing, • It is in a reasonable state of repair, • It has reasonably modern facilities and services, • Provides a reasonable degree of thermal comfort. <p>The full definition of the Decent Homes Standard is available from the ODPM on: http://www.odpm.gov.uk/stellent/groups/odpm_housing/documents/page/odpm_house_027427.hcsp</p> <p>If a large Scale Voluntary Transfer took place during the year the date immediately prior to the LSVT should be used as the end of year date.</p>		
Formula/ Worked E.g.	$X = a - \left\{ \frac{(b/c) \times 100}{a} \right\} \text{ or}$ <p>(8,450/30,290) x 100 = 27.90% 29.38% – 27.89% = 1.49% 1.48% / 29.38 = 5.04%</p> <p>Where: a = proportion non-decent housing stock at the start of the year – BV 184a (29.38%) b = number of non-decent homes at the end of the financial year (8,450 homes) c = total stock at the start of the financial year (30,290 homes)</p>		
Measurement Period	Financial Year:	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	www.housing.odpm.gov.uk/information/dhg/index.htm		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London. Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVP		



Repairs and Maintenance Service

Description	The proportion of planned repairs and maintenance expenditure on HRA dwellings compared to responsive maintenance expenditure on HRA dwellings.		
Purpose/aim	This indicator, together with BV211b, is a key measure of the effectiveness and efficiency of the repairs and maintenance service. The higher the proportion of expenditure on planned repairs and maintenance (research evidence has suggested a 60/40 split) and the higher the proportion of expenditure on non-urgent repairs the better.		
Definition	<p>Include both capital and revenue expenditure and all planned repairs and maintenance completed during the financial year.</p> <p>‘Planned maintenance’ covers cyclical maintenance carried out in regular cycles to prevent premature breakdown of components e.g. external painting, servicing of heating systems and gas fittings and pipes, lifts etc – and programme maintenance which is work to prevent the breakdown of components or to replace components e.g. window frames and roof coverings. This is usually done to blocks or properties through specific contracts or as part of modernisation schemes.</p> <p>‘Responsive maintenance’ is that which cannot be planned or included in a repair programme (i.e. day to day single jobs, grouped non-urgent repairs, void repairs, minor works to rectify flood or fire damage).</p> <p>This indicator covers repairs and maintenance to all dwellings held within the HRA and includes repairs and maintenance carried out by a contractor or outside agency for and on behalf of the local housing authority.</p>		
Formula/ Worked Eg.	$N = [a / (a + b)] \times 100$ <p>Where:</p> <p>a = expenditure on planned repairs and maintenance</p> <p>b = expenditure on responsive maintenance</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	Audit Commission Research Report published in 2002: <i>Learning from Inspection – Housing Repairs and Maintenance</i> , Audit Commission		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVP.</p>		



Repairs and Maintenance Service

Description	Proportion of expenditure on emergency and urgent repairs to HRA dwellings compared to non-urgent repairs expenditure to HRA dwellings.		
Purpose/aim	This indicator is a key measure of the effectiveness and efficiency of the repairs and maintenance service. The higher the proportion of expenditure on non-urgent repairs the better.		
Definition	<p>Include both capital and revenue expenditure on all emergency, urgent and non-urgent repairs completed during the financial year.</p> <p>‘Emergency and Urgent Repairs’ are those that are covered by the Statutory Right to Repair. These repairs are set out in the Secure Tenants of Local Authority (Right to Repair) Regulations 1994 (http://www.hmso.gov.uk/cgi-bin/htm_hl.pl?DB=hmso-new&STEMMER=en&WORDS=right+repair+%&COLOUR=Red&STYLE=s&URL=http://www.hmso.gov.uk/si/si1994/Uksi_19940844_en_1.htm#muscat_highlighter_first_match)</p> <p>‘Non-urgent repairs’ are all repairs that are not covered by the Statutory Right to Repair.</p> <p>This indicator covers repairs and maintenance to all dwellings held within the HRA and includes repairs and maintenance carried out by a contractor or outside agency for and on behalf of the local housing authority.</p>		
Formula/ Worked Eg.	$X = a / (a + b)$ <p>Where:</p> <p>A = expenditure on emergency and urgent repairs</p> <p>B = non-urgent repairs</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	Audit Commission Research Report published in 2002: <i>Learning from Inspection – Housing Repairs and Maintenance</i> , Audit Commission.		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.</p> <p>Note: Authorities owning fewer than 200 council dwellings at the end of the previous financial year need not report on this BVP.</p>		



Average Time to Re-let Local Authority Housing

Description	Average time taken to re-let local authority housing.
Purpose/aim	<p>To monitor housing management performance.</p> <p>With the present pressure on authority-provided housing it is important that re-let times are kept to a minimum.</p>
Definition	<p>The time in calendar days from the date when the tenancy is terminated up to and including the date when the new tenancy agreement starts.</p> <p>Where a notice has been served, the tenancy will not count as terminated until the notice period has ended and the Local Authority has possession of the property.</p> <p>Exclude properties:</p> <ul style="list-style-type: none"> • let through mutual exchanges; • undergoing 'major works'; • the council intends to sell or demolish. <p>A void should be classed as a 'major works' void only if an existing tenant would have had to be decanted in order for the works to take place.</p> <p>Major works means:</p> <ul style="list-style-type: none"> • Structural works – which included floors/walls/roofs; • Site works to remedy the safety and security of tenants (Asbestos removal etc); • Works to basic amenities (gas/electricity/heating) only where lacking; • Consequential works as a result of major works; • Fire and Flood. <p>The void period will start from the date that the works are completed.</p> <p>When a void dwelling is squatted, the void period should only be counted once the Authority has regained possession of the property</p> <p>When a void dwelling is taken over by the police etc, the void period up to when it is taken over should not be counted. The void period after the dwelling is handed back to the Authority should be counted provided the dwelling is not subject to major works.</p> <p>Where the Home Office takes over a property to use for asylum seekers the void period ends when the Home Office becomes responsible for the rent regardless of whether it is occupied or not.</p>
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = sum total of all void time (subject to definition above)</p> <p>b = total number of void properties over the year.</p>

Average Time to Re-let Local Authority Housing (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (Days)	Decimal Places	0
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Length of Stay in Temporary Accommodation (Bed & Breakfast)**

Description	The average length of stay in bed and breakfast accommodation of households that are unintentionally homeless and in priority need.
Purpose/aim	To measure authorities' success in reducing the inappropriate use of temporary accommodation.
Definition	<p>Include only households that <i>both</i>:</p> <ol style="list-style-type: none"> 1. include dependent children or a pregnant woman for whom a local housing authority duty under s.193 of the Housing Act 1996 has come to an end at some point during the financial year, and 2. have spent some time in bed and breakfast arranged by a local housing authority at any point pursuant to the homelessness application that gave rise to the s.193 duty referred to above. <p>Note: this means that some households may need to be included even though they have not spent any time in bed and breakfast during the financial year.</p> <p>'Bed and Breakfast accommodation' includes:</p> <ul style="list-style-type: none"> • Bed and Breakfast hotels; • other nightly paid/private managed accommodation; • shared facilities (meals provided); and • other nightly paid/private managed accommodation: shared facilities (but no meal(s) provided); <p>as defined on the P1E forms from April 2002 onwards.</p> <p>'Length of stay' is the cumulative amount of time spent by the household in Bed and Breakfast as a discharge of homelessness duties arising from one homelessness application. This includes any periods that may have been separated by stays in other forms of temporary accommodation.</p> <p>Measurement of each length of stay commences on the date when the household first entered this form of accommodation (e.g., to discharge the s.188 duty), not the date on which the authority decided that the s.193 duty was owed. If someone becomes pregnant whilst in temporary accommodation measurement starts at the point which the council is informed of the pregnancy, not from when the pregnancy commenced. Measurement stops when the household leaves hostel accommodation, or when s193 homelessness duty comes to an end.</p> <p>As the indicator relates to the cumulative period spent by the household in bed and breakfast it should include any relevant time before the start of the financial year. Households still in temporary accommodation at the end of financial year should count towards the next year's calculation.</p>

Length of Stay in Temporary Accommodation (Bed & Breakfast) (Cont'd)

Definition (continued)	<p>Time spent by a homeless household in self-contained accommodation (where the household does not share any washing, cooking or bathing facilities etc) should not be included in the calculation of the average.</p> <p>In referral cases, where the notified local authority accepts the s. 193 duty, for the purpose of this BVPI that authority need not count the time spent by the household in question in accommodation provided by the notifying local authority.</p> <p>Appeals: There are two types of appeals, 'formal legal appeal' or a 'local non-official refusal of first offer of accommodation'. If the appeal is the former type time stops whilst the appeal is being heard. If it is the latter type then it depends on the local policy. If local policy allows families to have more than one offer then authorities do not finish their duty to the household until the authority has offered as many properties as the local policy allows.</p>		
Formula/ Worked E.g..	<p>Average is calculated as the mean length of stay and should be reported as one figure in whole weeks.</p> <p>Mean length of stay is found by adding the quantities together and dividing by their number, e.g. if four families spend 4,6,12 and 22 weeks in B&B respectively, the average length of stay would be reported as 11 weeks $((4+6+12+22) / 4)$.</p>		
Measurement Period	Financial Year	Data Source (if external)	N/A
Return Format	Number (whole weeks)	Decimal Places	0
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Length of Stay in Temporary Accommodation (Hostel)

Description	The average length of stay hostel accommodation of households that are unintentionally homeless and in priority need.
Purpose/aim	To measure authorities' success in reducing the inappropriate use of temporary accommodation.
Definition	<p>Include only households that <i>both</i>:</p> <ol style="list-style-type: none"> 1. include dependent children or a pregnant woman for whom a local housing authority duty under s.193 of the Housing Act 1996 has come to an end at some point during the financial year, and 2. have spent some time in bed and breakfast arranged by a local housing authority at any point pursuant to the homelessness application that gave rise to the s.193 duty referred to above. <p>Note: this means that some households may need to be included even though they have not spent any time in bed and breakfast during the financial year.</p> <p>'Hostel accommodation' is classified using the definitions for Hostels (including reception centres and emergency units) on the P1E forms from April 2002 onwards. Women's refuges are not considered hostels for the purpose of this BVPI.</p> <p>'Length of stay' is the cumulative amount of time spent by the household in hostel accommodation as a discharge of homelessness duties arising from one homelessness application. This includes any periods that may have been separated by stays in other forms of temporary accommodation.</p> <p>Measurement of each length of stay commences on the date when the household first entered this form of accommodation (e.g., to discharge the s.188 duty), not the date on which the authority decided that the s.193 duty was owed. If someone becomes pregnant whilst in temporary accommodation measurement starts at the point which the council is informed of the pregnancy, not from when the pregnancy commenced. Measurement stops when the household leaves hostel accommodation, or when s193 homelessness duty comes to an end.</p> <p>As the indicator relates to the cumulative period spent by the household in a hostel it should include any relevant time before the start of the financial year. Households still in temporary accommodation at the end of financial year should count towards the next year's calculation.</p> <p>Time spent by a homeless household in self-contained accommodation (where the household does not share any washing, cooking or bathing facilities etc) should not be included in the calculation of the average.</p> <p>In referral cases, where the notified local authority accepts the s. 193 duty, for the purpose of this BVPI that authority need not count the time spent by the household in question in accommodation provided by the notifying local authority.</p>

Length of Stay in Temporary Accommodation (Hostel) (Cont'd)

Formula/ Worked E.g.	Average is calculated as the mean length of stay and should be reported as one figure in whole weeks. Mean length of stay is found by adding the quantities together and dividing by their number. Example: If four families spend 4,6,12 and 22 weeks in B&B respectively, the average length of stay would be reported as 11 weeks $((4+6+12+22) / 4)$.		
Measurement Period	Financial Year	Data Source (if external)	N/A
Return Format	Number (whole weeks)	Decimal Places	0
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Number of Rough Sleepers

Description	The number of people sleeping rough on a single night within the area of the authority.		
Purpose/aim	To measure of authorities' performance in achieving and sustaining reductions in levels of rough sleeping.		
Definition	<p>'People sleeping rough' means people sleeping, or bedded down, in the open air, or in buildings or other places not designed for habitation. See below for full guidance on the definition of rough sleepers.</p> <p>It is likely that most local authorities will submit an outturn of between 0-10 for the purposes of this BVPI and in their Housing Strategy Statistical Appendix.</p> <p>Submission of an estimate will be acceptable for audit purposes. Estimates should be based on local intelligence from agencies and statutory organisations, such as the police.</p> <p>Where estimates remain low (less than five rough sleepers) Local Authorities do not have to undertake a formal rough sleepers count for this BVPI, however it is good practice to have a count every 3-5 years.</p> <p>Authorities planning to undertake a rough sleepers count are asked to contact the ODPM's Homelessness & Housing Support Directorate beforehand.</p> <p>Note: All local housing authorities should report on this BVPI</p>		
Formula/ Worked E.g.	N/A		
Measurement Period	Calendar Year	Data Source (if external)	N/A
Return Format	Number	Decimal Places	0
Further Guidance	Guidance on when it is appropriate to carry out a count can be found at http://www.odpm.gov.uk/stellent/groups/odpm_homelessness/documents/page/odpm_home_024817.hcsp .		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Change in Number of Families in Temporary Accommodation

Description	The percentage change in the average number of families placed in temporary accommodation.
Purpose/aim	To measure authorities' success in achieving a better balance between housing availability and demand for housing.
Definition	<p>To be defined as a 'family' for the purposes of this BVPI, a household must fulfil all of the following criteria:</p> <ul style="list-style-type: none"> • Include dependent children or a pregnant woman; • Be placed in accommodation by the housing authority as a discharge of a homelessness function under Part 7 of the Housing Act 1996, and • Be living in the temporary accommodation at the end of each quarter, as recorded in the P1E returns to ODPM. <p>If the accommodation is being provided as a discharge of a duty to secure accommodation under Part 7 of the Housing Act 1996 then it falls within the definition 'temporary accommodation' for the purpose of the BVPI, irrespective of the type of accommodation provided.</p> <p>'Discharge of a duty' means carrying out the duty – not bringing the duty to an end. Thus, accommodation which, when provided, brings a main homelessness duty (s.193(2)) to an end is not temporary accommodation. Anything else provided under the homelessness legislation is 'temporary accommodation'.</p> <p>The measure does not encompass and is not intended to measure:</p> <ul style="list-style-type: none"> • use of temporary accommodation by Social Services under children's legislation, or • in respect of the asylum process, <p>neither of which are influenced by a housing authority's performance in preventing homelessness or meeting housing need.</p>
Formula/ Worked E.g.	<p>Take the average number of households in temporary accommodation over the year (i.e. the sum of the four end-of-quarter figures as taken from the P1E form, divided by four) and calculate the percentage change from the average from the previous year (worked out the same way).</p> $N = a / (b-a)$ <p>Where:</p> <p>a = average figure for the current year</p> <p>b = average figure for the previous year.</p> <p>e.g. If average 2004 figure is 194 and average 2003 figure is 215, the percentage change would be: $215 / (194 - 215) = -10.24\%$</p>

Change in Number of Families in Temporary Accommodation (Cont'd)

Measurement Period	Calendar Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	Homelessness and Housing Support Directorate's April 2003 Advice Note to Local Authorities, 'Achieving Positive Outcomes on Homelessness': http://www.odpm.gov.uk/stellent/groups/odpm_homelessness/documents/downloadable/odpm_home_609541.pdf		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Housing Advice Service: preventing homelessness

Description	Number of households who considered themselves as homeless, who approached the local housing authority's housing advice service(s), and for whom housing advice casework intervention resolved their situation.
Purpose/aim	To measure the effectiveness of housing advice in preventing homelessness or the threat of homelessness. Under section 179(1) of the Housing Act 1996 part VII, as amended by the Housing Act 2002, housing authorities have a duty to ensure that advice and information about homelessness and prevention of homelessness are available free of charge to anyone in their district. The provision of comprehensive advice will play an important part in delivering the housing authority's strategy for preventing homelessness in their district. This statutory advice service may be provided directly by the housing authority, or on behalf of the authority by a third party such as a Citizens' Advice Bureau or Shelter.
Definition	<p>The indicator is not restricted to households who are statutorily homeless, or to households who are threatened with homelessness within 28 days as defined by section 175(4) of the 1996 Housing Act. All cases where a household's housing problem has been resolved through advice casework intervention should be recorded for the purposes of this indicator. This will include cases where:</p> <p>a) no enquiries are required under section 184 of the Act as the household's problem was resolved before they were formally threatened with homelessness within 28 days; or</p> <p>b) cases where formal enquiries into a household's homelessness or threat of homelessness had commenced under section 184 of the 1996 Housing Act, and where successful housing advice casework intervention had resolved the problem. This will be a resolution before the Local Authority had finished its enquiries and accepted a main housing duty under either section 193 or 195 of the Act.</p> <p>'Households' should include both single person households and families. It is not restricted only to households that a local authority would normally consider as having a priority need under homelessness legislation.</p> <p>'Housing Advice' is defined as advice given under Section 179(1) of the Housing Act 1996 part VII, as amended by the Housing Act 2002. It is advice provided through a dedicated Housing Advice service funded by a local authority, or in-house housing advice service, to fulfil the authority's statutory duties under section 179(1) of the Housing Act 1996 part VII, as amended by the Housing Act 2002. If both are provided results can be combined in calculating the correct figure. The definition excludes generic information or advice services provided by a council or external partners. It also excludes independent housing advice services where no local authority grant funding has been provided.</p> <p>'Casework' is defined as 'detailed file-based case recording, the outcome of which is subject to a system of quality checking and control'. One-off telephone advice provided through, for example, an advice line is not included in the definition.</p>

Housing Advice Service: preventing homelessness (Cont'd)

Definition (continued)	<p>‘Resolution’, through housing advice casework intervention is defined as ‘an outcome where casework intervention has resolved the immediate homelessness or threat of homelessness and it is likely that this will be sustainable for a period of at least 6 months’. This must be measured through a system of objectively checking and verifying case outcomes. A senior officer or another advisor who was not directly involved in the case intervention must undertake these checks.</p> <p>Resolving a household’s homelessness or the threat of homelessness through housing advice casework intervention is defined as:</p> <p>a) actions which resulted in the household not having to make an application for homelessness assistance under Part VII of the 1996 Housing Act; or</p> <p>b) actions which resulted in the household no longer needing to pursue an application for homelessness assistance. Only cases resolved through Housing advice casework intervention should be recorded.</p> <p>Note: the indicator applies to all local housing authorities in England, including those that no longer own, or manage social housing.</p>		
Formula/ Worked E.g.	N/A		
Measurement Period	Current financial year	Data Source (if external)	N/A
Return Format	%	Decimal Places	%
Further Guidance	<p>Chapter 2 of the Homelessness Code of Guidance for Local Authorities gives further explanation of local authorities’ statutory duties to provide advice services.</p> <p>The CLS Quality Mark represents good practice in advice casework and local authorities may wish to have regard to this. Further information can be found at: www.legalservices.gov.uk/qmark/</p>		
Target Setting	Local quartile.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, TfL, Council of the Isles of Scilly, Common Council of the City of London.		



Housing Advice Service: preventing homelessness

Description	Proportion of households accepted as statutorily homeless who were accepted as statutorily homeless by the same Authority within the last two years.
Purpose/aim	<p>A number of Local Authorities have indicated to ODPM that a significant proportion of homeless households are repeat homelessness cases. This may be indicative of problems that are not being resolved with re-housing alone.</p> <p>As well as the damage to individuals which can be caused by repeat episodes of homelessness, the cost of a tenancy failure to local authorities should be an incentive to address the problem. The Audit Commission have estimated that each tenancy failure could cost the local authority just over £2,000, including unrecoverable arrears, legal costs, cleaning and redecoration, not including the cost of temporary accommodation. Thus the lower the number of repeat homelessness cases the better.</p>
Definition	<p>‘A repeat homelessness case’ is one which the local authority accepts as:</p> <ul style="list-style-type: none"> • eligible, • unintentionally homeless, and • in priority need, <p>where the authority has a record that the applicant has been so within the last two years.</p> <p>A ‘homelessness acceptance’ means a household who has made an application for homelessness assistance under s184 of the Housing Act 1996, as amended by the Homelessness Act 2002, and for whom the housing authority has accepted a main housing duty.</p> <p>P1E returns to the ODPM record numbers of households accepted as eligible, homeless and in priority need at the end of each quarter, together with the number of cases of repeat homelessness (section E1a). For the purposes of measurement against this BVPI, authorities should take the number of repeat acceptances over the year, i.e. the sum of four end of quarter figures divided by the total number of acceptances, i.e. the sum of the four end quarter figures. This will provide a percentage of repeat homeless cases.</p>
Formula/ Worked E.g.	<p>Where:</p> <p>a = sum of four end quarter figures of repeat acceptances</p> <p>b = Total number of homelessness acceptances</p>

Housing Advice Service: preventing homelessness (Cont'd)

Measurement Period	Current financial year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	<p>Chapter 2 of the Homelessness Code of Guidance for Local Authorities gives further information on the statutory duty to provide advice services.</p> <p>The CLS Quality Mark represents good practice in advice casework and local authorities may wish to have regard to this. Further information can be found at: www.legalservices.gov.uk/qmark/</p>		
Target Setting	Local		
Scope	Metropolitan Borough Councils, London Borough Councils, Unitary Authorities, Common Council of City of London, Council of the Isles of Scilly.		

Housing Benefit & Council Tax Benefit

Amended
2003/04

BV 76a



Housing Benefit Security – visits

Description	The number of housing benefit claimants in the local authority area visited, per 1,000 caseload.																				
Purpose/aim	To monitor fraud reduction services.																				
Definition	<p>The indicator is the number recorded on DWP form Stats 124A against Item 2 and measures the number of claimants who were visited for the purposes of fraud/error detection or prevention.</p> <p>Visits to be counted are those done by fraud and non-fraud staff where the purpose was to prevent or detect fraud or error. The count will include visits done before payment is made.</p> <p>Numerator: The numerator is made up of the number of claimants who were visited for the purpose of fraud/error detection or prevention as recorded on Stats 124 against Item 29 – ‘number of cases where an effective notified visit was carried out’, and Item 30 – ‘number of cases where an effective un-notified visit was carried out’, across quarters 1 to 4. This includes Verification Framework visits.</p> <p>Where a series of visits are made on the same case in order to establish the same piece/pieces of information this will be counted as one visit.</p> <p>Denominator: The denominator is the average number of HB/CTB claimants multiplied by 1,000 as recorded against Stats 124A Item 1.</p>																				
Formula/ Worked E.g.	$X = \frac{(a + b)}{(c \times 1000)}$ <p>Where:</p> <p>a = Item 29 (total of all 4 quarters) b = Item 30 (total of all 4 quarters) c = Stats 124A Item 1</p> <p>Example:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Item 29</td> <td style="width: 25%;">Q1</td> <td style="width: 25%;">Item 30</td> <td style="width: 25%;">Q1</td> </tr> <tr> <td></td> <td>Q2</td> <td></td> <td>Q2</td> </tr> <tr> <td></td> <td>Q3</td> <td></td> <td>Q3</td> </tr> <tr> <td></td> <td>Q4</td> <td></td> <td>Q4</td> </tr> <tr> <td></td> <td>Total</td> <td>Plus</td> <td>Total</td> </tr> </table> <p>Divided by:</p> <p>Stats 124A Item 1 multiplied by 1,000 = Final Outturn</p>	Item 29	Q1	Item 30	Q1		Q2		Q2		Q3		Q3		Q4		Q4		Total	Plus	Total
Item 29	Q1	Item 30	Q1																		
	Q2		Q2																		
	Q3		Q3																		
	Q4		Q4																		
	Total	Plus	Total																		

Housing Benefit Security – visits (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number	Decimal Places	2
Further Guidance	Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Housing Benefit Security – investigators**

Description	The number of fraud investigators employed by the Local Authority, per 1,000 caseload.		
Purpose/aim	To monitor fraud reduction services.		
Definition	<p>Calculate ‘number of investigators’ as per full-time equivalent (FTE) staff (i.e. a staff member working mornings only would be counted as 0.5). For the purpose of this indicator a fraud investigator is defined as a member of staff whose principal or only duty is to undertake fraud investigations. Staff whose principal or only duties are to perform purely admin tasks for fraud investigators, sift data-match referrals or manage an investigations unit etc. should not be included here.</p> <p>Numerator: Number of entries on DWP form ‘Stats 124’ against Item 26 – number of full time equivalent fraud investigators in post across quarters 1 to 4 – divided by 4.</p> <p>Denominator: Average number of HB/CTB claimants as recorded against DWP form ‘Stats 124A’, Item 1 – new claims decided successful in the quarter – multiplied by 1,000.</p>		
Formula/ Worked E.g.	$N = \frac{(a/4)}{(b \times 1000)}$ <p>Where: a = Total for quarters 1 – 4 of Item 26 from Stats 124 b = Stats 124a Item 1</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number	Decimal Places	2
Further Guidance	Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District councils, Council of the Isles of Scilly, Common Council of the City of London		

**Housing Benefit Security – investigations**

Description	The number of Housing Benefit and Council Tax Benefit (HB/CTB) fraud investigations carried out by the Local Authority per year, per 1,000 caseload.		
Purpose/aim	To monitor fraud reduction services.		
Definition	<p>This indicator measures the number of cases investigated by the fraud section in the year.</p> <p>'Fraud investigation' is defined as one in which work is carried out to gather evidence on a claimant, landlord or associated party, who is suspected of HB/CTB fraud. For example interviewing witnesses or suspects or undertaking surveillance. In proactive fraud exercises, only those claimants or associated parties that are investigated will be counted, for example if 100 employees are checked against benefit records and 20 are claiming benefit without declaring earnings, only 20 cases will be counted.</p> <p>Numerator: The numerator is the sum of the entries on DWP form Stats 124 against Item 28 – number of cases actually investigated by the fraud section across quarters 1 to 4.</p> <p>Denominator: The denominator is the average number of HB/CTB claimants multiplied by 1,000 as recorded against DWP form Stats 124A Item1.</p>		
Formula/ Worked E.g.	$X = (a/b) \times 1000$ <p>Where: a = Stats 124a Item 28 (total of all 4 quarters) b = Stats 124a Item 1</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number	Decimal Places	0
Further Guidance	Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District councils, Council of the Isles of Scilly, Common Council of the City of London		

**Housing Benefit Security – Prosecutions and Sanctions**

Description	The number of Housing Benefit and Council Tax Benefit (HB/CTB) prosecutions and sanctions, per year, per 1,000 caseload, in the Local Authority area.		
Purpose/aim	To monitor fraud reduction services.		
Definition	<p>This indicator measures the number of successful prosecutions, administrative penalties and formal cautions achieved in the year.</p> <p>‘Prosecutions’ are those cases resulting in a conviction. ‘Sanctions’ means ‘accepted Administrative Penalties’ and ‘accepted Formal Cautions’.</p> <p>Numerator: The numerator is the sum of the following counts from the DWP WIB5 subsidy claim form for quarters 1 to 4:</p> <ul style="list-style-type: none"> • number of ‘administrative penalties offered and accepted’ • number of ‘prosecutions resulting in a ‘guilty’ verdict’ • number of ‘cautions offered and accepted’ <p>Denominator: The denominator is the average number of HB/CTB claimants multiplied by 1,000 as recorded against Stats 124A Item 1.</p>		
Formula/ Worked E.g.	$X = (a/b) \times 1000$ <p>Where: a = WIB5 subsidy claim form (total of quarters 1 – 4) b = Stats 124A Item 1</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number	Decimal Places	0
Further Guidance	Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District councils, Council of the Isles of Scilly, Common Council of the City of London		



Speed of Processing: New HB/CTB Claims

Description	The average processing time taken for all new Housing and Council Tax Benefit (HB/CTB) claims submitted to the Local Authority, for which the date of decision is within the financial year being reported.
Purpose/aim	To monitor the administration of Housing and Council Tax Benefit.
Definition	<p>‘New claim’ means any claim made following a change of address to a different local authority area or any other claim that leads to an award, except when there is no break in entitlement and no change of local authority following a change of address.</p> <p>‘Time taken to process’ means the time counted in calendar days from, and including, the day a new claim for HB/CTB or the relevant information forwarded from DWP is physically received at any designated office of a local authority to, and including the day the claim is decided. Time should be counted in accordance with the MIS guidance. This means that if a claim is received on a Monday and a decision made on the same day, the time taken is one day.</p> <ul style="list-style-type: none"> • all days must be counted, not just working days; • “all days’ must include any days where there are delays which are beyond the local authority’s control, e.g. claimants failure to provide additional information, delays between the designated office and the benefit processing centre; • a decision to make a payment on account does not count as a decision; • the period of backdated awards should not be included in the ‘time taken to process’; • any subsequent decisions resulting from appeals or revision should not be counted. <p>The Local Authority’s claim form for HB/CTB, or a covering notice, shall specify a list of office addresses where the claimant should return the claim form. This list should include all the designated offices. Receipt of a claim for HB/CTB at any of these designated offices will be the starting point on when the clock should start ticking for the BVPI. By definition not all offices of a Local authority are “designated offices” unless they are specifically stated as being “designated” to receive HB claims on the forms and notices mentioned above.</p> <p>Where it has been decided to use an Indicative Rent Level to ensure that a payment is made pending the Rent Officer’s decision, this is a payment on account and should not be treated as a decision. The full decision can only be made once all information is received, including the Rent Officer’s determination. For the purposes of this indicator, the processing time should be counted to the day that the full decision is made, and NOT the day that the payment on account is made.</p> <p>The composite form should be treated as two separate claim forms, one for each benefit claim. Please note that this is not the case for BV 76 which records the number of claimants, not the number of claims.</p>

Speed of Processing: New HB/CTB Claims (Cont'd)

Definition (Cont'd)	<p>Numerator: The sum (in calendar days) of the entries on DWP form Stats 124 against Item 6 (all columns) for quarters 1 to 4 inclusive. This is the total number of calendar days taken in the year to decide new claims.</p> <p>Denominator: The sum of the entries on Stats 124 Item 1(all columns) – new benefits decided successfully in the quarters and Item 2 (all columns) – new claims decided unsuccessful in the quarter for quarters 1 to 4 inclusive. This is the total number of new claims in the year.</p>		
Formula/ Worked E.g.	<p>$N = a / (b+c)$</p> <p>Where: a = Stats 124 Item 6 (total of quarters 1-4) b = Stats 124 Item 1 (total of quarters 1-4) c = Stats 124 Item 2 (total of quarters 1-4)</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (calendar days)	Decimal Places	2
Further Guidance	<p>Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Speed of Processing: Change in Circumstances for HB/CTB Claims

<p>Description</p>	<p>The average processing time taken for all written notifications to the Local Authority of changes to a claimant’s circumstance that require a new decision on behalf of the Authority.</p>
<p>Purpose/aim</p>	<p>To monitor the administration of Housing and Council Tax Benefit (HB/CTB).</p>
<p>Definition</p>	<p>‘New decision’ means those cases where notifications affect the person’s right to benefit or their right to receive payment of benefit.</p> <p>‘Change of circumstance’ means any notice given in writing by the claimant or another person or body during the course of a benefit award (and other than as part of or in the context of making of a new claim) of a change in the claimant’s circumstances which affects the</p> <ul style="list-style-type: none"> • claimant’s right to HB/CTB; • amount of HB/CTB to which the claimant is entitled; • claimant’s right to receive payments of HB/CTB (eg. a notification of rent arrears which might justify direct payment to the landlord) <p>Benefit upratings and annual rent increases for Local Authority accommodation should not be included for the purposes of the indicator on their own as changes of circumstances. (See MIS Guide for definitions).</p> <p>‘Time taken to process’ means the time counted in calendar days from, and including, the day a written notification of a change of circumstance is physically received at any designated office of a local authority to, and including the day the decision is superseded. Time should be counted in accordance with the MIS guidance.</p> <p>Numerator: The sum (in calendar days) of the entries on DWP form Stats 124 Item 9 (all columns) – time taken to process changes in circumstances, for quarters 1 to 4 inclusive. This is the total number of calendar days taken in the year to decide changes of circumstances.</p> <p>Denominator: The sum of the entries on Stats 124 against Item 8 (all columns) – total number of changes of circumstances decided in the quarter, for quarters 1 to 4 inclusive. This is the total number of changes of circumstances decided by the Local Authority in the year.</p>

Speed of Processing: Change in Circumstances for HB/CTB Claims (Cont'd)

Formula & Worked E.g.	$X = a/b$ Where: a = Stats 124 Item 9 (Total of quarters 1-4) b = Stats 124 Item 8 (Total of quarters 1-4)		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (calendar days)	Decimal Places	2
Further Guidance	Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Accuracy of Processing HB/CTB Claims

Description	The percentage of cases within a random sample for which the Authority's calculation of Housing and Council Tax Benefit (HB/CTB) is found to be correct.
Purpose/aim	To monitor the administration of HB/CTB. The higher the number of calculations correct, the better.
Definition	<p>To determine whether the calculation of benefit is correct the Local Authority must check that:</p> <ol style="list-style-type: none"> a) the whole of the decision being checked has been made with regard to and in accordance with the law; b) proper regard has been taken of information held by the Local Authority from any source which is relevant to the decision and which was available to the local authority at the time the decision was made. <p>The sample size for each local authority will be determined by the DWP based on the latest available caseload data. (See HB/CTB Circular S1/2000). Sampling should be done once a quarter towards the end of the quarter.</p> <p>If a council tax benefit case has been overpaid due to an officer not spotting whether the single person's council tax discount has been applied when it should have been, then that overpayment should be counted as an error for the purposes of this indicator.</p> <p>All overpayments/underpayments should be counted however small.</p> <p>The indicator looks at calculations that are correct in terms of the weekly benefit amount calculated. If the weekly amount is correct but benefit was wrongly backdated, then the claim would count as having been calculated correctly for the purposes of the indicator.</p> <p>Numerator:</p> <p>The numerator is the sum of the entries on DWP form Stats 124 against Item 25b– total number of cases where the calculation was correct – for quarters 1 to 4 inclusive. This is the total number of correct calculations found when checking in the year.</p> <p>Denominator:</p> <p>The denominator is the sum of the entries on DWP form Stats 124 Item 25a– total number of cases where accuracy checks were carried out – for quarters 1 to 4 inclusive. This is the total number of checks carried out in the year.</p>

Accuracy of Processing HB/CTB Claims (Cont'd)

Formula & Worked E.g.	$X = a/b \times 100$ <p>Where: a = Stats 124 Item 25b (total of quarters 1-4) b = Stats 124 Item 25a (total of quarters 1-4)</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	<p>Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp</p> <p>Guidance on sample size and the random selection of cases can be found in the same guide in Appendix 1 (Circulars S1/2000 & S5/2000).</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Percentage of Recoverable Overpayments Recovered (HB)**

Description	The amount of Housing Benefit overpayments (HB) recovered during the period being reported on as a percentage of HB deemed recoverable overpayments during that period.
Purpose/aim	To report recovery on all overpayments deemed recoverable, non-recoverable and those subsequently written off.
Definition	<p>‘Overpayment’ means ‘any amount which has been paid by way of HB and to which there was no entitlement’. It includes any amount paid on account which is in excess of entitlement to HB as subsequently decided.</p> <p>Overpayment includes: Fraud overpayments, LA official error overpayments, Departmental official error overpayments, Claimant error overpayments and ‘Other’ overpayments. Include all cases where an appeal against overpayment decision is pending and any amount of rent allowance paid on account which, for example, is based on the Indicative Rent Level, but is in excess of actual entitlement to HB (Regulations 91).</p> <p>Do not include: Technical overpayments.</p> <p>‘Recovered’ means:</p> <ul style="list-style-type: none"> • Payments physically received and attributed to the overpayment debt; • Amounts recovered by means of deductions from payments of benefit; • Amounts recovered by means of deductions from arrears of HB owed to the tenant; • Actual amounts received through the sale of outstanding debt to a collection agency; • Full amounts recovered by debt agencies, acting on the Local Authority’s behalf. <p>Do not include: Reductions in overpayments due to the calculation of underlying entitlement, Overpayments transferred to other accounts of the local authority. Overpayments that have been written off, Overpayment debt.</p> <p>Numerator: The total of the entries on DWP form Stats 124A against Item 11 (both columns) – total value of Rent Rebate and Rent Allowance recovered during the year.</p> <p>Denominator: The total of the entries on DWP form Stats 124A against Item 10 (both columns) – total value of overpaid Rent Rebate and Rent Allowance identified during the year.</p>

Percentage of Recoverable Overpayments Recovered (HB) (Cont'd)

Formula & Worked E.g.	$X = a/b \times 100$ <p>Where: a = Stats 124a Item 11 b = Stats 124b Item 10</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Percentage of Recoverable Overpayments Recovered (HB)**

Description	HB overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the period plus amount of HB overpayments identified during the period.
Purpose/aim	To report recovery on all overpayments deemed recoverable, non-recoverable and those subsequently written off.
Definition	<p>‘Overpayment’ means ‘any amount which has been paid by way of HB and to which there was no entitlement’. It includes any amount paid on account which is in excess of entitlement to HB as subsequently decided.</p> <p>Overpayment includes: Fraud overpayments, LA official error overpayments, Departmental official error overpayments, Claimant error overpayments, ‘Other’ overpayments, including all those cases where an appeal against overpayment decision is pending and any amount of rent allowance paid on account which, for example, is based on the Indicative Rent Level, but is in excess of actual entitlement to HB (Regulations 91).</p> <p>This does not include: Technical overpayments._</p> <p>‘Recovered’ means:</p> <ul style="list-style-type: none"> • Payments physically received and attributed to the overpayment debt; • Amounts recovered by means of deductions from payments of benefit; • Amounts recovered by means of deductions from arrears of HB owed to the tenant; • Actual amounts received through the sale of outstanding debt to a collection agency; • Full amounts recovered by debt agencies, acting on the Local Authority’s behalf. <p>Do not include: Reductions in overpayments due to the calculation of underlying entitlement, Overpayments transferred to other accounts of the local authority. Overpayments that have been written off, Overpayment debt.</p> <p>Numerator: The total of the entries against DWP form Stats 124a Item 11 (both columns) – ‘total value of Rent Rebate and Rent Allowance recovered during the year’.</p> <p>Denominator: The total of the entries on DWP form Stats 124A against Item 10 (both columns) – ‘total value of overpaid Rent Rebate and Rent Allowance identified during the year’</p> <p>plus The total of the entries on DWP form Stats 124A against Item 9 (both columns) – ‘Rent Allowance outstanding at the start of the year’.</p>

Percentage of Recoverable Overpayments Recovered (HB) (Cont'd)

Formula & Worked E.g.	$X = (a/(b+c)) \times 100$ <p>Where: a = Stats 124a Item 11 b = Stats 124a Item 10 c = Stats 124a Item 9</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Percentage of Recoverable Overpayments Recovered (HB)**

Description	Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the period, plus amount of HB overpayments identified during the period.
Purpose/aim	To report recovery on all overpayments deemed recoverable, non-recoverable and those subsequently written off.
Definition	<p>‘Overpayment’ means ‘any amount which has been paid by way of HB and to which there was no entitlement’. It includes any amount paid on account which is in excess of entitlement to HB as subsequently decided</p> <p>Overpayment includes: Fraud overpayments, LA official error overpayments, Departmental official error overpayments, Claimant error overpayments, ‘Other’ overpayments, including all those cases where an appeal against overpayment decision is pending and any amount of rent allowance paid on account which, for example, is based on the Indicative Rent Level, but is in excess of actual entitlement to HB (Regulations 91).</p> <p>This does not include: Technical overpayments.</p> <p>‘Recovered’ means:</p> <ul style="list-style-type: none"> • Payments physically received and attributed to the overpayment debt; • Amounts recovered by means of deductions from payments of benefit; • Amounts recovered by means of deductions from arrears of HB owed to the tenant; • Actual amounts received through the sale of outstanding debt to a collection agency; • Full amounts recovered by debt agencies, acting on the Local Authority’s behalf. <p>Do not include: Reductions in overpayments due to the calculation of underlying entitlement, Overpayments transferred to other accounts of the local authority. Overpayments that have been written off, Overpayment debt.</p> <p>‘Write offs’ fall into 3 categories:</p> <ol style="list-style-type: none"> 1. Non-recoverable Write Offs are overpayments that were caused by an official error, when the claimant could not reasonably be expected to realise they were being overpaid. They are therefore legally non-recoverable. 2. Discretionary Write Offs are overpayments that the local authority has decided not to recover. Ordinarily they are written off on hardship grounds (i.e. recovery would cause considerable financial hardship to the HB recipient) or because it would be uneconomical to recover the overpayment. Once written off, these overpayments can never be resurrected.

Percentage of Recoverable Overpayments Recovered (HB) (Cont'd)

Definition (Cont'd)	<p>3. Standard Write Offs are overpayments that the Local Authority has been unsuccessful in recovering. This could be because they have tried every recovery method available to them, or more usually because they cannot trace the claimant. The Local Authority would not normally notify the claimant that they have written off the overpayment. If the claimant has not been notified, it is possible to resurrect the overpayment at a later date.</p> <p>Resurrecting Standard Write Offs:</p> <p>If the Standard Write Off is written off and resurrected in the same financial year, there will not be a problem with the accounting. The overpayment should be recorded as normal, with no need to account for the fact that the overpayment has been written off and resurrected in that financial year.</p> <p>If the Standard Write Off is written off in one financial year, but then resurrected in another financial year, it must be accounted for correctly in both years.</p> <p>Numerator: Total of the entries in DWP form Stats 124A against Item 12 (both columns) – ‘total value of Rent rebate and Rent Allowance overpayments written off during the year’.</p> <p>Denominator: Total of the entries in DWP form Stats 124A against Item 10 (both columns) – ‘total value of overpaid Rent Rebate and Rent Allowance identified during the year’ plus The total of the entries in DWP form Stats 124A against Item 9 (both columns) ‘Rent Allowance outstanding at the start of the year’.</p>		
Formula & Worked E.g.	$X = a/(b+c) \times 100$ <p>Where: a = Stats 124A, Item 12 b = Stats 124A, Item 10 c = Stats 124A, Item 9</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	Full guidance on the data to be used to calculate the BVPI is provided in the DWP Management Information System (MIS Guide) for return Stats 124A – Form Completion Guidance Notes. This document is updated annually. www.dwp.gov.uk/housingbenefit/manuals/misguide05/index.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



5 environment



Household Waste Management (recycling)

Description	Percentage of household waste arisings which have been sent by the Authority for recycling.
Purpose/aim	This indicator together with BV 82b measures each local authority's achievement against its Statutory Performance Standards for recycling and composting household waste in 2005/06. This is a key measure of local authorities' progress in moving management of household waste up the hierarchy, consistent with the Government's national strategy for waste management. The Government expects local authorities to maximise the percentage of waste recycled.
Definition	<p>All parts of BV 82a-d are mutually exclusive – any waste counted within the numerator of BV82a cannot be included in any of BV82b–d.</p> <p>Denominator (Y):</p> <p>'Household waste' means those types of waste which are to be treated as household waste for the purposes of Part II of the Environmental Protection Act 1990 by reason of the provisions of the Controlled Waste Regulations 1992. The amounts deemed to be collected shall include:</p> <ul style="list-style-type: none"> • All waste collected by Waste Collection Authorities (WCAs) under Section 45(1) of the Environmental Protection Act 1990, plus • All waste arisings from Civic Amenity (CA) Sites established under Section 51(1)(b) of the Environmental Protection Act 1990, and • Waste collected by third parties for which collection or disposal recycling credits are paid under Section 52 of the Environmental Protection Act 1990. <p>'Household waste' includes waste from the following sources:</p> <ul style="list-style-type: none"> • Waste collection rounds (including separate rounds for collection of recyclables); • Street cleansing and litter collection; • Bulky waste collections, where "bulky waste" is defined as <ul style="list-style-type: none"> – any article of waste which exceeds 25 kilograms in weight – any article of waste which does not fit, or cannot be fitted into: <ul style="list-style-type: none"> (a) a receptacle for household waste provided in accordance with section 46 of the Environmental Protection Act 1990; or (b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length. • Hazardous household waste collections; • Garden waste collections; • Waste collected from drop-off/bring systems; • Park litter (but not grass cuttings, leaves, etc); • House clinical waste collections; • Any other household waste collected by the authority.

Household Waste Management (recycling) (Cont'd)

Definition (Cont'd)

Household waste does not include:

- Incinerator residues, even if these are used in a way that avoids the need to send it to landfill;
- Beach cleansing wastes (i.e. produced by the specific activity of cleaning up a beach);
- Rubble (including soil associated with the rubble);
- Home composted waste;
- Clearance of fly-tipped wastes;
- Vehicles (abandoned or otherwise);
- Re-used waste material;
- Grass cuttings, leaves etc in parks.

Tyres that are recycled can only be counted if they are household waste, i.e. they are collected from a house or at CA sites from households rather than businesses or taken directly from the vehicle. If in doubt, they should not be included in BV 82.

'Civic Amenity Site' means places provided by the WDA at which persons resident in the area may deposit their household waste (services provided under Section 51(1)(b) of the Environmental Protection Act).

Materials collected at civic amenity sites are only to be counted by disposal authorities, except in the case of those London Boroughs and Metropolitan Districts which are not disposal authorities but which provide civic amenity sites under their own powers.

Numerator (X):

'Recycling' means reprocessed in a production process for the original purpose, or for other purposes, but excluding energy recovery. Waste recycled to form compost should not be included.

'Sent for recycling' means waste delivered to, and accepted by, a company, individual or organisation which will reprocess, or deliver to a reprocessor, waste that is an acceptable form for inclusion in a recycling process. It does not include waste sent to sorting facilities, such as Materials Reclamation Facilities (MRF).

The following do not count as recycled waste for the purpose of BV82a:

- Waste recycled to form compost (this is included in BV82b);
- Waste converted into fuel (this is included in BV82c);
- Material within 'waste sent for sorting' that is separated out because it is not fit for recycling.

Where a MRF is used by a number of authorities to calculate the amount of waste sent for recycling, authorities may use the plant's overall contamination rate if there is no more accurate information on the individual authority's waste stream.

The 'gross' amount of household waste sent for recovery of heat and power is counted in the denominator of BV 82a-d. Incinerator residues should not be subtracted from the amount of household waste used to recover heat and power.

Where relevant waste is collected in one year and recycled in the next because there is a delay due to the need for further processing, e.g. refrigerators and freezers, count the collection and recycling when they occur, even if they are different years. This may mean that the sum of BV 82a-d could be over 100%.

Household Waste Management (recycling) (Cont'd)

Definition (Cont'd)	<p>The 'gross' amount of household waste sent for recovery of heat and power is counted in the denominator of BV 82a-d. Incinerator residues should not be subtracted from the amount of household waste used to recover heat and power.</p> <p>Where relevant waste is collected in one year and recycled in the next because there is a delay due to the need for further processing, e.g. refrigerators and freezers, count the collection and recycling when they occur, even if they are different years. This may mean that the sum of BV 82a-d could be over 100%.</p>		
Formula/ Worked eg.	<p>For Waste Collection Authorities (WCAs), calculate percentage of household waste sent for recycling as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the WCA which is sent for recycling (including private/voluntary collections of household waste for recycling).</p> <p>Y = Total tonnage of household waste collected by the WCA (including private/voluntary collections of household waste for recycling).</p> <p>For Waste Disposal Authorities (WDAs), calculate percentage of household waste sent for recycling as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the WDA which is sent for recycling plus tonnage of household waste which is sent for recycling by the constituent WCAs (including private/voluntary collections of household waste for recycling).</p> <p>Y = Total tonnage of household waste collected at Civic Amenity Sites by the WDA plus total tonnage of household waste collected by constituent WCAs (including private/voluntary collections of household waste for recycling).</p> <p>For Unitary Authorities, calculate percentage of household waste sent for recycling as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the authority which is sent for recycling (including private/voluntary collections of household waste for recycling).</p> <p>Y = Total tonnage of household waste collected by the authority (including private/voluntary collections of household waste for recycling).</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2

Household Waste Management (recycling) (Cont'd)

Further Guidance	N/A
Target Setting	<p>Local. In setting local targets, authorities should have regard to the National Waste Strategy published in May 2000 and any subsequent revision. Please see: http://www.defra.gov.uk/environment/waste/strategy/index.htm</p> <p>Consideration should also be given to the national PSA target to recycle or compost 25% of household waste by 2005/6 and to the national targets to recycle or compost 30% of household waste in 2010 and 33% in 2015, as well as the Best Value Statutory Performance Standard set for each individual local authority for 2005/6, and the Waste Disposal Authorities' obligations under the Landfill Directive.</p>
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.

**Household Waste Management (recycling)**

Description	Total tonnage of household waste arisings which have been sent by the Authority for recycling.		
Purpose/aim*	This indicator together with BV82(b) measures each local authority's achievement against its Statutory Performance Standards for recycling and composting household waste in 2005/06. This is a key measure of local authorities' progress in moving management of household waste up the hierarchy, consistent with the Government's national strategy for waste management. The Government expects local authorities to maximise the tonnage of waste recycled.		
Definition	As for BV82a (i)		
Formula/ Worked eg.	N/A		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (tonnes)	Decimal Places	2
Further Guidance	N/A		
Target Setting	<p>Local. In setting local targets, authorities should have regard to the National Waste Strategy published in May 2000 and any subsequent revision. Please see http://www.defra.gov.uk/environment/waste/strategy/index.htm</p> <p>Consideration should also be given to the national PSA target to recycle or compost 25% of household waste by 2005/6 and to the national targets to recycle or compost 30% of household waste in 2010 and 33% in 2015, as well as the Best Value Statutory Performance Standard set for each individual local authority for 2005/6, and the Waste Disposal Authorities' obligations under the Landfill Directive.</p>		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		



Household Waste Management (composting)

Description	The percentage of household waste sent by the Authority for composting or treatment by anaerobic digestion.
Purpose/aim*	This indicator together with BV 82a measures the achievement of each local authority against its Statutory Performance Standards for recycling and composting household waste in 2005/06. This is a key measure of local authorities' progress in moving management of household waste up the waste hierarchy, consistent with the Government's national strategy for waste management. The Government expects local authorities to maximise the percentage of waste that is biologically treated.
Definition	<p>All parts of BV 82a-d are mutually exclusive – any waste counted within the numerator of BV 82b cannot be included in any of BV 82a, c, or d.</p> <p>Denominator (Y):</p> <p>'Household waste' means those types of waste which are to be treated as household waste for the purposes of Part II of the Environmental Protection Act 1990 by reason of the provisions of the Controlled Waste Regulations 1992. The amounts deemed to be collected shall include:</p> <ul style="list-style-type: none"> • All waste collected by Waste Collection Authorities (WCAs) under Section 45(1) of the Environmental Protection Act 1990, plus • All waste arisings from Civic Amenity (CA) Sites established under Section 51(1)(b) of the Environmental Protection Act 1990, and • Waste collected by third parties for which collection or disposal recycling credits are paid under Section 52 of the Environmental Protection Act 1990. <p>For the avoidance of doubt, 'household waste' includes waste from the following sources:</p> <ul style="list-style-type: none"> • Waste collection rounds (including separate rounds for collection of recyclables); • Street cleansing and litter collection; • Bulky waste collections, where "bulky waste" is defined as <ul style="list-style-type: none"> – any article of waste which exceeds 25 kilograms in weight – any article of waste which does not fit, or cannot be fitted into: <ul style="list-style-type: none"> (a) a receptacle for household waste provided in accordance with section 46 of the Environmental Protection Act 1990; or (b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length. • Hazardous household waste collections; • Garden waste collections; • Drop-off/bring systems; • Park litter (but not grass cuttings, leaves, etc); • House clinical waste collections; • Any other household waste collected by the authority.

Household Waste Management (composting) (Cont'd)

Definition (Cont'd)

Household waste does **not** include:

- Incinerator residues, even if these are used in a way that avoids the need to send it to landfill;
- Beach cleansing wastes (i.e. produced by the specific activity of cleaning up a beach);
- Rubble (including soil associated with the rubble);
- Home composted waste;
- Clearance of fly-tipped wastes;
- Vehicles (whether abandoned or not);
- Re-used waste material;
- Grass cuttings, leaves etc in parks.

‘Civic Amenity Site’ means places provided by the WDA at which persons resident in the area may deposit their household waste (services provided under Section 51(1)(b) of the Environmental Protection Act).

Materials collected at civic amenity sites are only to be counted by disposal authorities, except in the case of London Boroughs and Metropolitan Districts which are not disposal authorities but which provide civic amenity sites under their own powers.

Numerator (X)

‘Composting’ means ‘the controlled biological decomposition and stabilisation of organic substrates, under conditions that are permanently aerobic and that allow the development of thermophilic temperatures as a result of biologically produced heat. It results in a final product that has been sanitised and stabilised, is high in humic substances and can be used as a soil improver, as an ingredient in growing media, or blended to produce a top soil that will meet British Standard BS 3882, incorporating amendment No 1. In the case of vermicomposting these thermophilic temperatures can be foregone at the point the worms are introduced.’

‘Anaerobic Digestion’ means ‘the biological decomposition and stabilisation of organic substrates in the absence of oxygen and under controlled conditions in order to produce biogas and a digestate. It results, either directly or after subsequent aerobic treatment, in a final product that has been sanitised and can be used as a soil improver, as an ingredient in growing media or blended to produce a top soil that will meet British Standard BS 3882, incorporating amendment No 1’. If it meets the standards referred to above, then it should be included in this indicator, but if not, it must be included in BV82(c).

Calculation of this indicator includes treatment undertaken at a central, or community, composting or anaerobic digestion facilities. Home composting is not to be included. If the material delivered to this reprocessor needs to be sorted then it is only the material sent into the composting process that is to be reported against this indicator. Where the treatment involves anaerobic digestion followed by composting (or vice versa) the tonnage is based on the quantity entering the first biological process.

Where relevant waste is collected in one year and composted in the next, count the collection and composting when they occur, even if they are different years. This may mean that the sum of 82a-d could be over 100%

Household Waste Management (composting) (Cont'd)

Formula/ Worked eg.	<p>For Waste Collection Authorities, calculate percentage of household waste sent for composting or anaerobic digestion as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the WCA which is sent for composting or anaerobic digestion (including private/voluntary collections of household waste for composting or anaerobic digestion).</p> <p>Y = Total tonnage of household waste collected by the WCA (including private/voluntary collections of household waste for composting or anaerobic digestion).</p> <p>For Waste Disposal Authorities (WDAs), calculate percentage of household waste sent for composting or anaerobic digestion as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the WDA which is sent for composting or anaerobic digestion plus tonnage of household waste which is sent for composting or anaerobic digestion by the constituent WCAs (including private/voluntary collections of household waste for composting or anaerobic digestion).</p> <p>Y = Total tonnage of household waste collected at Civic Amenity Sites by the WDA plus total tonnage of household waste collected by constituent WCAs (including private/voluntary collections of household waste for composting or anaerobic digestion).</p> <p>For Unitary Authorities, calculate percentage of household waste sent for composting or anaerobic digestion as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the authority which is sent for composting or anaerobic digestion (including private/voluntary collections of household waste for composting or anaerobic digestion) .</p> <p>Y = Total tonnage of household waste collected by the authority (including private/voluntary collections of household waste for composting or anaerobic digestion).</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (tonnes)	Decimal Places	2
Further Guidance	N/A		
Target Setting	<p>Local. In setting local targets, authorities should have regard to the National Waste Strategy published in May 2000 and any subsequent revision. Please see http://www.defra.gov.uk/environment/waste/strategy/index.htm</p> <p>Consideration should also be given to the national PSA target to recycle or compost 25% of household waste by 2005/6 and to the national targets to recycle or compost 30% of household waste in 2010 and 33% in 2015, as well as the Best Value Statutory Performance Standard set for each individual local authority for 2005/6, and the Waste Disposal Authorities' obligations under the Landfill Directive.</p>		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		

**Household Waste Management (composting)**

Description	The tonnage of household waste sent by the Authority for composting or treatment by anaerobic digestion.		
Purpose/aim	This indicator together with BV82(a) measures the achievement of each local authority against its Statutory Performance Standards for recycling and composting household waste in 2005/06. This is a key measure of local authorities' progress in moving management of household waste up the waste hierarchy, consistent with the Government's national strategy for waste management. The Government expects local authorities to maximise the tonnage of waste that is biologically treated.		
Definition	As for BV82b (i)		
Formula/ Worked eg.	N/A		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (tonnes)	Decimal Places	2
Further Guidance	N/A		
Target Setting	<p>Local. In setting local targets, authorities should have regard to the National Waste Strategy published in May 2000 and any subsequent revision. Please see http://www.defra.gov.uk/environment/waste/strategy/index.htm</p> <p>Consideration should also be given to the national PSA target to recycle or compost 25% of household waste by 2005/6 and to the national targets to recycle or compost 30% of household waste in 2010 and 33% in 2015, as well as the Best Value Statutory Performance Standard set for each individual local authority for 2005/6, and the Waste Disposal Authorities' obligations under the Landfill Directive.</p>		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		

**Household Waste Management (energy recovery)**

Description	Percentage of the total tonnage of household waste arisings which have been used to recover heat, power and other energy sources.
Purpose/aim*	Along with BV 82a, b and d, this measure indicates local authorities' progress in moving waste management up the hierarchy and diverting household waste from landfill. The Government expects local authorities to maximise recycling and composting before considering energy recovery from the residual waste.
Definition	<p>All parts of BV 82a-d are mutually exclusive – any waste counted within the numerator of BV82c cannot be included in any of BV82a, b, or d.</p> <p>Denominator (Y):</p> <p>'Household waste' means those types of waste which are to be treated as household waste for the purposes of Part II of the Environmental Protection Act 1990 by reason of the provisions of the Controlled Waste Regulations 1992. The amounts deemed to be collected shall include:</p> <ul style="list-style-type: none"> • All waste collected by Waste Collection Authorities (WCAs) under Section 45(1) of the Environmental Protection Act 1990, plus • All waste arisings from Civic Amenity (CA) Sites established under Section 51(1)(b) of the Environmental Protection Act 1990, and • Waste collected by third parties for which collection or disposal recycling credits are paid under Section 52 of the Environmental Protection Act 1990. <p>'Household waste' includes waste from the following sources:</p> <ul style="list-style-type: none"> • Waste collection rounds (including separate rounds for collection of recyclables); • Street cleansing and litter collection; • Bulky waste collections, where "bulky waste" is defined as <ul style="list-style-type: none"> – any article of waste which exceeds 25 kilograms in weight – any article of waste which does not fit, or cannot be fitted into: <ul style="list-style-type: none"> (a) a receptacle for household waste provided in accordance with section 46 of the Environmental Protection Act 1990; or (b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length. • Hazardous household waste collections; • Garden waste collections; • Waste collected from drop-off/bring systems; • Park litter (but not grass cuttings, leaves, etc); • House clinical waste collections; • Any other household waste collected by the authority.

Household Waste Management (energy recovery) (Cont'd)

Definition (Cont'd)

Household waste does **not** include:

- Incinerator residues, even if these are used in a way that avoids the need to send it to landfill ;
- Beach cleansing wastes (i.e. produced by the specific activity of cleaning up a beach);
- Rubble (including soil associated with the rubble);
- Home composted waste;
- Clearance of fly-tipped wastes;
- Vehicles (abandoned or otherwise);
- Re-used waste material;
- Grass cuttings, leaves etc in parks.

'Civic Amenity Site' means places provided by the WDA at which persons resident in the area may deposit their household waste (services provided under Section 51(1)(b) Of the Environmental Protection Act).

Materials collected at Civic Amenity Sites are only to be counted by disposal authorities except in the case of London Boroughs and Metropolitan Districts which are not disposal authorities but which provide civic amenity sites under their own powers.

Numerator (X):

'Used to recover heat, power and other energy sources' means:

- the controlled combustion of waste in specialised plant specifically to generate power and/or heat from the waste feedstock;
- the controlled combustion of refuse derived fuel (RDF) in specialised plant specifically to generate power and/or heat from the waste feedstock;
- the production of gaseous fuels by reacting hot carbonaceous waste with air, steam or oxygen (gasification);
- the thermal decomposition of organic waste to produce gaseous, liquid and solid products by pyrolysis; and
- the biological degradation of organic wastes by anaerobic digestion (see definition of anaerobic digestion in BV82b) except where the primary purpose of the process is considered to be the treatment and stabilisation of organic substrates and where the digestate meets the standards set in BV82b. Waste treated under these circumstances should only be included under BV82b.

The following is not be included:

- methane recovery from landfill

Incinerator residues should not be subtracted from the amount of household waste used to recover heat and power. The 'gross' amount of household waste sent for recovery of heat and power is counted in the denominator of BV 82a-d.

Household Waste Management (energy recovery) (Cont'd)

Formula/ worked eg.	<p>For Waste Disposal Authorities (WDAs), calculate percentage of household waste used to recover heat, power and other energy sources as: $X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the WDA which is used to recover heat, power and other energy sources</p> <p>Y = Total tonnage of household waste collected at Civic Amenity Sites by the WDA plus total tonnage of household waste collected by constituent WCAs</p> <p>For Unitary Authorities, calculate percentage of household waste used to recover heat, power and other energy sources as: $X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the authority which is to be used to recover heat, power and other energy sources</p> <p>Y = Total tonnage of household waste collected by the Authority.</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	<p>Local. In setting local targets, authorities should have regard to the National Waste Strategy published in May 2000 and any subsequent revision. Please see http://www.defra.gov.uk/environment/waste/strategy/index.htm</p> <p>Consideration should also be given to the national PSA target to recycle or compost 25% of household waste by 2005/6 and to the national targets to recycle or compost 30% of household waste in 2010 and 33% in 2015, as well as the Best Value Statutory Performance Standard set for each individual local authority for 2005/6, and the Waste Disposal Authorities' obligations under the Landfill Directive.</p>		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		



Household Waste Management (energy recovery)

Description	Tonnage of household waste arisings which have been used to recover heat, power and other energy sources.		
Purpose/aim*	As for BV82c(i)		
Definition	As for BV82c(i)		
Formula/ Worked eg.	N/A		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (tonnes)	Decimal Places	2
Further Guidance	N/A		
Target Setting	<p>Local. In setting local targets, authorities should have regard to the National Waste Strategy published in May 2000 and any subsequent revision. Please see http://www.defra.gov.uk/environment/waste/strategy/index.htm</p> <p>Consideration should also be given to the national PSA target to recycle or compost 25% of household waste by 2005/6 and to the national targets to recycle or compost 30% of household waste in 2010 and 33% in 2015, as well as the Best Value Statutory Performance Standard set for each individual local authority for 2005/6, and the Waste Disposal Authorities' obligations under the Landfill Directive.</p>		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		



Household Waste Management (landfill)

Description	Percentage of household waste arisings which have been landfilled.
Purpose/aim*	To measure the proportion of household waste landfilled. The Government's strategy on waste is to move waste management up the waste hierarchy and divert an increasing proportion of waste away from landfill.
Definition	<p>All parts of BV 82a-d are mutually exclusive – any waste counted within the numerator of BV82d cannot be included in any of BV82a–c.</p> <p>Denominator (Y):</p> <p>'Household waste' means those types of waste which are to be treated as household waste for the purposes of Part II of the Environmental Protection Act 1990 by reason of the provisions of the Controlled Waste Regulations 1992. The amounts deemed to be collected shall include:</p> <ul style="list-style-type: none"> • All waste collected by Waste Collection Authorities (WCAs) under Section 45(1) of the Environmental Protection Act 1990, plus • All waste arisings from Civic Amenity (CA) Sites established under Section 51(1)(b) of the Environmental Protection Act 1990, and • Waste collected by third parties for which collection or disposal recycling credits are paid under Section 52 of the Environmental Protection Act 1990. <p>'Household waste' includes waste from the following sources:</p> <ul style="list-style-type: none"> • Waste collection rounds (including separate rounds for collection of recyclables); • Street cleansing and litter collection; • Bulky waste collections, where "bulky waste" is defined as <ul style="list-style-type: none"> – any article of waste which exceeds 25 kilograms in weight – any article of waste which does not fit, or cannot be fitted into: <ul style="list-style-type: none"> (a) a receptacle for household waste provided in accordance with section 46 of the Environmental Protection Act 1990; or (b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length. • Hazardous household waste collections; • Garden waste collections; • Waste collected from drop-off/bring systems; • Park litter (but not grass cuttings, leaves, etc); • House clinical waste collections; • Any other household waste collected by the authority. <p>Household waste does not include:</p> <ul style="list-style-type: none"> • Incinerator residues, even if these are used in a way that avoids the need to send it to landfill; • Beach cleansing wastes (i.e. produced by the specific activity of cleaning up a beach); • Rubble (including soil associated with the rubble); • Home composted waste; • Clearance of fly-tipped wastes; • Vehicles (abandoned or otherwise); • Re-used waste material; • Grass cuttings, leaves etc in parks.

Household Waste Management (landfill) (Cont'd)

Definition (Cont'd)	<p>'Civic Amenity Site' means places provided by the WDA at which persons resident in the area may deposit their household waste (services provided under Section 51(1)(b) Of the Environmental Protection Act).</p> <p>Materials collected at civic amenity sites are only to be counted by disposal authorities except in the case of London Boroughs and Metropolitan Districts which are not disposal authorities but which provide civic amenity sites under their own powers.</p> <p>Numerator (X):</p> <p>'Landfilled' means:</p> <p>waste deposited on, or on a structure set into, the surface of the land; or under the surface of the land; (and includes land covered by water which is above the low water mark or ordinary spring tides).</p>		
Formula/ worked eg.	<p>For Waste Disposal Authorities (WDAs), calculate percentage of household waste arisings which have been landfilled as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the WDA which is landfilled</p> <p>Y = Total tonnage of household waste collected at Civic Amenity Sites by the WDA plus total tonnage of household waste collected by constituent WCAs</p> <p>For Unitary Authorities, calculate percentage of household waste used to recover heat, power and other energy sources as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste collected by the authority which is landfilled</p> <p>Y = Total tonnage of household waste collected by the authority</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	<p>Local. In setting local targets, authorities should have regard to the National Waste Strategy published in May 2000 and any subsequent revision. Please see http://www.defra.gov.uk/environment/waste/strategy/index.htm</p> <p>Consideration should also be given to the national PSA target to recycle or compost 25% of household waste by 2005/6 and to the national targets to recycle or compost 30% of household waste in 2010 and 33% in 2015, as well as the Best Value Statutory Performance Standard set for each individual local authority for 2005/6, and the Waste Disposal Authorities' obligations under the Landfill Directive.</p>		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		



Household Waste Management (landfill)

Description	The tonnage of household waste arisings which have been landfilled.		
Purpose/aim*	To measure the tonnage of household waste landfilled. The Government's strategy on waste is to move waste management up the waste hierarchy and divert an increasing amount of waste away from landfill.		
Definition	As for BV82d (i)		
Formula/ Worked eg.	N/A		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (tonnes)	Decimal Places	2
Further Guidance	N/A		
Target Setting	<p>Local. In setting local targets, authorities should have regard to the National Waste Strategy published in May 2000 and any subsequent revision. Please see http://www.defra.gov.uk/environment/waste/strategy/index.htm</p> <p>Consideration should also be given to the national PSA target to recycle or compost 25% of household waste by 2005/6 and to the national targets to recycle or compost 30% of household waste in 2010 and 33% in 2015, as well as the Best Value Statutory Performance Standard set for each individual local authority for 2005/6, and the Waste Disposal Authorities' obligations under the Landfill Directive.</p>		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Household Waste Collection (kilograms per head)

Description	Number of kilograms of household waste collected per head of the population.
Purpose/aim*	In line with the position of waste reduction at the top of the waste hierarchy, the Government wishes to see the quantity of household waste collected per head reduced over time.
Definition	<p>‘Household waste’ means those types of waste which are to be treated as household waste for the purposes of Part II of the Environmental Protection Act 1990 by reason of the provisions of the Controlled Waste Regulations 1992. The amounts deemed to be collected shall include:</p> <ul style="list-style-type: none"> • All waste collected by Waste Collection Authorities (WCAs) under Section 45(1) of the Environmental Protection Act 1990, plus • All waste arisings from Civic Amenity (CA) Sites established under Section 51(1)(b) of the Environmental Protection Act 1990, and • Waste collected by third parties for which collection or disposal recycling credits are paid under Section 52 of the Environmental Protection Act 1990. <p>‘Household waste’ includes waste from the following sources:</p> <ul style="list-style-type: none"> • Waste collection rounds (including separate rounds for collection of recyclables); • Street cleansing and litter collection; • Bulky waste collections, where “bulky waste” is defined as <ul style="list-style-type: none"> – any article of waste which exceeds 25 kilograms in weight – any article of waste which does not fit, or cannot be fitted into: <ul style="list-style-type: none"> (a) a receptacle for household waste provided in accordance with section 46 of the Environmental Protection Act 1990; or (b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length. • Hazardous household waste collections; • Garden waste collections; • Drop-off/bring systems; • Park litter (but not grass cuttings, leaves, etc); • House clinical waste collections; • Any other household waste collected by the authority. <p>Household waste does not include:</p> <ul style="list-style-type: none"> • Incinerator residues; • Beach cleansing wastes (i.e. produced by the specific activity of cleaning up a beach); • Rubble (including soil associated with the rubble) ; • Home composted waste; • Clearance of fly-tipped wastes; • Vehicles (whether abandoned or not); • Re-used waste material; • Grass cuttings, leaves etc in parks.

Household Waste Collection (kilograms per head) (Cont'd)

Definition (Cont'd)	<p>'Civic Amenity Site' means places provided by the WDA at which persons resident in the area may deposit their household waste (services provided under Section 51(1)(b) Of the Environmental Protection Act).</p>
Formula/ worked eg.	<p>For Waste Collection Authorities (WCAs), calculate number of kilograms of household waste collected per head as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Total household waste arisings collected by the WCA plus arisings for which collection recycling credits are paid to third parties under Section 52(4) of the Environmental Protection Act 1990.</p> <p>Y = Population in the waste collection authority area using ONS mid-year projections.</p> <p>For Waste Disposal Authorities (WDAs), calculate number of kilograms of household waste collected per head as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Tonnage of household waste arising from places provided by the WDA at which persons resident in the area may deposit their household waste (Services provided under Section 51(1)(b) of the Environmental Protection Act).</p> <p>Plus</p> <p>Total tonnage of household waste collected by the constituent WCAs plus arisings for which disposal recycling credits are paid to third parties under Section 52(3) of the Environmental Protection Act 1990.</p> <p>Y = Population in the waste disposal authority area using ONS mid-year projections.</p> <p>For Unitary Authorities, calculate number of kilograms of household waste collected as:</p> <p>$X/Y \times 100$, where:</p> <p>X = Total household waste arisings collected by the authority.</p> <p>Plus</p> <p>Total tonnage of household waste arisings from CA sites.</p> <p>Plus</p> <p>Arisings for which collection or disposal recycling credits are paid to third parties under Section 52(3) and (4) of the Environmental Protection Act 1990.</p> <p>Y = Population in the authority area using ONS mid-year projections.</p>

Household Waste Collection (kilograms per head) (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		



Household Waste Collection (% change in kilograms per head)

Description	Percentage change from the previous financial year in the number of kilograms of household waste collected per head of the population.		
Purpose/aim*	To measure the rate of change in household waste production and the effectiveness of policies to reduce the growth rate.		
Definition	As for BV 84(i)		
Formula/ Worked eg.	<p>For all authorities</p> $((A/B) \times 100) - 100$ <p>where:</p> <p>A = kg of household waste collected per head in current year</p> <p>B = kg of household waste collected per head in previous year</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		



Cost of Household Waste Collection

Description	Cost of household waste collection per household.		
Purpose/aim	To monitor the cost of household waste collection.		
Definition	<p>Numerator:</p> <p>Revenue Outturn (RO) form 5, Line 281, Column 9, plus RO 5, Line 282, Column 9 (for non-disposal authorities), less specific grants outside Aggregate External Finance (AEF) for those lines.</p> <p>Trade refuse client costs and costs or income from recycling should be included in this indicator.</p> <p>Denominator:</p> <p>'Number of households' is the Valuation Office's Schedule of Alterations, page entitled, 'Statement of Numbers and Band of All Properties Shown in the Valuation List for the Billing Authority Area', Grand Total, Line. Use the last statement received before the beginning of the financial year.</p>		
Formula/ worked eg.	Numerator/Denominator		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	£	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Municipal Waste Disposal Costs

Description	Cost of waste disposal per tonne of municipal waste.		
Purpose/aim	To monitor cost of municipal waste disposal.		
Definition	<p>Numerator:</p> <p>‘Cost of waste disposal’ is direct expenditure as at Revenue Outturn (RO) form 6, Line 2, Column 9, minus specific grants outside Aggregate External Funding (AEF), plus the joint disposal authority levy, as at RS form, Line 29 (except Waste Disposal Authorities) less the net cost of the management of old landfill sites.</p> <p>Net costs of the management of old landfill sites means any costs (including staff, central support services, revenue and capital charges) associated with the management, monitoring and pollution control of old landfill sites formerly operated by the council as WDA.</p> <p>Denominator:</p> <p>Total tonnes of the municipal waste covered by the expenditure in the numerator.</p> <p>‘Municipal waste’ is all waste collected by the WCA under sections 45(1) and 89(2) of the Environmental Protection Act 1990, and delivered to waste disposal authorities plus the arising from Civic Amenity Sites.</p> <p>In calculating tonnage and expenditure, waste recycled by collection authorities or third parties for which recycling credits are paid should be included.</p> <p>Joint Waste Disposal Authorities should exclude the levy payments made by constituent authorities.</p>		
Formula/ worked eg.	Numerator/Denominator		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	£	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London, Joint Waste Disposal Authorities.		

**Kerbside Collection of Recyclables (one recyclable)**

Description	Percentage of households resident in the authority's area served by kerbside collection of recyclables		
Purpose/aim	To measure the ease with which householders are able to recycle. Under the Household Waste Recycling Act 2003, every waste collection authority, subject to certain exemptions, is required to provide kerbside collection of at least two recyclables by 2010.		
Definition	<p>To be completed by Waste Collection Authorities.</p> <p>Kerbside collections:</p> <p>Near entry collection or palladins etc. or for blocks of flats and estates should be included, as long as the recycling bins are provided specifically for that block of flats in the same way, or similar way, to how waste collection more generally would be provided for that block, or is within the building or complex, or is as close to the building as the kerb.</p> <p>Kerbside collections of household green waste for composting, even if there is a charge, count as a recyclable collection for the purposes of this indicator.</p> <p>Number of households:</p> <p>Valuation Office's Schedule of Alterations, page entitled 'Statement of Numbers and Bands of All Properties Shown in the Valuation List for the Billing Authority Area', 'Grand Total Line'. Use last statement received before the beginning of the financial year.</p>		
Calculator	$(a / b) \times 100$ Where: a = number of households receiving kerbside collection of recyclables b = total number of households in the Authority area		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Kerbside collection of recyclables (two recyclables)

Description	Percentage of households resident in the authority's area served by kerbside collection of at least two recyclables.		
Purpose/aim	To measure the ease with which householders are able to recycle. Under the Household Waste Recycling Act 2003, every waste collection authority, subject to certain exemptions, is required to provide kerbside collection of at least two recyclables by 2010.		
Definition	<p>To be completed by Waste Collection Authorities.</p> <p>Kerbside collections:</p> <p>Near entry collection or palladins etc. or for blocks of flats and estates should be included, as long as the recycling bins are provided specifically for that block of flats in the same way, or similar way, to how waste collection more generally would be provided for that block, or is within the building or complex, or is as close to the building as the kerb.</p> <p>Kerbside collections of household green waste for composting, even if there is a charge, count as a recyclable collection for the purposes of this indicator.</p> <p>Number of households:</p> <p>Valuation Office's Schedule of Alterations, page entitled 'Statement of Numbers and Bands of All Properties Shown in the Valuation List for the Billing Authority Area', 'Grand Total Line'. Use last statement received before the beginning of the financial year.</p>		
Calculator	$A/B \times 100$ Where: A = number of households receiving kerbside collection of two recyclables B = total number of households in the Authority area		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Local Street and Environmental Cleanliness – Litter & Detritus

Description	The proportion of relevant land and highways (expressed as a percentage) that is assessed as having combined deposits of litter and detritus that fall below an acceptable level.
Purpose/aim	Reducing unacceptable levels of litter and detritus forms a key part of Government’s Cleaner Safer Greener Communities programme and this indicator is included as part of ODPM’s PSA 8 on Liveability. Through the improved management information delivered to authorities by the indicator, they should aim to reduce the score year on year
Definition	<p>Relevant land and highways are as defined under the Environmental Protection Act 1990 Part IV, section 86. Relevant land is that defined for principal litter authorities at subsection (4) of section 86, relevant highways as defined at subsection (9).</p> <p>There is no statutory definition of litter, but it is commonly taken to include mainly synthetic materials, often associated with smoking, eating and drinking, that are improperly discarded and left by members of the public; or are spilt during waste management operations. Litter may also include putrescible or clinical wastes, and dog faeces. Recent leaf and blossom falls are not included as litter.</p> <p>There is no statutory definition of detritus, but it is commonly taken to include dust, mud, soil, grit, gravel, stones, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials.</p> <p>An acceptable level of litter is taken to be Grade A, B+ or B, as defined by a seven point grading system developed for this indicator (building on that set out in the Code of Practice on Litter and Refuse (Revised 1999), issued under section 89 of the Environmental Protection Act 1990). Grade A is given where there is no litter or refuse; grade B for predominantly free of litter and refuse except for some small items; grade C for a widespread distribution of litter and refuse, with minor accumulations; and grade D when heavily littered, with significant accumulations. Photographic illustrations are provided at www.leq-bvpi.com.</p> <p>Intermediate grades should also be used – these are B+, B/C and C-. These are not separately defined, but are applied where transects do not conform to the definitions used for the four grades. For example, where a street is neither grade B nor grade C, but somewhere between, it should be graded as B/C. They can also be used where standards vary across a transect. For example grade B on one side of a street and grade C on the other would be graded as B/C.</p> <p>An acceptable level of detritus is also taken to be Grade A, B+ or B, using a similar seven point grading system to that set out for litter. Grade A is given where there is no detritus present on the transect; grade B for predominantly free of detritus except for some light scattering; grade C for a widespread distribution of detritus with minor accumulations; and grade D where extensively covered with detritus with significant accumulations. Intermediate grades (B+, B/C and C-) are applied as for litter. Assigning a grade for detritus may not be possible for all transects (see below). Photographic illustrations are provided at www.leq-bvpi.com.</p>

Local Street and Environmental Cleanliness – Litter & Detritus (Cont'd)

Definition (Cont'd)

The surveying of relevant land should be performed on at least 300 sites during each of three seasonal periods (April-July; August-November; December-March), giving a minimum total of 900 sites for the year. Surveys should be carried out on weekdays between 8am and 6pm (the duty hours set out in the Code of Practice on Litter & Refuse). Surveys should not be carried out during the main leaf fall or blossom fall seasons, nor directly after cleansing or refuse collection.

During each period, sites should be chosen to give a representative (not random) sample across both type of land use (based on 10 specified classes) and ward (based on Index of Multiple Deprivation data).

The land use classes that should be used to attain a representative sample are as follows:

1. Primary Retail and Commercial Areas.
2. Secondary Retail and Commercial Areas.
3. Higher Density Housing.
4. Lower Density Social Housing Areas.
5. Lower Density Private Housing Areas.
6. Industry/Warehousing/Retail Parks and Science Parks (council owned or managed).
7. Main Roads.
8. Rural Roads.
9. Other Highways.
10. Recreational Sites.

[Where the ownership of Recreational Land has been transferred from a Borough or District Council to a Town or Parish Council, this is no longer relevant land for the purposes of BV 199, and should be excluded. However, where Town or Parish Councils only manage land on behalf of the local authority (which retains ownership), then such land remains relevant land and should be included.]

Selecting representative wards should be carried out by ranking all wards in order of overall Index of Multiple Deprivation (IMD). Five wards should then be selected to survey in each of the four-month periods (giving 15 different wards over a year), taking one ward from each fifth of the list as ranked by IMD. Subsequent surveying periods and years should work through each ward in the authority systematically, ensuring the same spread across the IMD rankings each time.

Local Street and Environmental Cleanliness – Litter & Detritus (Cont'd)

Formula/ worked eg.	<p>Once all sites have been surveyed, the formula to be used is</p> $\frac{(L + D) \times 100}{TL + TD}$ <p>Where:</p> <p>L = Number of sites graded below grade B (B/C, C, C – and D) for litter</p> <p>D = Number of sites graded below grade B (B/C, C, C – and D) for detritus</p> <p>TL = Total number of sites surveyed for litter (900 minimum)</p> <p>TD = Total number of sites surveyed for detritus (this may be less than 900 where sites are not suitable for detritus grading)</p> <p>For example, where 130 sites have been found below grade B for litter, and 160 for detritus, with 900 in total surveyed for litter and 850 for detritus, the calculation would give:</p> $(130 + 160) \times 100 = 29,000 = 17\%$ $900 + 850 = 1,750$ <p>NOTE – This calculation will be automatically be given using the standard spreadsheet available to download from www.leq-bvpi.com.</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	Further advice on survey planning, illustrative photographs and a spreadsheet for reporting are available at www.leq-bvpi.com		
Target Setting	Local. In setting local targets, authorities should have regard to national and regional benchmarks set annually by Defra through the Local Environmental Quality Survey of England, and to ODPM PSA 8 targets.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Local Street and Environmental Cleanliness – Graffiti

Description	The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of graffiti are visible.
Purpose/aim	Reducing unacceptable levels of graffiti forms a key part of Government's Cleaner Safer Greener Communities programme and this indicator is included as part of ODPM's PSA 8 on Liveability. Through the improved management information delivered to authorities by the indicator, they should aim to reduce the score year on year
Definition	<p>Relevant land and highways are as defined under the Environmental Protection Act 1990 Part IV, section 86. Relevant land is that defined for principal litter authorities at subsection (4) of section 86, relevant highways as defined at subsection (9).</p> <p>'Graffiti' is defined as 'any informal or illegal marks, drawings or paintings that have been deliberately made by a person or persons on any physical element comprising the outdoor environment, with a view to communicating some message or symbol etc. to others'.</p> <p>An acceptable level of graffiti is taken to be Grade A, B+ or B, as defined by a seven point grading system equivalent to that used in BV199a for litter and detritus. Grade A is given where there is no graffiti visible; grade B for predominantly free of graffiti except for some small items; grade C for a widespread distribution of graffiti, with minor concentrations; and grade D when heavily graffitied, with significant concentrations. Intermediate grades (B+, B/C and C-) are applied as for litter and detritus. Illustrative examples of the grades can be seen at www.leq-bvpi.com.</p> <p>Graffiti visible from relevant land and highways applies to the surface of any building, wall, fence or other structure or erection, where that surface is readily visible from a place on that land or highway to which the public have access.</p> <p>A representative sample of sites should be surveyed following the same methodology as set out for BV199a.</p>
Formula/ worked eg.	<p>Once all sites have been surveyed, the formula to be used is</p> $\frac{G \times 100}{TG}$ <p>Where:</p> <p>G = Number of sites graded below grade B for graffiti</p> <p>TG = Total number of sites surveyed for graffiti (900 minimum)</p> <p>For example, where 20 sites have been found below grade B for graffiti, with 900 in total surveyed, the calculation would give:</p> $\frac{20 \times 100}{900} = 2\%$ <p>NOTE – This calculation will be automatically be given using the standard spreadsheet available to download from www.leq-bvpi.com.</p>

Local Street and Environmental Cleanliness – Litter & Detritus (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	None required
Further Guidance	Further advice on survey planning, illustrative photographs and a spreadsheet for reporting are available at www.leq-bvpi.com		
Target Setting	Local. In setting local targets, authorities should have regard to national and regional benchmarks set annually by Defra through the Local Environmental Quality Survey of England, and to ODPM PSA 8 targets.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Local Street and Environmental Cleanliness – Fly-posting

Description	The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of fly-posting are visible.
Purpose/aim	Reducing unacceptable levels of fly-posting forms a key part of Government's Cleaner Safer Greener Communities programme and this indicator is included as part of ODPM's PSA 8 on Liveability. Through the improved management information delivered to authorities by the indicator, they should aim to reduce the score year on year
Definition	<p>Relevant land and highways are as defined under the Environmental Protection Act 1990 Part IV, section 86. Relevant land is that defined for principal litter authorities at subsection (4) of section 86, relevant highways as defined at subsection (9).</p> <p>Fly-posting is defined as any printed material and associated remains informally or illegally fixed to any structure. It excludes formally managed and approved advertising hoardings and valid, legally placed signs and notices. It includes any size of material from small stickers up to large posters..</p> <p>An acceptable level of fly-posting is taken to be Grade A, B+ or B, as defined by a seven point grading system equivalent to that used in BV199a for litter and detritus. Grade A is given where there is no fly-posting visible; grade B for predominantly free of fly-posting except for some small items; grade C for a widespread distribution of fly-posting, with minor concentrations; and grade D when heavily fly-posted, with significant concentrations. Intermediate grades (B+, B/C and C-) are applied as for litter and detritus. Illustrative examples of the grades can be seen at www.leq-bvpi.com.</p> <p>Fly-posting visible from relevant land and highways applies to the surface of any building, wall, fence or other structure or erection, where that surface is readily visible from a place on that land or highway to which the public have access.</p> <p>A representative sample of sites should be surveyed following the same methodology as set out for BV199a.</p>
Formula/ worked eg.	<p>Once all sites have been surveyed, the formula to be used is</p> $\frac{F \times 100}{TF}$ <p>Where:</p> <p>F = Number of sites graded below grade B for fly-posting</p> <p>TF = Total number of sites surveyed for fly-posting (900 minimum)</p> <p>For example, where 35 sites have been found below grade B for graffiti, with 900 in total surveyed, the calculation would give:</p> $\frac{20 \times 100}{900} = 2\%$ <p>NOTE – This calculation will be automatically be given using the standard spreadsheet available to download from www.leq-bvpi.com.</p>

Local Street and Environmental Cleanliness – Fly-posting (Cont'd)

Measurement Period	Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	
Further Guidance	Further advice on survey planning, illustrative photographs and a spreadsheet for reporting are available at www.leq-bvpi.com		
Target Setting	Local. In setting local targets, authorities should have regard to national and regional benchmarks set annually by Defra through the Local Environmental Quality Survey of England, and to ODPM PSA 8 targets.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Local Street and Environmental Cleanliness – Fly-tipping

Description	The year-on-year reduction in total number of incidents and increase in total number of enforcement actions taken to deal with 'fly-tipping'.
Purpose/aim	To monitor the problem of 'fly-tipping'. This BVPI contributes towards PSA target 8 – <i>'To lead the delivery of cleaner, safer, greener public spaces and improvement of the quality of the built environment in deprived areas and across the country, with measurable improvement by 2008'</i> .
Definition	<p>This BVPI uses the Flycapture database as a measurement of baseline data for fly-tipping. Waste collection authorities are required to submit data to Flycapture by the Anti-Social Behaviour Act 2003.</p> <p>'Fly-tipping' is the action of making an unsightly, illegal dump of waste. Incidents can range from a single black bin bag to thousands of tonnes of construction and demolition waste. Flycapture has taken a wide definition of fly-tipping for the purposes of data collection and BV199d.</p> <p>Flycapture records summary numbers of incidents dealt with by a local authority. Screen 2 of the database records summary numbers of actions taken to deal with the problem of fly-tipping. Data must be submitted monthly. The Flycapture returns specify the number of incidents by land type, primary waste type and size.</p> <p>It should be counted as a fly-tip if the waste is too large to be removed by a normal hand-sweeping barrow: thus a single full bin bag upwards would constitute a fly-tip. Similarly several carrier bags full of rubbish dumped together would also constitute a single fly-tip.</p> <p>Local judgement will be needed to assess when to include domestic waste that has been put out for collection outside the time frame set by the council. If this time frame is reasonable and has been notified to the residents, and providing the refuse service is operating normally, waste placed out outside this time frame should normally be treated as fly-tipping for the purposes of the Flycapture database.</p> <p>It is important for authorities to focus on pro-active prevention rather than merely clearing the incidence of fly-tipping. Performance is measured on baseline data gathered from the previous year to ensure that it is specifically matched to the extent of a local authority's problem: fly-tipping in a rural area can be different to that experienced by a urban Authority.</p> <p>It is considered more effective to reduce the total number of incidents of fly-tipping rather than just increase actions taken on screen 2.</p>

Local Street and Environmental Cleanliness – Fly-tipping (Cont'd)

Formula/ worked eg.	<p>The performance measure will be based on a combination of year on year reduction in total incidents of fly-tipping dealt with, as recorded on Screen 1 of Flycapture, and a year on year increase in actions taken against fly-tipping, as recorded on Screen 2 of Flycapture. The statements below illustrates the marking awarded to the various combinations.</p> <ol style="list-style-type: none"> 1. Total number of incidents dealt with decrease & total number of enforcement actions increase. Grading: 'Very Effective' or '1' 2. Only total number of incidents decrease. Grading: 'Effective' or '2' 3. Only total number of enforcement actions increase. Grading: 'Good' or '3' 4. Total number of enforcement actions decrease. Grading: 'Poor' or '4' 5. Total number of incidents increase. Grading: 'Poor' or '4' 		
Measurement Period	Current Financial Year	Data Source (if external)	Flycapture Database
Return Format	Number (1-4)	Decimal Places	0
Further Guidance	<p>Detailed guidance on completing Flycapture returns can be found at: http://www.environment-agency.gov.uk/subjects/waste/306772/596853/596936/?version=1&lang=_e</p> <p>The Flycapture database can be accessed at: (Login Required) https://www.environment-agency.gov.uk/apps/flycapture/</p>		
Target Setting	Local. In setting local targets, authorities should have regard to Defra policies and to ODPM PSA 8 targets.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Councils of the Isle of Scilly, Common Council of the City of London.		



Road Accident Casualties: KSI all people

Description	Number of people killed or seriously injured (KSI) in road traffic collisions.		
Purpose/aim*	The national casualty reduction targets are: <ul style="list-style-type: none"> • To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; • To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; Both measured against a baseline average for 1994-98		
Definition	<p>Killed or Seriously Injured road accident casualties: Include all casualties in an authority’s area on public roads, even those such as motorways that are not the authority’s direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are also reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of ‘Killed,’ ‘Serious’ and ‘Slight’ are given in the DfT documents <i>Road Casualties Great Britain</i> and <i>Stats 20 – Instructions for the Completion of Road Accident Reports</i>.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	N/A		
Measurement Period	Previous Calendar Year	Data Source (if external)	Local Police Force or other data processing authority.
Return Format	Number	Decimal Places	0
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Road Accident Casualties: KSI all people

Description	Percentage change in the number of people killed or seriously injured (KSI) in road traffic collisions since the previous year.		
Purpose/aim*	The national casualty reduction targets are: <ul style="list-style-type: none"> To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; Both measured against a baseline average for 1994-98.		
Definition	<p>Killed or Seriously Injured road accident casualties: Include all casualties in an authority's area on public roads, even those such as motorways that are not the authority's direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are also reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of 'Killed,' 'Serious' and 'Slight' are given in the DfT documents <i>Road Casualties Great Britain</i> and <i>Stats 20 – Instructions for the Completion of Road Accident Reports</i>.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ Where: a = BV 99a (i) for this year b = BV 99a (i) from previous year Please state whether the percentage change is positive or negative.		
Measurement Period	Previous Calendar Year	Data Source (if external)	Local Police Force or other data processing authority.
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Road Accident Casualties: KSI all people

Description	Percentage change in the number of people killed or seriously injured (KSI) in road traffic collisions since the 1994-98 average.		
Purpose/aim*	<p>The national casualty reduction targets are:</p> <ul style="list-style-type: none"> To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; <p>Both measured against a baseline average for 1994-98.</p>		
Definition	<p>Killed or Seriously Injured road accident casualties: Include all casualties in an authority's area on public roads, even those such as motorways that are not the authority's direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are also reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of 'Killed,' 'Serious' and 'Slight' are given in the DfT documents <i>Road Casualties Great Britain</i> and <i>Stats 20 – Instructions for the Completion of Road Accident Reports</i>.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where: a = BV 99a (i) for this year b = BV 99a (i) average of 1994-1998</p> <p>Please state whether the percentage change is positive or negative.</p>		
Measurement Period	Previous Calendar Year	Data Source (if external)	Local Police Force or other data processing authority.
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Road Accident Casualties: KSI children

Description	Number of children (aged under 16 years) killed or seriously injured (KSI) in road traffic collisions.		
Purpose/aim*	The national casualty reduction targets are: <ul style="list-style-type: none"> To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; Both measured against a baseline average for 1994-98.		
Definition	<p>Child Killed or Seriously Injured road accident casualties: Include all casualties in an authority's area on public roads, even those such as motorways that are not the authority's direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of 'Killed,' 'Serious' and 'Slight' are given in the DfT document <i>Road Casualties Great Britain and Stats 20 – Instructions for the Completion of Road Accident Reports</i>. 'Child' is defined as meaning under 16 years of age.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	N/A		
Measurement Period	Previous Calendar Year	Data Source (if external)	Local Police Force or other data processing authority.
Return Format	Number	Decimal Places	0
Further Guidance	N/A		
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Road Accident Casualties: KSI children

Description	Percentage change in the number of children (aged under 16 years) killed or seriously injured (KSI) in road traffic collisions since the previous year.		
Purpose/aim*	<p>The national casualty reduction targets are:</p> <ul style="list-style-type: none"> To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; <p>Both measured against a baseline average for 1994-98.</p>		
Definition	<p>Child Killed or Seriously Injured road accident casualties: Include all casualties in an authority's area on public roads, even those such as motorways that are not the authority's direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of 'Killed,' 'Serious' and 'Slight' are given in the DfT document <i>Road Casualties Great Britain and Stats 20 – Instructions for the Completion of Road Accident Reports</i>. 'Child' is defined as meaning under 16 years of age.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = BV 99b (i) for this year b = BV 99b (i) from previous year</p> <p>Please state whether the percentage change is positive or negative.</p>		
Measurement Period	Previous Calendar Year	Data Source (if external)	Local Police Force or other data processing authority.
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Road Accident Casualties: KSI children

Description	Percentage change in the number of children killed or seriously injured (KSI) in road traffic collisions since the 1994-98 average.		
Purpose/aim*	<p>The national casualty reduction targets are:</p> <ul style="list-style-type: none"> To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; <p>Both measured against a baseline average for 1994-98.</p>		
Definition	<p>Child Killed or Seriously Injured road accident casualties: Include all casualties in an authority's area on public roads, even those such as motorways that are not the authority's direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of 'Killed,' 'Serious' and 'Slight' are given in the DfT document <i>Road Casualties Great Britain and Stats 20 – Instructions for the Completion of Road Accident Reports</i>. 'Child' is defined as meaning under 16 years of age.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = BV 99b (i) for this year b = BV 99b (i) average of 1994-1998</p> <p>Please state whether the percentage change is positive or negative.</p>		
Measurement Period	The previous calendar year for which data has been agreed with DfT	Data Source (if external)	Police force or other data processing authority.
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Road Accident Casualties: Slight injuries

Description	Number of people slightly injured in road traffic collisions.		
Purpose/aim*	<p>The national casualty reduction targets are:</p> <ul style="list-style-type: none"> To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; <p>Both measured against a baseline average for 1994-98.</p>		
Definition	<p>Slight injury road accident casualties: Include all casualties in an authority's area on public roads, even those such as motorways that are not the authority's direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of 'Killed,' 'Serious' and 'Slight' are given in the DfT document <i>Road Casualties Great Britain and Stats 20 – Instructions for the Completion of Road Accident Reports</i>.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	N/A		
Measurement Period	Previous Calendar Year	Data Source (if external)	Local Police Force or other data processing authority.
Return Format	Number	Decimal Places	0
Further Guidance	N/A		
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Road Accident Casualties: Slight injuries

Description	Percentage change in the number of people slightly injured in road traffic collisions since the previous year.		
Purpose/aim*	The national casualty reduction targets are: <ul style="list-style-type: none"> To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; Both measured against a baseline average for 1994-98.		
Definition	<p>Slight injury road accident casualties: Include all casualties in an authority's area on public roads, even those such as motorways that are not the authority's direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of 'Killed,' 'Serious' and 'Slight' are given in the DfT document <i>Road Casualties Great Britain and Stats 20 – Instructions for the Completion of Road Accident Reports</i>.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ Where: a = BV 99c (i) for this year b = BV 99c (i) from previous year Please state whether the percentage change is positive or negative.		
Measurement Period	Previous Calendar Year	Data Source (if external)	Local Police Force or other data processing authority.
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Road Accident Casualties: Slight injuries

Description	Percentage change in the number of people slightly injured in road traffic collisions since the 1994-98 average.		
Purpose/aim*	<p>The national casualty reduction targets are:</p> <ul style="list-style-type: none"> To reduce the number of people killed or seriously injured in road traffic accidents by 40 per cent; To reduce the number of children (under 16 years of age) killed or seriously injured in road traffic accidents by 50 per cent; <p>Both measured against a baseline average for 1994-98.</p>		
Definition	<p>Slight injury road accident casualties: Include all casualties in an authority's area on public roads, even those such as motorways that are not the authority's direct responsibility. For example, London Boroughs should include casualties on GLA roads, even though these are reported by TfL. Do not include casualties that have occurred on private roads.</p> <p>The definitions of 'Killed,' 'Serious' and 'Slight' are given in the DfT document <i>Road Casualties Great Britain and Stats 20 – Instructions for the Completion of Road Accident Reports</i>.</p> <p>Local authorities obtain these statistics from their police authority, or their agents.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = BV 99c (i) for this year b = BV 99c (i) average of 1994-1998</p> <p>Please state whether the percentage change is positive or negative.</p>		
Measurement Period	Previous Calendar Year	Data Source (if external)	Local Police Force or other data processing authority.
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local, though authorities should have regard to the national targets set out above in setting their targets.		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Temporary Road Closures

Description	Number of days of temporary traffic controls, or road closure, on traffic sensitive roads, caused by roadworks, per km of traffic sensitive road.		
Purpose/aim	To monitor the number of days that road closures take place due to road works.		
Definition	<p>Total number of days temporary traffic controls (manual or by traffic lights) were in place on traffic sensitive streets or the road was closed, due to local authority road works per kilometre of traffic sensitive streets. (Exclude traffic controls at road works that were completed in less than a day).</p> <p>Authorities identify which roads are traffic sensitive roads by referring to Clause 13(1)(a)-(e) of Street Works Regs.</p> <p>For roadworks lasting more than one day, they should only be included within this indicator if one or more of the criteria outlined in Clause 13(1)(a)-(e) of the Street Works (Registers, Notices, Directions and Designations) Regulations 1992 (to be updated by the 2005 version in late 2005)* are affected by the period of control/closure.</p> <p>Where the legislation allows for a road's traffic sensitive status to apply only at certain times, the indicator is measured only at the times when the traffic sensitive status is in place. If the work is done on two or more days when the road is traffic sensitive then one counts the total of those days in the indicator.</p> <p>BV 100 does not require authorities to measure the number of days of temporary traffic controls, or road closure on traffic sensitive roads, caused by utility works.</p> <p>*DfT will inform all local authorities when the legislation is updated.</p>		
Formula/ Worked E.g.	<p>Total number of days of temporary traffic controls or road closures on traffic sensitive roads = 5000</p> <p>Total kilometres of traffic sensitive roads on authority network = 1000</p> <p>Indicator Result = 5000/1000 = 5</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (Days)	Decimal Places	2
Further Guidance	For TfL this indicator applies to traffic sensitive streets in the TLRN.		
Target Setting	Local		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London		



Passenger Journeys on Buses

Description	Number of local bus passenger journeys originating in the authority area undertaken each year.		
Purpose/aim	To monitor the number of passengers using local bus networks.		
Definition	<p>Only count bus passenger journeys originating from in the authority. Local service is defined in section 2 of the Transport Act 1985 or the Greater London Authority Act 1999. 'Originating in the local authority' meaning that the journey started in the local authority. Cross boundary journeys are included.</p> <p>The indicator includes all bus operators serving the general public, but not school buses, or 'dial-a-ride' services. However school children travelling on a bus operating a local service available to the general public whether for free or not, should be counted.</p> <p>Please enter these figures in full on the submission e.g. 679,000,000, not 679.</p> <p>Local authorities are expected to collect this information themselves from all the bus operators in their area.</p> <p>Exclude children under the age of 5 from the figures, where bus companies include under-5s in their returns to the authority some judgement will have to be made on the adjustment of the figures. Where an adjustment has been made by the authority this should be noted in the BVPP.</p>		
Formula/ Worked E.g.	N/A		
Measurement Period	Current Financial Year	Data Source (if external)	Bus companies
Return Format	Number (in full)	Decimal Places	0
Target Setting	Local		
Scope	County Councils, Unitary Councils, Passenger Transport Authorities, Transport for London, Council of the Isles of Scilly.		



Pedestrian Crossings with Facilities for Disabled People

Description	The percentage of pedestrian crossings with facilities for disabled people, as a proportion of all crossings in the local authority area.
Purpose/aim	To monitor the number of crossings that have appropriate facilities for disabled people.
Definition	<p>Calculate the percentage of signal controlled crossings incorporating dropped kerbs, tactile paving and audible and tactile signals (as appropriate) installed in accordance with the following.</p> <p>For the purposes of calculating this indicator:</p> <ul style="list-style-type: none"> • a pedestrian crossing will be defined as a signal-controlled crossing carrying pedestrians across a highway from one footway to another footway, irrespective of any intermediate islands or refuges; • a mid-block crossing of either a single or dual carriageway will count as one crossing; and • a four-arm junction with crossings on all arms would count as four crossings, regardless of whether the arms are single or dual carriageways. <p><u>Audible and tactile signals:</u></p> <p>Crossings installed before the revised indicator came into operation on 1 April 2002 must be fitted with either audible or tactile indicators. Crossings installed or substantially refurbished after that date should be counted only if they have both tactile and audible indicators, except where it would be unsafe to install audible indicators (either standard or ‘bleep and sweep’) or where local objections have led to their removal.</p> <ul style="list-style-type: none"> • Audible & Tactile Signals at Pelican Crossings, TAL 4/91, DTLR 1991. • Audible & Tactile Signals at Signal Controlled Junctions, TAL 5/91, DTLR 1991. <p><u>Tactile surfaces</u></p> <p>All crossings should be installed or refurbished with tactile paving and dropped kerbs in accordance with the Department for Transport’s Guidance on the use of tactile paving surfaces (DTLR 1999). However it is recognised that changes may occur during the life of a crossing, so that dropped kerbs on older crossings may still be regarded as compliant with an upstand up to 3mm different from the dimensions in the guidance.</p> <ul style="list-style-type: none"> • Guidance on the use of tactile paving surfaces, DETR 1998 (dropped kerbs & tactile paving). <p><u>Tactile surfaces</u></p> <p>All crossings should be installed or refurbished with tactile paving and dropped kerbs in accordance with the Department for Transport’s Guidance on the use of tactile paving surfaces (DTLR 1999). However it is recognised that changes may occur during the life of a crossing, so that dropped kerbs on older crossings may still be regarded as compliant with an upstand up to 3mm different from the dimensions in the guidance.</p> <ul style="list-style-type: none"> • Guidance on the use of tactile paving surfaces, DETR 1998 (dropped kerbs and tactile paving).

Pedestrian Crossings with Facilities for Disabled People (Cont'd)

	<p><u>General</u></p> <p>It is not possible for guidance to cover all potential variations in physical conditions at crossings throughout the country. Those crossings counted as meeting the BVPI will have the facilities appropriate to their local conditions. A local authority should make their own assessment of whether a crossing complies with this BVPI, and record the reasons for their decision for possible examination by the Audit Commission.</p> <p>However, it is not acceptable for a crossing to be regarded as compliant in circumstances where other traffic management alterations could be made to allow the crossing to be fully compliant. For example, if the installation of additional detection to allow an extended clearance period when traffic is caught within a junction at the end of the vehicle green would in turn allow installation of audible and/or tactile indicators in circumstances where otherwise such signals would not be provided for risk of directing visually-impaired pedestrians to begin crossing when traffic was still moving. Similarly, crossings should not be counted as compliant if fitting a [noise reducer] on the crossing could overcome objections from neighbours about noise nuisance.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where: a = crossings with facilities for disabled people b = all crossings</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	<p>For further guidance see the following</p> <ul style="list-style-type: none"> • The Design of Pedestrian Crossings, LTN 2/95, TSO 1995 • Puffin Pedestrian Crossings, TAL 1/01. • Installation of Puffin Pedestrian Crossings, TAL 1/02. <p>Inclusive Mobility – A guide to best practice on access to pedestrian and transport infrastructure.</p>		
Target Setting	Local		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Footpaths and Rights of Way Easy to Use by the Public

Description	The percentage of the total length of rights of way in the local authority area, that are easy to use by the general public.		
Purpose/aim	To monitor the condition of rights of way, so as to increase the opportunities for access to, and improve enjoyment of, the countryside.		
Definition	<p>Authorities should use the CSS methodology as a benchmark standard, which is based on a minimum 5% random sample of <i>lengths</i> of rights of way.</p> <p>Easy to use means rights of way that are:</p> <ul style="list-style-type: none"> • Signposted where they leave the road in accordance with section 27 of the Countryside Act 1968 and to the extent necessary to allow users to follow the path; • Free from unlawful obstructions or other interference, (including overhanging vegetation) to the public's right of passage; • Surface and lawful barriers (e.g., stiles, gates) in good repair and to a standard necessary to enable the public to use the way without undue inconvenience. 		
Formula/ Worked E.g.	$N = (a / b) \times 100$ <p>Where: a = lengths of footways which are easy to use b = total length of footway</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Target Setting	Local		
Scope	Metropolitan Authorities, Unitary Authorities, County Councils, London Boroughs where applicable, Common Council of the City of London, Council of the Isles of Scilly.		



Condition of Surface Footway

Description	Percentage of the category 1, 1a and 2 footway network where structural maintenance should be considered.		
Purpose/aim	This PI gives an indication of the % length of the category 1, 1a and 2 footway network that might require structural maintenance.		
Definition	<p>Footway categories are defined in the Code of Practice for Maintenance Management (The Institution of Highways and Transportation, 2001).</p> <p>This indicator is based on the collection and analysis of Detailed Visual Inspection (DVI) measurements. It is designed to provide the percentage length of the footway network with a Footway Condition Index greater than a defined threshold value.</p> <p>It will be based on a 50 per cent survey of Category 1, 1a and 2 footways each year, so that the complete Category 1, 1a and 2 network will be covered every two years.</p> <p>Identify those UKPMS sections with Category 1, 1a or 2 footways. From those sections, select one half, randomly, by number rather than section length (i.e. if there are 200 sections, select 100). The remaining half of the sections would be included in the following year.</p>		
Formula/ Worked E.g.	<p>Authorities should measure the percentage length of the footway Category 1, 1a and 2 network with a Footway Condition Index greater than or equal to a threshold value of 20.0, calculated using the Variable Length Merge method set out within UKPMS through Version 5.01* of the Rules and Parameters. These rules cover different footway types and the defects associated with the type of footway (e.g. bituminous, flags) on different footway categories (hierarchies).</p> <p>* Or most recent version available</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	http://www.dft.gov.uk/stellent/groups/dft_roads/documents/page/dft_roads_029682.hcsp		
Target Setting	Local		
Scope	Metropolitan Councils, Unitary Councils, London Boroughs, County Councils, Common Council of the City of London, Council of the Isles of Scilly, Transport for London.		



Rectification of Street Lighting Faults: non DNO

Description	The average number of days taken to repair a street lighting fault, which is under the control of the local authority.
Purpose/aim	To measure the time taken by the highway authority to rectify street light faults under the highway authority's control.
Definition	<p>'Average number of days' should be calculated as the total number of calendar days that lights faulty in a year, divided by the total number of lights that are faulty in that year.</p> <p>Only include faults under the control of the local authority, i.e. do not include faults under the control of the Distribution Network Operator (DNO).</p> <p>'Faulty' means out of operation, or not operating as designed, eg. flickering. All faults should be included, even those as a result of vandalism, accidental damage, or failure of electricity supply cables owned and operated by the authority.</p> <p>Lights burning during the day (unless this is intended) should be treated as faults.</p> <p>When counting 'number of street lights' authorities should include:</p> <ul style="list-style-type: none"> • all lights which they are responsible for maintaining on all local authority roads, • street lights mounted on other structures, e.g. buildings, utilities poles etc. where the purpose of the light is to illuminate the street. • lights in highway tunnels/underpasses and pedestrian subways and all other day burners • lights which the authority is responsible for maintaining on housing estate footpaths should be included in the count, even where their details are recorded on a database other than the local authority's main highway lighting database. <p>When counting 'number of street lights' authorities should not include:</p> <ul style="list-style-type: none"> • illuminated signs, • illuminated bollards, • pedestrian crossing signs and school crossing beacons. • special event/celebrations/Christmas decorations. <p>Group faults are to be counted as the number of units out on the particular circuit that has malfunctioned</p> <p>Failure of lamps in a multi lamp lantern or in a multi-lantern street light should be counted as individual faults e.g. failure of one lantern on a twin arm is one fault, failure of both lanterns is two faults.</p> <p>If a fault recurs on the same light more than once during the year, each fault should be treated as a separate fault.</p>

Rectification of Street Lighting Faults: non DNO (Cont'd)

	<p>Calculating the time period: The start time is from the time the authority detects the fault or is notified of the fault, whichever is the sooner.</p> <p>Include faults <i>completed</i> during the relevant year (1 April 2005 to 31 March 2006 inclusive) even if the authority detected or was notified of the fault before 1 April 2005. <i>Authorities should not include faults reported during the relevant year for which completion date is later than 31 March 2006.</i></p> <p>Completion of fault time is when the unit light is put back into working order.</p> <p>Lights which are reported as faulty but are subsequently found to be out of operation due to a DNO fault should be counted. The time period for calculation is from the time the authority/agent/contractor detects the fault or is notified of the fault, whichever is the sooner, to the time the authority/agent/contractor reports the fault to the DNO.</p>		
Formula/ Worked Eg.	<p>$N = a / b$</p> <p>a = total number of calendar days that lights are faulty in a year b = total number of lights that are faulty in that year</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (Days)	Decimal Places	2
Further Guidance	See following website for detailed guidance on methodology: http://www.dft.gov.uk/stellent/groups/dft_roads/documents/divisionhomepage/032471.hcsp		
Target Setting	Local		
Scope	County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.		



Rectification of Street Lighting Faults: DNO

<p>Description</p>	<p>The average time taken to repair a street lighting fault, where response time is under the control of a DNO.</p>
<p>Purpose/aim</p>	<p>To measure the time taken by the DNO to rectify street light faults under the DNO's control.</p>
<p>Definition</p>	<p>'Average number of days' should be calculated as the total number of calendar days that lights are faulty in a year, divided by the total number of lights that are faulty in that year.</p> <p>Only include faults under the control of the control of the Distribution Network Operator (DNO).</p> <p>'Faulty' means out of operation, or not operating as designed, eg. flickering. All faults should be included, even those as a result of vandalism, accidental damage, or electricity supply cable failures.</p> <p>When counting 'number of street lights' authorities should include:</p> <ul style="list-style-type: none"> • all lights which they are responsible for maintaining on all local authority roads • street lights mounted on other structures, e.g. buildings, utilities poles etc. where the purpose of the light is to illuminate the street • lights in highway tunnels/underpasses and pedestrian subways and all other day burners • lights which the authority is responsible for maintaining on housing estate footpaths should be included in the count, even where their details are recorded on a database other than the local authority's main highway lighting database. <p>When counting 'number of street lights' authorities should not include:</p> <ul style="list-style-type: none"> • illuminated signs, • illuminated bollards, • pedestrian crossing signs and school crossing beacons. • special event/celebrations/Christmas decorations. <p>Group faults are to be counted as the number of units out on the particular circuit that has malfunctioned.</p> <p>Failure of lamps in a multi lamp lantern or in a multi-lantern street light should be counted as individual faults e.g. failure of one lantern on a twin arm is one fault, failure of both lanterns is two faults.</p> <p>If a fault recurs on the same light more than once during the year, each fault should be treated as a separate fault.</p>

Rectification of Street Lighting Faults: DNO (Cont'd)

	<p>Calculating the time period: The start time is from the time the authority/ Agent/Contractor/DNO reports the fault.</p> <p>Include faults <i>completed</i> during the relevant year (1 April 2005 to 31 March 2006 inclusive) even if the authority detected or was notified of the fault before 1 April 2005. <i>Authorities should not include faults reported during the relevant year, for which completion date is later than 31 March 2006.</i></p> <p>Completion of fault time is when the unit light is put back into working order and the fault completion is reported back to the local authority.</p>		
Formula/ Worked Eg.	<p>$N = a / b$</p> <p>a = total number of calendar days that lights are faulty in a year b = total number of lights that are faulty in that year</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number (Days)	Decimal Places	2
Further Guidance	<p>See following website for detailed guidance on methodology: http://www.dft.gov.uk/stellent/groups/dft_roads/documents/divisionhomepage/032471.hcsp</p>		
Target Setting	Local		
Scope	<p>County Councils, London Boroughs, Metropolitan Councils, Unitary Councils, Transport for London, Council of the Isles of Scilly, Common Council of the City of London.</p>		



Condition of Principal Roads

Description	Percentage of the local authority principal road network where structural maintenance should be considered.
Purpose/aim	To give an indication of the proportion of road that may require structural maintenance.
Definition	<p>The figure is derived from Scanner surveys (formerly known as TTS survey). The following provisions apply for the programming and reporting of TTS surveys:</p> <ul style="list-style-type: none"> • 100% of the network will be reported each year (nearside lane in each direction); • The BVPI must be derived from surveys carried out during financial year being reported upon; • All road surface types are included; • 'Deemed coverage' will not be permitted. <p>TTS Surveys should be carried out in the nearside lane on all Principal Roads including Single Carriageways, Dual Carriageways and Slip Roads. Roundabouts that have been referenced as separate sections are, however, excluded from the survey, since it is difficult to achieve consistency of survey on such sections.</p> <p>Local Authorities should insist that Survey Contractors fully comply with the requirements of the TTS Quality Assurance and auditing procedures that form part of the TTS Specification: http://www.ukpms.com/owner_forum/shared_files/tts_advice_note_and_specification_v1.pdf</p> <p>Only data collected using Survey Equipment possessing a valid TTS 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 BV96.</p> <p>Scanner survey facilities have been available to local authorities since 2004/05. The full Scanner specification (essential guidance to survey contractors) has been published on the UKPMS website, and a quality assurance procedure for survey machines is now in place.</p>
Formula/ Worked E.g.	<p>Processing of the outputs from TTS to produce BV96 results will be undertaken using a Tranche 3 UKPMS-accredited pavement management system using Version RP5.01* of the UKPMS Rules and Parameters.</p> <p>* Or more recent version if available</p>

Condition of Principal Roads (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	<p>The requirements for each of the data items, including accuracy and coverage requirements, as well as methods for their acceptance, are given in the TTS Advice Note and Specification Version 1.0 which is published by the Roads Board and is available from the DfT websites.</p> <p>http://www.dft.gov.uk/stellent/groups/dft_roads/documents/page/dft_roads_024103.hcspTarget</p> <p>UKPMS guidance is available: http://www.ukpms.com/tech_docs/techdocsdynamic.asp?techdocsID=28</p>		
Setting	Local		
Scope	Metropolitan Councils, Unitary Councils, London Boroughs, County Councils, Common Council of the City of London, Council of the Isles of Scilly, Transport for London.		



Condition of Non-Principal Classified Roads

Description	Percentage of the non-principal classified road network where maintenance should be considered		
Purpose/aim	This PI gives an indication of the proportion of non-principal classified roads that may require maintenance.		
Definition	<p>The outturn for the BVPI is derived from SCANNER (Surface Condition Assessment for the National Network of Roads) surveys.</p> <p>The following provisions apply for the programming and reporting of SCANNER surveys:</p> <ul style="list-style-type: none"> • 100% of B roads will be surveyed each year in one direction¹; • A sample of at least 10% of C roads will be surveyed each year in one direction; • The BVPI must be derived from surveys carried out during the financial year being reported upon; • All road surface types are included; • ‘Deemed coverage’ will not be permitted; • Authorities must refer to DfT guidance (see web link below) for detailed explanation of the above points <p>The requirements for each of the data items, including accuracy and coverage requirements, as well as methods for their acceptance, are given in the <i>SCANNER Specification</i> which is published by the Roads Board and is available from the DfT and UKPMS websites.</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 that 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 BV97a.</p>		
Formula/ Worked E.g.	<p>Processing of the outputs from SCANNER to produce BV97a results will be undertaken using a Tranche 3 UKPMS-accredited pavement management system using Version RP5.01* of the UKPMS Rules and Parameters.</p> <p>* Or more recent version if available</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2

Condition of Non-Principal Classified Roads (Cont'd)

Further Guidance	<p>The requirements for each of the data items, including accuracy and coverage requirements, as well as methods for their acceptance, are given in the TTS Advice Note and Specification Version 1.0 which is published by the Roads Board and is available from the DfT websites.</p> <p>http://www.dft.gov.uk/stellent/groups/dft_roads/documents/page/dft_roads_024103.hcsp</p> <p>UKPMS guidance is available: http://www.ukpms.com/tech_docs/techdocsdynamic.asp?techdocsID=28</p>
Target Setting	Local
Scope	Metropolitan Councils, Unitary Councils, London Boroughs, County Councils, Common Council of the City of London, Council of the Isles of Scilly.



Condition of Unclassified Roads

Description	Percentage of the unclassified road network where structural maintenance should be considered.		
Purpose/aim	This PI gives an indication of the proportion of unclassified roads that may require structural maintenance.		
Definition	<p>Based on a visual survey of a proportion of the unclassified road network (minimum 25% per year) using either a UKPMS Coarse Visual Inspection Survey (CVI) or a more detailed equivalent visual inspection survey (DVI).</p> <p>Visual surveys must be carried out in accordance with the UKPMS Visual Survey Manual, Version 1.0. Detailed Visual Inspection (DVI) surveys may also be used, if carried out in accordance with version RP3.02 of the UKPMS Rules and Parameters.</p> <p>Concrete or part-covered roads should be included in the visual survey for BV97(b).</p> <p>Where CVI and DVI results are combined, CVI data must not be mixed with unconverted DVI data. If DVI surveys are to be used as the basis for the survey, they should be converted to a 'CVI-equivalent' survey using Version 2.0 or later of the UKPMS HMDIF Conversion Software, and processed as a CVI survey. The HMDIF Conversion Software is available from the UKPMS Project Support Team.</p> <p>When submitting their result for this indicator, authorities should state, in the Best Value Performance Plan, the percentage (of their entire unclassified road network) that is being used to produce the 2004/05 result, and the type of survey on which it has been based (CVI or DVI).</p>		
Formula/ Worked E.g	Data should be processed in accordance with a fully accredited UKPMS system, configured using UKPMS Rules and Parameters 5.01, using variable length processing. Users of Tranche 3 accredited systems should note that, at this stage, condition projection is not required to be used.		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	The details of the calculation that the software should perform to produce this PI report are contained in Part 2 of UKPMS Technical Note 27. The Technical Note can be obtained from Regional and Local Transport Strategy and Funding 3 branch at DfT, 3/23, Great Minster House, 76 Marsham Street, London, SW1P 4DR. Alternatively, it can be obtained from the UKPMS website at www.ukpms.com .		
Target Setting	Local		
Scope	Metropolitan Councils, Unitary Councils, London Boroughs, County Councils, Common Council of the City of London, Council of the Isles of Scilly.		



Environmental Health & Trading Standards Checklist

Description	Score against a checklist of best practice for: a) Environmental Health b) Trading Standards Please return two separate figures.
Purpose/aim	To ensure that local authorities have the procedures in place to carry out their enforcement duties effectively.
Definition	<p>Written enforcement policies ‘Enforcement’ means action carried out in the exercise of, or against the background of, statutory enforcement powers.</p> <p>Is there demonstrable evidence in respect of the following:</p> <p>1a) Does the authority have written and published enforcement policy/policies, formally endorsed by its Members that cover all aspects of environmental health and trading standards enforcement?</p> <p>1b) Is non-compliance with statutory requirements followed up in accordance with the enforcement policy/policies?</p> <p>1c) Do the policy/policies confirm that the authority has signed the Enforcement Concordat?</p> <p>1d) Do the policy/policies take into account the guidance set out in ‘The Code for Crown Prosecutors’?</p> <p>1e) Do the policy/policies include the criteria to be met before formal enforcement by the authority?</p> <p>The general criteria needs to be set out in the policy to demonstrate when and why ‘formal enforcement’ will occur. Formal action includes issue of statutory notices, home office cautions and prosecutions/injunctions.</p> <p>Enforcement staff need guidance on what level of enforcement is appropriate under differing circumstances. Local authority guidance should address these issues in line with its enforcement policy.</p> <p>1f) Do the policy/policies make provision for situations where there is a shared enforcement role?</p> <p>Policy/policies will need to allow in general terms for situations where there is a shared or complementary enforcement role with other agencies, such as the Police, HSE, or OFT for example, Trading Standards services and the Housing service in the same authority working together on letting agents.</p> <p>1g) Do the policy/policies make provision for the particular interests of consumers within the authority’s area including business owners, employees and the public?</p> <p>1h) Are the policy/policies mentioned above followed, monitored, and reported on, and any variations addressed within a service plan or BVPP?</p>

Environmental Health & Trading Standards Checklist (Cont'd)

Definition (continued)

Planned enforcement activity

2. Does the authority have risk-based inspection programmes, and sampling and surveillance regimes for regulatory services that:

2a) meet legal requirements?

2b) otherwise have regard to official guidance?

2c) otherwise have regard to other appropriate professional guidance and standards?

Each time new guidance is given counts as regular reviews.

3. Are the programmes and regimes mentioned in question 2 followed, monitored, and reported on, and any variations addressed within a service plan or BVPP?

4. Does the authority have targeted educational and information programmes?

Authorities need to have identified local needs for consumer and business education and information, developed relevant programmes and promoted them.

Programmes may be run in partnership with *for example* businesses, employer and employer representatives, education, consumer professionals, OFT, Police, other services within a local authority, and community groups.

Programmes may *for example* involve distribution of leaflets, making leaflets available in libraries, holding workshops and seminars, poster campaigns, advertisements, use of the media (local newspapers), training, award schemes, newsletters, promoting compliance and awareness, advice surgeries/workshops, health promotion, and the national curriculum.

5. Are the programmes mentioned in question 4 followed, monitored, and reported on, and any deviations from the planned programmes addressed within a service plan or BVPP?

Reactive and responsive enforcement activity

6. Does the authority have and implement policies, procedures and standards for:

6a) responding to and dealing with complaints made to the local authority about a third party and requests for services regarding statutory enforcement functions?

6b) supporting the provision of consumer advice, including on participation in Consumer Direct within your region or in a Consumer Support Network?

Where an authority considers that it is giving active consideration to a CSN, these elements of the framework would need to be under consideration as a minimum.

7. Does the authority have and implement policies, procedures and standards for responding to and dealing with:

7a) statutory notifications (E.g. RIDDOR reports of accidents, occupational diseases and dangerous occurrence)?

7b) the referral to other regulators of relevant information received where there is wider regulatory interest?

8. Are the policies, procedures and standards mentioned above in questions 6 and 7 followed, monitored, and reported on, and any variations addressed within a service plan or BVPP?

Environmental Health & Trading Standards Checklist (Cont'd)

Definition (continued)	<p>Appropriate Resources</p> <p>9. Has the authority within the last five years benchmarked its resources for relevant services against similar local authorities or comparable service providers including private and voluntary?</p> <p>To be able to answer 'Yes' to this question, the authority must have benchmarked its resources for relevant functions against;</p> <ul style="list-style-type: none"> • similar local authorities, e.g.; • in benchmarking clubs or by means of published data; • or with local authorities with similar population size or urban/rural mix; • comparable service providers including private and voluntary. <p>The benchmarking exercise must have occurred in the last five years.</p> <p>Consultation and satisfaction levels</p> <p>10a) Does the authority have a range of mechanisms in place to consult stakeholders affected by their service regarding the development of the enforcement policy?</p> <p>10b) Does the authority have a range of mechanisms in place to consult stakeholders affected by their service regarding satisfaction levels?</p> <p>10c) And are the consultation responses considered and acted upon?</p>
Formula/ Worked Eg.	<p>Outturns for Environmental Health and Trading Standards should be reported separately. This means authorities providing both services, e.g. Unitaries, report two separate figures.</p> <p>The maximum score for this BVPI is 10 points (100%). Each question of the indicator is worth 1 point, and some questions are broken down into sub-questions.</p> <p>Each question or sub-question requires a 'Yes' or 'No' answer. Sub-question(s) under each question are worth a fraction of 1 point. For example there are eight sub-questions under question 1 (Written enforcement policies), a 'Yes' answer across the component services to sub-question 1 a) attracts a score of 1/8th. A 'Yes' answer across the component services to six sub-questions under question 1 attracts a score of 6/8ths or 0.75.</p> <p>Scoring 'Not applicable'</p> <p>If a question, sub-question or part of a sub-question does not apply to a particular function, then this question/ sub-question or its part can be removed and recorded as 'Not applicable' (N/A).</p> <p>If in the case of any particular function, authorities generally lack either the discretion or an accepted framework to construct risk-based inspection programmes, that part of the question may be ignored; the question to be answered and scored then becomes:</p> <p><i>'Does the authority have sampling and surveillance regimes for regulatory services that meet legal requirements, otherwise have regard to other appropriate professional guidance standards'</i></p> <p>Similarly, if sampling is not a feature of a particular function, the question should be modified accordingly.</p>

Environmental Health & Trading Standards Checklist (Cont'd)

Formula/ Worked Eg. (continued)	<p>Scoring 'Nil' Using question 1 as an example:</p> <p>1a) 'Does the authority have written and published enforcement policy/policies, formally endorsed by its Members that cover all aspects of environmental health and trading standards enforcement?'</p> <p>If one component function of the authority's EH service does have a written enforcement policy and another component function doesn't, then the score for this sub-question will be 'nil'. A 'yes' answer must be obtained across each of the component functions to achieve a score (1/8th).</p> <p>Final Percentage The final score out of 10 is to be reported as a percentage.</p> <p>To report the final percentage: to obtain a positive score against a question/sub-question, all the component functions under Environmental Health or Trading Standards must answer 'Yes'</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	<p>The National Performance Framework guidance for 2004/05 can be accessed at:</p> <p>http://www.dti.gov.uk/ccp/topics1/pdf1/pmguide05.pdf</p> <p>Authorities should list the component functions they provide under the Environmental Health and Trading Standards general headings in their BVPP. Depending on how the local authority allocates its Environmental Health or Trading Standards component functions, some functions may fall into the alternative category as listed above, e.g. licensing and food standards may be carried out by a trading standards department. Therefore the list above is flexible and should represent the actual situation within the authority.</p> <p>The full set of questions and related guidance for this PI can be viewed at http://www.odpm.gov.uk/stellent/groups/odpm_localgov/documents/page/odpm_locgov_609122.hcsp</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, District Councils, Common Council of the City of London.		



Identifying Contaminated Land

Description	Number of 'sites of potential concern' [within the local authority area], with respect to land contamination.
Purpose/aim	These two linked indicators measure progress in gathering and considering information to identify sites of potential concern with respect to land contamination, and progress in making decisions about those sites. Information gathered at a strategic level informs decisions at the level of individual sites about the need for remediation, in accordance with policy and legislation on contaminated land.
Definition	<p>'Sites of potential concern' are particular landsites where in the view of the authority, on the basis of the history, use and other characteristics of the land, or other information, it is possible that a pollutant linkage may exist or arise and that remediation may be needed and either of the following applies:</p> <p>a) sufficient detailed information is not yet available to decide whether or not remediation is needed. These cases include particular land in a detailed programme of inspection drawn up by the authority in connection with Part IIA statutory guidance on inspection; and other land where, on the same basis, it is possible that a pollutant linkage exists or that one might be created as a result of development etc; or</p> <p>b) there is sufficient detailed information available to make a decision.</p> <p>'Sufficient detailed information' means sufficient in terms of B18(a) of the Part IIA statutory guidance on inspection, i.e. sufficient to decide whether or not remediation is necessary; or sufficient in terms of PPS 232, i.e. the equivalent decision required in connection with the grant of planning permission on certain land (see further guidance in BV216b). Information from any source can be taken into account, including that provided in connection with planning applications and other proposals.</p> <p>'Pollutant linkage' is defined in the Part IIA statutory guidance.</p> <p>'Remediation' is defined in the Part IIA statutory guidance.</p> <p>Do not, in order to populate the indicator, sub-divide sites artificially or depart from the priorities for inspection established under Part IIA.</p>

4 Part IIA of the Environmental Protection Act 1990 and its statutory guidance in DETR Circular 02/2000 (Contaminated Land).
2 PPS 23 – Planning and Pollution Control – Annex 2 (ODPM. Nov 2004)

Identifying Contaminated Land (Cont'd)

Formula / Worked eg.	$N = (a + b)$ <p>Where: a = sites where sufficient detailed information is not yet available b = sites with sufficient detailed information available</p>		
Measurement Period	Current Financial Year Snapshot on 31st March	Data Source (if external)	N/A
Return Format	Number	Decimal Places	0
Further Guidance	Details of the law, policy and guidance on contaminated land can be found on the Defra contaminated land webpages at: http://www.defra.gov.uk/environment/land/contaminated/index.htm		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Common Council of the City of London.		



Information on Contaminated Land

Description	Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary, as a percentage of all 'sites of potential concern'.
Purpose/aim	These two linked indicators measure progress in gathering and considering information to identify sites of potential concern with respect to adverse effects of land contamination, and progress in making decisions about those sites. Information gathered at a strategic level informs decisions at the level of individual sites about the need for remediation, in accordance with policy and legislation on contaminated land.
Definition	<p>This number includes:</p> <ul style="list-style-type: none"> • sites already given a detailed inspection under and in accordance with the Part IIA statutory guidance; and • sites given equivalent consideration by the authority (including in connection with a planning application, or a permission granted), on the basis of information given to or held by the authority. <p>'Detailed inspection' is defined in the Part IIA statutory guidance on inspection</p> <p>'Sufficient detailed information' – see definition in BV216a, and further guidance below.</p> <p>Detailed points: It is not necessary to have determined the site under Part IIA, or formally received or decided a planning application, to include it under BV 216b. It is not necessary to have made a formal decision under legislation (as to whether remediation is necessary)</p> <p>Do not, in order to populate the indicator, sub-divide sites artificially or depart from the priorities for inspection established under Part IIA.</p> <p>Where sufficient detailed information becomes available for part of a site, that fraction of the site can be assigned to BV 216b.</p> <p>Information is "sufficient" even if further information is still needed to fully characterise the site, or decide the scale and nature and detail of that remediation, or liability, etc, or if further problems emerge later on.</p> <p>Information is not sufficient if it points to a need for further investigation as to possible risk in order to establish whether remediation is needed.</p> <p>It should be noted that Part IIA requires the LA to identify the most pressing and urgent sites first. These may not correspond to the most difficult or, equally, the most simple cases.</p> <p>'Sites of potential concern' is defined in BV 216a. The numerator for this BVPI should be BV 216a.</p>

Information on Contaminated Land (Cont'd)

Formula / Worked eg.	$N = (a + b) \times 100$ <p>Where: a = BV 216a b = Number of sites for which sufficient detailed information is available</p>		
Measurement Period	Current Financial Year Snapshot on 31st March	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	Details of the law, policy and guidance on contaminated land can be found on the Defra contaminated land webpages at: http://www.defra.gov.uk/environment/land/contaminated/index.htm		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Common Council of the City of London, Council of the Isles of Scilly.		



Pollution Control Improvements

Description	Percentage of pollution control improvements to existing installations completed on time.
Purpose/aim	To record performance in delivering the improvements envisaged in statutory guidance issued on pollution control standards for Part A(2) and B installations. Authorities should <i>aim</i> to secure completion of at least 90% of all pollution control improvements to the timetable specified in the guidance.
Definition	<p>An 'installation' is a 'technical unit' where one or more industrial activities listed in Schedule 1 of the Pollution Prevention and Control (PPC) Regulations 2000 are carried out.</p> <p>'Existing processes/installations' are those which</p> <ol style="list-style-type: none"> a) were being carried on at some time in the 12 months immediately preceding the first day of the month following publication of the relevant guidance note, or b) processes which are to be carried on at a works, plant or factory, or by means of mobile plant, which was under construction, or in the course of manufacture, or in the course of commission, on the first day of the month following publication of this guidance, or the construction or supply of which was the subject of a contract entered into before that date. <p>'Part A(2) installations' are those subject to integrated pollution prevention and control regulation by local authorities.</p> <p>'Part B installations' are those subject to local air pollution prevention and control by local authorities.</p> <p>All relevant guidance notes are published on the Defra website: http://www.defra.gov.uk/environment/ppc/index.htm</p> <p>'Pollution control improvements' are those specified in the table found in the published A(2) and B guidance notes issued to local authorities under the PPC Regulations. The table specifies the improvements to be made and a timetable within which they should be completed. A row in the table may refer to one or a collection of improvements. Each row constitutes one 'pollution control improvement' for the purposes of this performance indicator.</p> <p>'Completed' means that the core pollution control purpose has been achieved. If there are minor ancillary matters that have not yet been complied with, the pollution control improvements can be recorded as complete for the purpose of this BVPI. Examples of such ancillary matters are:</p> <ul style="list-style-type: none"> – where abatement equipment has been installed and commissioning has shown that the specified emission limit is being met by the deadline, but there is as yet no formal report of the commissioning trials – where the monitoring technique has been changed by the deadline but the next scheduled monitoring is not in fact due until after the deadline

Pollution Control Improvements (Cont'd)

Definition (Cont'd)	<p>'On time' for the purpose of this indicator means within the timetable specified in the A(2) and B guidance notes issues to local authorities under the PPC Regulations.</p> <p>Local authorities have a statutory duty to have regard to this guidance. Defra expect local authorities only to deviate from it where there is good reason to do so, as per the 'Best Available Techniques' concept enshrined in the legislation, which is ultimately site specific.</p>		
Formula/ Worked Eg.	<p>PG3/2(04) (manufacture of heavy clay goods and refractory goods), published in September 2004 contains a table 1 headed 'compliance timetables'.</p> <p>Two of the rows in the table relate to what is expected before new installations are first given a permit or in the event that an operator changes specified equipment. These two rows do not therefore relate to guidance note-driven improvements to existing installations and are not relevant for the purposes of the PI. The three other rows specify improvements for existing installations.</p> <p>One row states 'Deliveries to silos from road vehicles should only be made by tankers with an on board (truck mounted) relief valve and filtration system or an alternative agreed technique must be used' and the compliance date is specified as 36 months. Therefore, all installations covered by this guidance note should be meeting this provision by the end of September 2007 and this will be covered by the PI reporting year 2007/8.</p> <p>Likewise, the row which specifies that all other provisions in the guidance should be complied with as soon as possible which in most cases should be within 12 months, will have an end-September 2005 compliance date.</p> <p>Therefore, in the case of the other provisions to be completed by end-September 2005, if they are completed (subject to minor ancillary matters – see above), they will score 1 out of 1 for the 2005/06 measurement period.</p> <p>Assuming X local authority has identified 20 improvements due for completion within 2005/06, and 18 of them have been completed, this scores 18 out of 20, i.e. 90%.</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Further Guidance	<p>Any queries on this definition can be raised with Defra's local air pollution branch. Contact details for the local air pollution branch, and all relevant Defra guidance can be found at the link on: http://www.defra.gov.uk/environment/ppc/index.htm</p>		
Target Setting	Local		
Scope	<p>Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Port Health Authorities, Council of the Isles of Scilly, Common Council of the City of London.</p>		



Abandoned Vehicles

Description	Percentage of new reports of abandoned vehicles investigated within 24hrs of notification.		
Purpose/aim	<p>To encourage quick investigation of reports of abandoned vehicles. Abandoned vehicles add to fear of crime as well as being a hazard in themselves.</p> <p>The returns from this BVPI will be used to establish a baseline figure to inform us how many abandoned vehicle reports are being investigated within this time period.</p>		
Definition	<p>'Notification' means either:</p> <ul style="list-style-type: none"> a) the point from which a Local Authority receives a report of a suspected abandoned vehicle from a member of the public, or other authority; or b) a member of staff suspects an vehicle is abandoned. <p>'Investigation' means that the Local Authority authorised officer will make enquiries into the status of the vehicle to confirm whether in their opinion it is abandoned.</p> <p>The 24-hour period in the title of this BVPI excludes weekends and bank holidays, but does include other hours outside of the normal working day.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = number of reports of abandoned vehicles investigated within 24 hours</p> <p>b = total number of abandoned vehicles reported</p>		
Measurement Period	Present Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Abandoned Vehicles – removal

Description	Percentage of abandoned vehicles removed within 24 hours from the point at which the Authority is legally entitled to remove the vehicle
Purpose/aim	<p>To encourage quick removal of abandoned vehicles from the public realm. Abandoned vehicles add to fear of crime as well as being a hazard in themselves.</p> <p>The returns from this BVPI will be used to establish a baseline figure to inform us how many abandoned vehicles are being removed within this time period.</p>
Definition	<p>As per the Refuse Disposal (Amenity) Act 1978 the term 'vehicle' is any motor vehicle or trailer, or anything which forms part of a motor vehicle or trailer, including any item contained within it.</p> <p>An 'abandoned vehicle' is one which:</p> <ul style="list-style-type: none"> • appears to a local authority to have been abandoned without lawful authority, and • the authorised officer at the local authority decides that it is abandoned. <p>'Legally entitled to remove the vehicle' is defined as the point at which the authority can remove the vehicle, which will vary according to the vehicle and where it is abandoned. Once the report of an abandoned vehicle has been investigated by the authorised office and a decision made to the status of the vehicle, under current legislation the notification period is;</p> <p>Vehicle on public highway and only fit for destruction Notice period: 24 hours Period before removal from confirmation the vehicle is abandoned: 48 hrs (Total minimum period since vehicle reported: 72 hours)</p> <p>Vehicle on public highway and not only fit for destruction Notice period: None Period before removal from confirmation the vehicle is abandoned: 24 hrs (Total minimum period since vehicle reported: 48 hours)</p> <p>Vehicle not on public highway Notice period: 15 days Period before removal from point at which confirmation the vehicle is abandoned: 16 days (Total period since vehicle reported: 17 days)</p> <p>Whether the vehicle is fit for destruction is down to the discretion of the local authority officer involved.</p> <p>The 24-hour period in the title of this BVPI excludes weekends and bank holidays, but should includes other hours outside of the normal working day.</p>

Abandoned Vehicles – removal (Cont'd)

Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Number of vehicles which are in the opinion of the local authority officer to be abandoned which are removed within 24 hours b = Total number of abandoned vehicles removed</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Council of the Isles of Scilly, Common Council of the City of London.		



New Homes on Previously Developed Land

Description	Percentage of new homes built on previously developed land.
Purpose/aim	To encourage the provision of additional housing on previously developed land and through conversions of existing buildings in order to minimise development on green fields.
Definition	<p>Any new housing unit including a second or holiday home etc. must be counted in this indicator.</p> <p>‘New homes’ includes units created through conversions. The number of new buildings including conversion should be the gross rather than the net figure – so if one house is converted into three flats you count three in the numerator not two.</p> <p>For the purposes of this indicator, ‘previously developed land’ is that which is, or was, occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure. The definition covers the curtilage of the development. Previously-developed land may occur in both built-up and rural settings. The definition includes defence buildings and land used for mineral extraction and waste disposal where provision for restoration has not been made through development control procedures.</p> <p>The definition excludes land and buildings that are currently in use for agricultural or forestry purposes, and land in built-up areas which has not been developed previously (e.g. parks, recreation grounds, and allotments – even though these areas may contain certain urban features such as paths, pavilions and other buildings). Also excluded is land that was previously developed but where the remains of any structure or activity have blended into the landscape in the process of time (to the extent that it can reasonably be considered as part of the natural surroundings), and where there is a clear reason that could outweigh the re-use of the site – such as its contribution to nature conservation – or it has subsequently been put to an amenity use and cannot be regarded as requiring redevelopment.</p>
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where: a = number of new homes built on previously developed land b = total number of new homes</p>

New Homes on Previously Developed Land (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	Indicator now refers to Annex C of the published final version of PPG3. http://www.odpm.gov.uk/stellent/groups/odpm_control/documents/contentservertemplate/odpm_index.hcst?n=3383&l=3		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities, the Broads Authority.		

**Planning Applications: Major Applications**

Description	Percentage of major applications determined within 13 weeks.		
Purpose/aim	To ensure local planning authorities determine planning applications in a timely manner.		
Definition	<p>All local planning authorities except county councils should use ODPM form PS2. Major applications are defined as rows 1-5; minor applications as rows 6-10; other applications as rows 11-18</p> <p>For county councils, percentage of total planning decisions determined in 13 weeks as shown in the section giving details of all planning decisions made on ODPM form CPS1/2. Decisions where environmental assessments have taken place should be excluded from this calculation by county councils but not by other local authorities. County councils assess time for completion of all other applications within 13 weeks regardless of whether major or not.</p> <p>The first day counts as day zero and is when the local authority receives the completed application and the correct fee and not when that application and fee are entered on the authority's system if that is later.</p> <p>The notes to the PS2 state that 'Time spent in abeyance should be included in the total time taken (on no account should the clock be stopped) and the processing period must not be suspended awaiting amended plans nor restarted upon receipt of amended plans.'</p> <p>Situations where the applicant withdraws a planning application, for example, they have changed their mind about the development, should not be counted.</p> <p>Cases where the decision goes to appeal: the clock stops ticking on the date when the local authority issues a decision notice. Therefore the period of the appeal is not taken into account.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = number of major planning applications completed in 13 weeks b = total number of major planning applications</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local authorities are subject to Government set development control targets. 109a – 60%, 109b – 65%, 109c – 80%. Statutory standards apply to authorities which have performed particularly poorly for this indicator.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities, the Broads Authority.		

**Planning Applications: Minor applications**

Definition	Percentage of minor applications determined within 8 weeks		
Purpose/aim	To ensure local planning authorities determine planning applications in a timely manner.		
Definition	<p>All local planning authorities except county councils should use ODPM form PS2. Major applications are defined as rows 1-5; minor applications as rows 6-10; other applications as rows 11-18</p> <p>For county councils, percentage of total planning decisions determined in 13 weeks as shown in the section giving details of all planning decisions made on ODPM form CPS1/2. Decisions where environmental assessments have taken place should be excluded from this calculation by county councils but not by other local authorities. County councils assess time for completion of all other applications within 13 weeks regardless of whether major or not.</p> <p>The first day counts as day zero and is when the local authority receives the completed application and the correct fee and not when that application and fee are entered on the authority's system if that is later.</p> <p>The notes to the PS2 state that 'Time spent in abeyance should be included in the total time taken (on no account should the clock be stopped) and the processing period must not be suspended awaiting amended plans nor restarted upon receipt of amended plans.'</p> <p>Situations where the applicant withdraws a planning application, for example, they have changed their mind about the development, should not be counted.</p> <p>Cases where the decision goes to appeal: the clock stops ticking on the date when the local authority issues a decision notice. Therefore the period of the appeal is not taken into account.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = number of minor planning applications completed in 8 weeks b = total number of minor planning applications</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local authorities are subject to Government set development control targets. 109b – 65%, Statutory standards apply to authorities which have performed particularly poorly for this indicator.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities, the Broads Authority.		



Planning Applications: 'Other' applications

Description	Percentage of 'other' applications determined within 8 weeks		
Purpose/aim	To ensure local planning authorities determine planning applications in a timely manner.		
Definition	<p>All local planning authorities except county councils should use ODPM form PS2. Major applications are defined as rows 1-5; minor applications as rows 6-10; other applications as rows 11-18</p> <p>For county councils, percentage of total planning decisions determined in 13 weeks as shown in the section giving details of all planning decisions made on ODPM form CPS1/2. Decisions where environmental assessments have taken place should be excluded from this calculation by county councils but not by other local authorities. County councils assess time for completion of all other applications within 13 weeks regardless of whether major or not.</p> <p>The first day counts as day zero and is when the local authority receives the completed application and the correct fee and not when that application and fee are entered on the authority's system if that is later.</p> <p>The notes to the PS2 state that 'Time spent in abeyance should be included in the total time taken (on no account should the clock be stopped) and the processing period must not be suspended awaiting amended plans nor restarted upon receipt of amended plans.'</p> <p>Situations where the applicant withdraws a planning application, for example, they have changed their mind about the development, should not be counted.</p> <p>Cases where the decision goes to appeal: the clock stops ticking on the date when the local authority issues a decision notice. Therefore the period of the appeal is not taken into account.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = number of 'other' planning applications completed in 8 weeks b = total number of 'other' planning applications</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local authorities are subject to Government set development control targets. BV109c – 80%. Statutory standards apply to authorities which have performed particularly poorly for this indicator.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities, the Broads Authority.		



Standard Searches within 10 Days

Description	The percentage of standard searches carried out in 10 working days.		
Purpose/aim	To encourage speedy standard searches.		
Definition	<p>'Standard search' as per the statutory land search defined on Form LLC1 plus the standard search as prescribed in the Law Society's code of practice in Form COM 29, Part 1 (Standard Searches).</p> <p>Exclude searches that encompass any questions in Part 2. Include all the above searches not just the householder ones, and classes of searches, if any (e.g. for commercial premises), where different standard search fees are charged except where there is an extra charge in return for enhanced service.</p> <p>The first day counts as day zero, therefore if an application is received on one day and sent out the next working day, the search has been completed in one working day for the purposes of this BVPI.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = number of standard searches completed in 10 working days b = total number of standard searches</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	Form LLC1 and Law Society's code of practice in Form COM 29, Part 1		
Target Setting	Local		
Scope	London Boroughs, Metropolitan Councils, District Councils, Unitary Councils, Council of the Isles of Scilly, Common Council of the City of London.		

Plan-making: Development Plan

Description	Did the local planning authority submit the Local Development Scheme (LDS) by 28th March 2005 and thereafter maintain a 3-year rolling programme?		
Purpose/aim	To ensure that local planning authorities plan effectively for their areas in line with ODPM's PSA6 which states: <i>The planning system to deliver sustainable development outcomes at national, regional and local levels through efficient and high quality planning and development management processes, including through achievement of Best Value standards for planning by 2008.</i>		
Definition	The Local Development Scheme is a public statement of the local planning authority's programme for the production of local development documents. Local planning authorities must submit their first Local Development Scheme to the Secretary of State within six months of commencement of Part 2 of the Act (i.e. by 28 March 2005). It must then be kept up to date, and revised whenever a local planning authority wishes to start any new Local Development Document.		
Formula/ Worked Eg.	N/A		
Measurement Period	Previous Financial Year	Data Source (if external)	N/A
Return Format	Yes/No	Decimal Places	N/A
Further Guidance	<p>Planning Policy Statement 12 http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_030922.pdf Creating Local Development Frameworks</p> <p>http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_032593.pdf</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Borough, County Councils, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities and the Broads Authority.		

Plan-making: Milestones

Description	Has the local planning authority met the milestones which the current Local Development Scheme (LDS) sets out?
Purpose/aim	To ensure that local planning authorities plan effectively for their areas in line with ODPM's PSA6 which states: <i>The planning system to deliver sustainable development outcomes at national, regional and local levels through efficient and high quality planning and development management processes, including through achievement of Best Value standards for planning by 2008</i>
Definition	<p>The stages listed below are milestones within the LDS. LAs must work towards achieving the milestones set out in the LDS covering a minimum of 3 years.</p> <p>The milestone stages for the Statement of Community Involvement (SCI) and Development Plan Documents (DPDs) which will be measured for Best Value are:</p> <p>SCI</p> <ol style="list-style-type: none"> 1. Consultation and Participation on draft SCI 2. Submission of SCI 3. Independent Examination of SCI 4. Adoption of SCI <p>DPDs</p> <ol style="list-style-type: none"> 1. Preparation of the scoping report for the sustainability appraisal (SA) report 2. Public participation on preferred options and initial SA report 3. Submission of DPD and SA report 4. Independent Examination of DPD 5. Adoption of DPD <p>For Local Planning authorities who are continuing with the preparation of a Local Plan or Unitary Development Plan under the old system or transitional arrangements the milestone stages which will be measured for Best Value are:</p> <p>Old System</p> <ol style="list-style-type: none"> 1. Public Local Inquiry 2. Proposed Modifications 3. [Modifications Inquiry and Further Proposed Modifications] 4. Adoption <p>Transitional Arrangements</p> <ol style="list-style-type: none"> 1. Redeposit of plan 2. Public Local Inquiry 3. Adoption

Plan-making: Milestones (Cont'd)

Formula/ Worked Eg.	N/A		
Measurement Period	Previous Financial Year	Data Source (if external)	N/A
Return Format	Yes/No	Decimal Places	N/A
Further Guidance	Planning Policy Statement 12 http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_030922.pdf		
Target Setting	Local		
Scope	Metropolitan Authorities, London Borough, County Councils, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities and the Broads Authority.		

Plan-making: Monitoring Report

Description	Did the Local Planning Authority publish an annual monitoring report by December of the last year?
Purpose/aim	To ensure that local planning authorities plan effectively for their areas in line with ODPM's PSA6 which states: <i>The planning system to deliver sustainable development outcomes at national, regional and local levels through efficient and high quality planning and development management processes, including through achievement of Best Value standards for planning by 2008.</i>
Definition	<p>From December 2005 Local Planning Authorities are required to publish an annual monitoring report under regulation 48 of the Town and Country Planning (Local Development) Regulations 2004.</p> <p>The Annual Monitoring Report should contain :</p> <ol style="list-style-type: none"> a. the title of the documents specified in the authority's local development scheme; b. in relation to each of those documents - <ol style="list-style-type: none"> i) the timetable specified in the authority's scheme for the documents preparation, ii) the information referred to in regulation 8(b)(i) and (ii) or c(ii) (as the case may be), iii) where, within the period in respect of which the report is made the first step has been taken in the preparation of the document - <ol style="list-style-type: none"> (1) the stage the document has reached in its preparation (2) if the document's preparation is behind the timetable mentioned in paragraph (i) the reasons for this, and (3) a timetable relating to the further steps that are likely to be taken for the preparation of the document; c. where any document specified in the authority's local development scheme has been adopted or approved within the period in respect of which the report is made, a statement of that fact and the date of adoption or approval; d. the title of any development order adopted by the authority under section 61A of the Town and Country Planning Act 1990(a) e. in relation to any such order- <ol style="list-style-type: none"> i) a statement about the effect of the order and a comparison of that with the reasons given in the statement to be provided pursuant to paragraph (e)(i); f. where the authority have revoked any local development order, a statement of the title of the order and the authority's reasons for revoking it. <p>Best practice guidance on publishing a report will be available electronically on the ODPM website by the end of February 2005</p> <p>Reports must be made available to the public on the authority's website as soon as reasonably practicable after they have made the report to the Secretary of State.</p>

Plan-making: Monitoring Report (Cont'd)

Formula/ Worked Eg.	N/A		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Yes/No	Decimal Places	N/A
Further Guidance	Planning Policy Statement 12 http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_030922.pdf		
Target Setting	Local		
Scope	Metropolitan Authorities, London Borough, County Councils, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities and the Broads Authority.		



Planning Appeals

Description	The number of planning appeal decisions allowed against the authority's decision to refuse on planning applications, as a percentage of the total number of planning appeals against refusals of planning applications.		
Purpose/aim	There has been a recent increase in the number of planning applications going to appeal. There is some evidence to suggest that this may in part be as a result of Local Planning Authorities (LPAs) refusing more applications in order to meet development control performance targets as specified in BV 109. ODPM therefore proposed a new indicator to measure the percentage appeals allowed against the authority's decision to refuse.		
Definition	<p>This indicator is concerned only with planning applications where the local planning authority has refused planning permission. It does not include planning appeals against conditions or non-determinations.</p> <p>The calculation also excludes all other applications types of appeal e.g. Advertisement Appeals, Enforcement Appeals, and Lawful Development Certificate appeals</p> <p>The indicator should include decisions where the date of decision falls within the year in question. This indicator is based on data that is already available from the Planning Inspectorate (PINS). As with that data a partially allowed appeal must be counted as an allowed appeal.</p> <p>The denominator should include all planning appeals where the authority refused planning permission. Appeals should only be counted if the date of the Planning Inspector or Secretary of State's decision was within the year in question, regardless of when the appeal was lodged. The numerator should consist of those appeal decisions where the appeal against refusal was allowed.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Number of planning appeals allowed against the authority's decision to refuse a planning application b = All planning appeals</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities, the Broads Authority.		



Quality of Planning Services Checklist

Description	The local authority's score against a 'quality of planning services' checklist.
Purpose/aim	The score will reflect the quality of planning services as they stand at the end of the current financial year
Definition	<p>A. Whether the authority provides guidance to applicants on the requirements for submission of applications under the Planning Acts, reflecting the different types of development.</p> <ol style="list-style-type: none"> 1. Is the guidance accessible in writing? 2. Is the guidance pre-prepared? 3. Does the guidance reflect the size and types of the development envisaged in the development plan? <p>B. Whether the authority provides pre-application advice.</p> <ol style="list-style-type: none"> 4. Is the pre-application advice available for all types of applications under the Planning Acts reflecting the size and type of the development envisaged? 4. Does the advice have regard to the history of the site* of the proposed development where relevant? 4. Is the advice accessible through written, electronic media or verbally during reasonable office opening hours reflecting the needs of different users? <p><i>**Site history' includes details of previous applications for the site, details of any development plan proposals for the site and details of previously stated views from all significant and relevant parties and statutory bodies where necessary.</i></p> <p>C. Whether, in addition to what is offered by CABE and English Heritage, the authority has local arrangements to access specialist advice on design* in the preparation of the LDP, planning guidance and in determining all types of applications under the Planning Acts.</p> <ol style="list-style-type: none"> 7. Is there specialist advice available in-house, from another authority or group of authorities, from public bodies, or from the private sector? 8. Is the advice used for the preparation of the LDP, planning guidance and the determination of all types of applications under the Planning Acts? 9. Are the arrangements for securing the advice permanent and continual? <p><i>**Specialist advice on design' includes advice from a qualified architect, urban designer or landscape architect.</i></p> <p><i>'Design' includes all aspects of design with reference to paragraph 14 of Planning Policy Guidance note 1 (ISBN 0 11 753368 8). (NB. Planning Policy Statement 1 is likely to replace PPG1 during the course of the financial year. Consideration should be given to any subsequent guidance on design contained in the new document.)</i></p> <p><i>Arrangements are permanent and continual if they are available in house or under a standing arrangement such as a call-off contract with an outsourced provider.</i></p>

Quality of Planning Services Checklist (Cont'd)

D. Whether, in addition to what is offered by CABE and English Heritage, the authority has local arrangements to access specialist advice* on the historic environment in the preparation of the LDP, planning guidance, and in determining all types of applications under the Planning Acts.

10. Is there specialist advice available in-house, from another authority or group of authorities, from a public, or from the private sector?
 11. Is the advice available for the preparation of the local development plan, planning guidance and all types of applications under the Planning Acts?
 12. Are the arrangements for securing the advice permanent and continual?

**'Specialist advice' should include advice from appropriately qualified specialists in conservation and archaeological techniques.*

Arrangements are 'permanent and continual' if they are available in-house or under some standing arrangement such as a call-off contract with an outsourced provider.

E. Whether there is a multidisciplinary team approach to determining major planning applications.*

13. Is this an approach which integrates the contribution of different appropriate disciplines in a way which reflects the size, scale and complexity of the development?
 14. Are lead officer/s available (including at pre-application stage) to manage and co-ordinate development advice and information and subsequent application processing?
 15. Is there a project management approach to managing activities in relation to the applications?

**For the purposes of this question 'major applications' are all applications for more than 50 houses or 10,000m₂ of industrial, commercial or retail floorspace and smaller 'major applications' (i.e. applications smaller than the definition above but no smaller than 10 houses or 10,000m₂ of floorspace) in which more than one council department has an interest.*

F. Whether the authority provides the capability for an electronic planning service.

Authorities score points according to the level achieved against the 21 Pendleton Report Survey criteria. E.g, an authority that meets 11/21 criteria gains 1 point. The levels are as follows:

Criteria achieved	Points awarded
21	3
15-20	2
11-14	1
0-10	0

An authority which integrates with the Planning Portal to deliver e-planning services can achieve up to 11 of the Pendleton criteria, which will attract a score of 1 point. The Pendleton self-assessment criteria and guidance on how to integrate with the Planning Portal can be found at <http://www.planningportal.gov.uk/lpa/bvpi>

Please note that criteria 8 – Period of time covered by the decision register is not included in the 21 criteria.

Quality of Planning Services Checklist (Cont'd)

Formula/ Worked Eg.	<p>The checklist is drafted so that each numbered question from 1 – 15 requires a ‘Yes’ or ‘No’ answer.</p> <p>A ‘Yes’ answer attracts a score of 1; a ‘No’ answer attracts a score of 0.</p> <p>Section F is scored according to the level of performance achieved against the Pendleton 21 criteria as above.</p> <p>The BVPI will report the score as a percentage of the possible total of 18</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Park Authorities, the Broads Authority.		



culture and related services





Visits To and Use Of Museums: all visits

Description	The number of visits to/usage's of local authority funded or part-funded museums in the per 1,000 population.
Purpose/aim	To encourage local authorities to make museums more attractive to communities and maximise their educational value. Contributes to DCMS PSA Target 2 – 'to increase significantly the take-up of cultural and sporting opportunities by new users aged 20 and above from priority groups'. DCMS is keen to increase the educational and community value of the nation's cultural and sporting resources. A year-on-year improvement is sought.
Definition	<p>Visit/usage to those museums means:</p> <ul style="list-style-type: none"> • Visits by a member of the public; • Enquiries by email, post or telephone for research purposes (not including enquiries about opening hours, tickets, how to get there, or media enquiries, briefings and interviews); • Website hits for research. All website visits are considered 'research' ones for the purposes of the indicator. If a website user goes to a site and opens several pages or makes several inquiries in the same visit, that would still be counted as one visit; • Presentations by museum staff to specific audiences (do not count general events and audiences such as exhibition stands or county shows); and • Exclude 'opportunistic' audiences, i.e. ones where there is no specific gathering for the purpose of viewing museum or gallery exhibits or for presentations by museum staff. <p>Only count those museums that met the Museum Association definition (1998) and where the museum is run by the Authority or the Authority contributes at least 20% of the running costs net of charges or provides the building.</p> <p>Where an authority provides the building for the museum free, or at nominal cost, or contributes 20% or more to a museum's running costs, then 100% of visitor numbers should be included here.</p> <p>An Authority may contribute a collection free of charge to another body's museum. That contribution will not count towards the 20% contribution floor for inclusion in this BVPI, unless it involves the donating Authority in associated revenue expenditure in the year equivalent to the 20% minimum</p> <p>Visits/usage's per 1,000 population: use the latest ONS mid-year estimates to calculate the local population.</p>
Formula & Worked Eg.	N/A

Visits To and Use Of Museums: all visits (Cont'd)

Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	0
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Visits To and Use Of Museums: visits in person

Description	The number of those visits to Local Authority funded, or part-funded museums that were in person, per 1,000 population.		
Purpose/aim	To encourage local authorities to make museums more attractive to communities and maximise their educational value. Contributes to DCMS PSA Target 2 – to increase significantly the take-up of cultural and sporting opportunities by new users aged 20 and above from priority groups. DCMS wants to increase the educational and community value of the nation's cultural and sporting resources. A year-on-year improvement is sought.		
Definition	<p>Estimate the total number of visits in person based on a one-week sample during the year using the definitions and procedure set out in CIPFA's Activity Sampling Guidance Note, or using a more accurate method of estimation. Authorities may base their figures on a larger statistical sample than the one suggested by CIPFA, if they so wish.</p> <p>'Visits in person' includes children in school parties (who are counted individually), but excludes media briefings and interviews.</p> <p>Only count those museums that met the Museum Association definition (1998) and where the museum is run by the Authority or the Authority contributes at least 20% of the running costs net of charges or provides the building.</p> <p>Where an authority provides the building for the museum free, or at nominal cost, or contributes 20% or more to a museum's running costs, then 100% of visitor numbers should be included here.</p> <p>An Authority may contribute a collection free of charge to another body's museum. That contribution will not count towards the 20% contribution floor for inclusion in this BVPI, unless it involves the donating Authority in associated revenue expenditure in the year equivalent to the 20% minimum</p> <p>Visits/usage's per 1,000 population: use the latest ONS mid-year estimates to calculate the local population.</p>		
Formula & Worked Eg.	N/A		
Measurement Period	Current Financial Year: one week sample	Data Source (if external)	N/A
Return Format	Number per 1000 population	Decimal Places	0
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Visits To and Use Of Museums: school groups

Description	The number of pupils visiting museums and galleries in organised school groups.		
Purpose/aim	To encourage local authorities to make museums more attractive to communities and maximise their educational value. Contributes to DCMS PSA Target 2 – to increase significantly the take-up of cultural and sporting opportunities by new users aged 20 and above from priority groups. DCMS wants to increase the educational and community value of the nation's cultural and sporting resources. A year-on-year improvement is sought.		
Definition	<p>'Pupils in organised school groups' includes those by secondary school sixth form classes and nursery school classes but not those by sixth form colleges or adult education institutions or play groups.</p> <p>Only count those museums that met the Museum Association definition (1998) and where the museum is run by the Authority or the Authority contributes at least 20% of the running costs net of charges or provides the building.</p> <p>Where an authority provides the building for the museum free, or at nominal cost, or contributes 20% or more to a museum's running costs, then 100% of visitor numbers should be included here.</p> <p>An Authority may contribute a collection free of charge to another body's museum. That contribution will not count towards the 20% contribution floor for inclusion in this BVPI, unless it involves the donating Authority in associated revenue expenditure in the year equivalent to the 20% minimum</p>		
Formula & Worked Eg.	N/A		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number of Pupils	Decimal Places	0
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Preserving the Special Character of Conservation Areas

Description	Total number of conservation areas in the local authority area.		
Purpose/aim*	<p>The Planning (Listed Buildings & Conservation Areas) Act 1990 imposes a duty on local authorities to designate as conservation areas any ‘<i>areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance</i>’.</p> <p>This indicator supports BV 219b and BV 219c, putting into context the performance measured therein. Together, they will monitor whether planning and other decisions are based on an informed understanding of the special character of the local historic environment.</p>		
Definition	<p>This is a straight count of the number of conservation areas as designated by the local authority.</p> <p>If a conservation area is not wholly inside the local authority boundary the authority should still count this as a whole conservation area for the purposes of this BVPI.</p> <p>The count of the number of conservation areas should be made as at 31st March of the financial year in question.</p>		
Formula/ Worked Eg.	N/A		
Measurement Period	Current Financial Year: Snapshot at 31st March	Data Source (if external)	N/A
Return Format	Number	Decimal Places	N/A
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Parks Authorities, the Broads Authority.		



Preserving the Special Character of Conservation Areas: Character Appraisals

Description	Percentage of conservation areas in the local authority area with an up-to-date character appraisal.
Purpose/aim	<p>The Planning (Listed Buildings & Conservation Areas) Act 1990 imposes a duty on local authorities to designate as conservation areas any ‘<i>areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance</i>’.</p> <p>Clear and concise appraisals of the character of conservation areas provide a sound basis for their designation and management, and will inform local development documents (LDDs).</p> <p>Together with BV 219a and BV 219c, this indicator will monitor whether planning and other decisions are based on an informed understanding of the special character of the local historic environment and the needs of the communities it supports.</p> <p>Outturns: the higher the percentage the better. However, the outturn of this indicator should be viewed in light of the number of conservation areas a local authority has, as declared in BV 219a.</p>
Definition	<p>Character appraisals should be carried out on all new conservation areas as part of the process of designation and regularly reviewed thereafter. Retrospective appraisals for older designations should be a priority.</p> <p>All appraisals should be consistent with guidance published by English Heritage.</p> <p>‘Up-to-date’ for the purposes of this indicator means within the last 5 years from today’s date.</p> <p>Local circumstances will determine the order for retrospective appraisals and reviews (which should be at least once every five years). For example, appraisals of areas under the greatest development pressure or whose local character is being eroded by ‘local improvements’ should take precedence.</p> <p>If a conservation area is not wholly inside the local authority boundary the authority should still count this as a whole conservation area for the purposes of this BVPI.</p> <p>Community involvement with the designation and management of conservation areas represents best practice and provides an opportunity to develop an environment that attracts economic benefits such as inward investment. This should be consistent with the local authority’s statement of community involvement (SCI).</p>

Preserving the Special Character of Conservation Areas: Character Appraisals (Cont'd)

Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = number of conservation areas in the Local Authority area with an-up to-date character appraisal b = total number of conservation areas in the Local Authority area (BV 219a)</p>		
Measurement Period	Current Financial Year: Snapshot at 31st March	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	<p>County-based historic environment professionals should be able to offer support to district councils and boroughs for the purposes of conducting character appraisals. In particular they should be able to provide advice on archaeological and historic landscape matters and supply information to support the character appraisal from the local Historic Environment Record.</p> <p>English Heritage publishes detailed guidance on the appraisal of conservation areas. This is currently being updated, but is due for publication by April 2005 and will be available on English Heritage's website at http://www.english-heritage.org.uk</p> <p>Guidance on the use of Planning Delivery Grant, which may fund additional conservation officers and urban design officers, can be found on the ODPM website (http://www.odpm.gov.uk)</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Parks Authorities, the Broads Authority.		



**Preserving the Special Character of Conservation Areas:
Management Proposals**

Description	Percentage of conservation areas with published management proposals.
Purpose/aim	<p>The Planning (Listed Buildings & Conservation Areas) Act 1990 imposes a duty on local authorities to designate as conservation areas any ‘<i>areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance</i>’.</p> <p>The Act emphasises that the appraisal and designation of conservation areas are not to be considered ends in themselves. It places a duty on local authorities to draw up and publish proposals for the preservation and enhancement of conservation areas in their districts, and to consult the local community about these proposals.</p> <p>Public support for conservation areas as places that give identity to people and communities is well established. This indicator will monitor how local authorities are managing their development.</p> <p>Outturns: the higher the percentage the better. However, the outturn of this indicator should be viewed in light of the number of conservation areas a local authority has, as declared in BV 219a.</p>
Definition	<p>Management proposals for conservation areas should take account of recommendations made in their character appraisals and be consistent with guidance published by English Heritage.</p> <p>If a conservation area is not wholly inside the local authority boundary the authority should still count this as a whole conservation area for the purposes of this BVPI.</p> <p>Community involvement with the designation and management of conservation areas represents best practice and provides an opportunity to develop an environment that attracts economic benefits such as inward investment. This should be consistent with the local authority’s statement of community involvement (SCI).</p> <p>The count of the number of conservation areas should be made as at 31st March of the financial year in question.</p>
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where: a = number of conservation areas with published management proposals b = total number of conservation areas (BV 219a)</p>

Preserving the Special Character of Conservation Areas: Management Proposals (Cont'd)

Measurement Period	Current Financial Year: Snapshot at 31st March	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	<p>County-based historic environment professionals should be able to offer support to district councils and boroughs for the purposes of conducting character appraisals. In particular they should be able to provide advice on archaeological and historic landscape matters and supply information to support the character appraisal from the local Historic Environment Record.</p> <p>English Heritage publishes detailed guidance on the management of conservation areas. This is currently being updated, but is due for publication by April 2005. It will be available on English Heritage's website at http://www.english-heritage.org.uk</p> <p>Guidance on the use of Planning Delivery Grant, which may fund additional conservation and urban design officers, can be found on the ODPM website (http://www.odpm.gov.uk)</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London, National Parks Authorities, the Broads Authority.		



Compliance Against the Public Library Service Standards (PLSS)

Description	<p>‘Compliance’ against the PLSSs is assessed on:</p> <ol style="list-style-type: none"> i) the number of PLSS the authority has complied with; ii) the general progress the authority has made against the PLSS from the previous financial year; iii) where the PLSS are not met, the number of individual standards that authorities are within 5% of achieving; and iv) provision to the general public apart from that offered in static libraries (ie mobile libraries and other service points as defined within Public Library Service Standard PLSS1).
Purpose/aim*	<p>Library authorities are required to provide ‘comprehensive and efficient’ library services under the Public Libraries and Museums Act 1964. The existing public library standards help to define what <i>comprehensive and efficient</i> means. They suggest appropriate levels of core service provision and encourage improvement.</p> <p>A higher number is better. Authorities overall aim should be to move towards becoming authorities in the ‘4’ category.</p>
Definition	<p>PART 1 NUMBER OF SERVICE STANDARDS ACHIEVED</p> <p>All Authorities will score 2 points for each complete service standard fully met by 31st March (maximum 20 points).</p> <p>For multi-part standards, i.e. PLSS5, all parts must be met to meet the standard and score 2 points.</p> <p>PART 2 PROGRESS ON MEETING THE STANDARDS SINCE THE PREVIOUS YEAR</p> <p>Authorities may score up to 2 additional points for achieving a net increase in the number of standards met by 31st March compared with the number met at the end of the previous year:</p> <ul style="list-style-type: none"> • A net increase of 1 standard met = 0.5 points • A net increase of 2 standards met = 1 point • A net increase of 3 standards met = 1.5 points • A net increase of 4 standards met = 2 points <p>In the first year of this BVPI, 2005/06, we will assess progress against the 8 library standards that can be tracked to the former Public Library Standards, ie excluding PLSS 7 and 8</p>

Compliance Against the Public Library Service Standards (PLSS) (Cont'd)

Definition (Cont'd)

PART 3 STANDARDS NEARLY MET

If some or all of standards are not met Authorities may score up to 2 additional points if their performance against individual Standards are within 5% of being fully met at 31st March each year.

- 1 or 2 standards within 5% of being met = 0.5 points
- 3 or 4 standards within 5% of being met = 1 point
- 5,6, or 7 standards within 5% of being met = 1.5 points
- 8, 9 or 10 standards within 5% of being met = 2 points

Note 1: To calculate percentage below standard (regardless of whether expressed as a value or a percentage) – where **a** is the required standard and **b** is actual performance:

Percentage below standard = $(a - b) / a \times 100$

Note 2: A multi-part standard, i.e. PLSS5, which is not fully met, should be treated as follows: calculate the percentage below standard for each part (parts already met score 0%) and then find the mean value to give the overall percentage below standard.

PART 4 OTHER SERVICE PROVISION (APPLIES ONLY IF PLSS1 NOT MET)

Authorities may score up to one additional point if the percentage of households within a specified distance from any service point (as opposed to static libraries alone) is with the following ranges:

INNER LONDON

- Less than 95% = 0.25 points
- At least 95% but less than 100% = 0.5 points
- 100% = 1 point

OUTER LONDON

- Less than 94%= 0.25 points
- At least 94% but less than 99%= 0.5 points
- At least 99% but less than 100% = 0.75 points
- 100%= 1 point

METROPOLITAN AUTHORITIES

- Less than 90% = 0.25 points
- At least 90 but less than 95% = 0.5 points
- At least 95% but less than 98% = 0.75 points
- At least 98% = 1 point

UNITARY AUTHORITIES

- Less than 83% = 0.25 points
- At least 83% but less than 89% = 0.5 points
- At least 89% but less than 93% = 0.75 points
- At least 93% = 1 point

Compliance Against the Public Library Service Standards (PLSS) (Cont'd)

Definition (Cont'd)	<p>COUNTY AUTHORITIES</p> <ul style="list-style-type: none"> Less than 79% = 0.25 points At least 79% but less than 85% = 0.5 points At least 85% but less than 90% = 0.75 points At least 90% = 1 point <p>OVERALL SCORING</p> <p>Based on the aggregate of the scores in parts 1 to 4, authorities will be categorised in overall terms as follows:</p> <p>Less than 9 = 1</p> <p>At least 9 but less than 14 = 2</p> <p>At least 14, but less than 18 = 3</p> <p>At least 18 = 4</p>				
Formula/ Worked Eg.	Public Standard	Example A	Example B		
		Performance against each Public Library Standard			
		This year	Last year	This year	Last year
	1	100%	(95%)	94%	(94%)
	2	132	(128	130	(120)
	3	100%	(100%)	100%	(100%)
	4	6	(5)	5.9	4
	5(i)	49%	(49%)	49%	(49%)
	5(ii)	72%	(70%)	72%	(70%)
	5(iii)	84%	(80%)	86%	(80%)
	6	6800	(7000)	6800	(7000)
	7	95%	(95%)	95%	(84%)
	8	70	(69%)	80%	(70%)
	9	215	(220)	218	200
	10	6.8	(6.8)	6.5	6.9
	Summary of Position				
	Number of standards met this year (white)		5	6	
	Number of standards almost met this year (grey)		3	3	
	Number of standards not met this year (dark grey)		2	1	
	Standards met last year (white)		4	1	
	Net change over year		+1	+5	
	Standards almost met (5% away)		3	3	
	PLSS1 met?		YES	NO	
	% households within x miles from any service point		N/A	98.3%	

Compliance Against the Public Library Service Standards (PLSS) (Cont'd)

	How this performance would score		
	PART 1 (number of public library standards met)	10	12
	PART 2 (progress)	1	1.5
	PART 3 (almost met)	1	1
	PART 4 (other service provision)	N/A	1
	TOTAL	12.0	15.5
	OVERALL SCORE	2	3
Measurement Period	Current Financial Year	Data Source (if external)	Internal data delivered through the CIPFA Annual Public Library statistics.
Return Format	Number (1 – 4)	Decimal Places	0
Further Guidance	DCMS website www.culture.gov.uk		
Target Setting	Local, aim to achieve a '4'		
Scope	County Councils, Unitary Authorities; Metropolitan Authorities, London Boroughs, Council of Isles of Scilly, Common Council of the City of London		

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community safety and wellbeing





Domestic Burglaries per 1,000 Households

Description	Domestic burglaries per year, per 1,000 households in the Local Authority area.		
Purpose/aim	This indicator contributes to the Home Office PSA 1: to reduce crime by 15%, and further in high crime areas, by 2007/08. This is a shared indicator with all police forces and authorities.		
Definition	<p>‘Domestic burglary’ is burglary in a dwelling and aggravated burglary in a dwelling (i.e. Home Office offence codes 28 and 29). The number of burglaries is defined by the Home Office return Crim Sec Lines 28 & 29.</p> <p>Calculate ‘Local Authority population’ using the latest ONS mid-year estimates.</p> <p>If police force data does not directly correspond to LA boundaries then judgement will be required to produce the final outturn for this BVPI. An explanatory note regarding how the estimate was arrived at must be given in an Authority’s BVPP.</p> <p>Calculation of this indicator should be monthly and cumulative e.g. 1st Apr to 30th Apr 05, 1st Apr to 31st May 05</p>		
Formula/ Worked Eg.	$N = (a / b) \times 1,000$ <p>Where:</p> <p>a = number of domestic burglaries recorded in the data period</p> <p>b = number of households in the Local Authority area.</p>		
Measurement Period	Current Financial Year	Data Source (if external)	Local Police Force
Return Format	Number per 1,000 households	Decimal Places	2
Further Guidance	The methodology for this BVPI is consistent with that of the Police Performance Assessment Framework (PPAF) Statutory Performance Indicator 5a. The <i>Guidance for Statutory Performance Indicators for Policing</i> is available at: http://www.policereform.gov.uk/psu/index.html		
Target Setting	Local authorities should set this target in consultation with police authorities and police forces.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Violent Crime per 1,000 Population

Description	Violent crime per year, 1,000 population in the Local Authority area.		
Purpose/aim	This indicator contributes to the Home Office PSA 1: to reduce crime by 15%, and further in high crime areas, by 2007/08. This is a shared indicator with all police forces and authorities.		
Definition	<p>'Violent crime' is defined as:</p> <ul style="list-style-type: none"> • violence against the person (i.e. HO offence codes 1 to 15, 37.1, 104 and 105); • sexual offences (i.e. HO offence codes 16 to 27, 70 to 74, 88A and 88B); and • robbery (i.e. HO offence codes 34A and 34B). <p>Calculate 'Local Authority population' using the latest ONS mid-year estimates.</p> <p>If police force data does not directly correspond to LA boundaries then judgement will be required to produce the final outturn for this BVPI. An explanatory note regarding how the estimate was arrived at must be given in an Authority's BVPP.</p> <p>Calculation of this indicator should be monthly and cumulative e.g. 1st Apr to 30th Apr 05, 1st Apr to 31st May 05.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 1,000$ <p>Where:</p> <p>a = number of violent crime offences recorded in the data period</p> <p>b = population of the Local Authority area.</p>		
Measurement Period	Current Financial Year	Data Source (if external)	Local Police Force
Return Format	Number 1,000 population	Decimal Places	2
Further Guidance	The methodology for this BVPI is consistent with that of the Police Performance Assessment Framework (PPAF) Statutory Performance Indicator 5b. The <i>Guidance for Statutory Performance Indicators for Policing</i> is available at: http://www.policereform.gov.uk/psu/index.html		
Target Setting	Local authorities should set this target in consultation with police authorities and police forces.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Robberies per 1,000 Population

Description	Robberies per year, per 1,000 population in the Local Authority area.		
Purpose/aim	This indicator contributes to the Home Office PSA 1: to reduce crime by 15%, and further in high crime areas, by 2007/08. This is a shared indicator with all police forces and authorities.		
Definition	<p>A 'robbery' is '<i>an incident or offence in which force or the threat of force is used, either during, or immediately prior to, a theft or attempted theft, as per section 8 of the Theft Act 1968</i>' (i.e. HO offence code 34A and 34B)'.</p> <p>Calculate 'Local Authority population' using the latest ONS mid-year estimates.</p> <p>If police force data does not directly correspond to LA boundaries then judgement will be required to produce the final outturn for this BVPI. An explanatory note regarding how the estimate was arrived at must be given in an Authority's BVPP.</p> <p>Calculation of this indicator should be monthly and cumulative e.g. 1st Apr to 30th Apr 05, 1st Apr to 31st May 05</p>		
Formula/ Worked Eg.	$N = (a / b) \times 1,000$ <p>Where:</p> <p>a = number of robbery offences recorded in the data period; and</p> <p>b = population of the Local Authority area.</p>		
Measurement Period	Current Financial Year	Data Source (if external)	Local Police Force
Return Format	Number per 1,000 population	Decimal Places	2
Further Guidance	The methodology for this BVPI is consistent with that of the Police Performance Assessment Framework (PPAF) Statutory Performance Indicator 5c. The <i>Guidance for Statutory Performance Indicators for Policing</i> is available at: http://www.policereform.gov.uk/psu/index.html		
Target Setting	Local. Local authorities should set this target in consultation with police authorities and police forces.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Vehicle Crime per 1,000 Population

Description	The number of vehicle crimes per year, per 1,000 population in the Local Authority area.		
Purpose/aim	This indicator contributes to the Home Office PSA 1: to reduce crime by 15%, and further in high crime areas, by 2007/08. This is a shared indicator with all police forces and authorities.		
Definition	<p>'Vehicle crime' is defined for the purposes of this BVPI as theft or unauthorised taking of a motor vehicle, theft from a vehicle and aggravated vehicle taking (i.e. HO offence codes 37.2, 45 and 48).</p> <p>Calculate 'Local Authority population' using the latest ONS mid-year estimates.</p> <p>If police force data does not directly correspond to LA boundaries then judgement will be required to produce the final outturn for this BVPI. An explanatory note regarding how the estimate was arrived at must be given in an Authority's BVPP.</p> <p>Calculation of this indicator should be monthly and cumulative e.g. 1st Apr to 30th Apr 05, 1st Apr to 31st May 05</p>		
Formula/ Worked Eg.	$N = (a / b) \times 1,000$ <p>Where:</p> <p>a = number of vehicle crime offences recorded in the data period; and</p> <p>b = population of the Local Authority area.</p>		
Measurement Period	Current Financial Year	Data Source (if external)	Local Police Force
Return Format	Number per 1,000 population	Decimal Places	2
Further Guidance	The methodology for this BVPI is consistent with that of the Police Performance Assessment Framework (PPAF) Statutory Performance Indicator 5d. The <i>Guidance for Statutory Performance Indicators for Policing</i> is available at: http://www.policereform.gov.uk/psu/index.html		
Target Setting	Local. Local authorities should set this target in consultation with police authorities and police forces.		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Racial Incidents Recorded

Description	The number of racial incidents reported to the Local Authority, and subsequently recorded, per 100,000 population.
Purpose/aim	<p>To monitor the reporting of racial incidents where the authority has some measure of direct involvement in remedying the situation. It is important that there are clear arrangements within the Authority for reporting racial incidents. Furthermore it is important that those arrangements make victims feel confident that any incidents reported will be met appropriately.</p> <p>BV 174 is meant to set the context for BV 175 rather than measure performance in itself: therefore there is no preferred Good Performance for this indicator.</p>
Definition	<p>‘Racial incidents’ are any incidents regarded as such by the victim or anyone else. The indicator applies to all authority services and to authority employees, not just members of the public. If there is a disagreement between the victim and an Authority employee as to whether the incident was racially motivated, it should still be recorded as racially motivated for the purposes of this indicator. The counting of something as a ‘racial incident’ does not necessarily mean that the incident/complaint is justified.</p> <p>Count only those incidents where the Authority has some measure of direct involvement in remedying the situation, i.e. include all incidents involving the authority’s directly or indirectly provided/employed services/staff (including incidents involving children who are in the care of the LA) whether they are victims or perpetrators. Do include incidents reported by, or against Local Authority tenants, as the Authority has the means to remedy the situation through eviction, transfer, or the use of ASBOs.</p> <p>Do not count complaints that do not relate to the Authority, such as a racial attack in the street or a complaint about an outside body that did not relate to the LA’s services.</p> <p>Where someone reports a number of complaints about the same person or group of people then only count as separate incidents those that are entirely separate. For example, if someone reported on Monday a number of related incidents over the weekend caused by the same source(s) then that would count as one incident. On the other hand where the complainant reported different incidents about the same person(s) at different points in time, those would be recorded as separate incidents. An element of judgement is necessary in making this distinction.</p> <p>Where clinically disturbed children in the care of the Authority continually claim racial or sexual abuse, and this is part of their condition, these can be counted as one incident rather counting a separate incident each time they say something of that nature.</p>

Racial incidents recorded (Cont'd)

Description (continued)	<p>Examples of incidents recorded where children are involved:</p> <ul style="list-style-type: none"> • All incidents taking place within schools should be recorded • Racial harassment by person not connected to Council but harassing from outside school gates – this is included as the school has a duty to act to stop the harassment into the school by the outsider. • A racial incident between 2 children in a care home as the children are under the care of the local authority and on local authority premises. <p>Calculate 'local authority population' using the latest ONS mid-year estimates.</p>		
Formula/ Worked E.g.	<p>$N = (a / b) \times 100,000$</p> <p>Where:</p> <p>a = number of racial incidents reported</p> <p>b = local authority's population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 1,000	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Racial Incidents Resulting in Further Action**

Description	The percentage of racial incidents reported to the Local Authority that resulted in further action.		
Purpose/aim	To monitor the incidence and handling of racial incidents where the authority has some measure of direct involvement in remedying the situation. This BVPI should be viewed in the context of BV 174.		
Definition	<p>Subsequent action must be recorded in writing and includes (this is a non-exhaustive list):</p> <ul style="list-style-type: none"> • Detailed investigations e.g. interviews with alleged perpetrator(s); • Referral to the police or other body (CRE, CAB etc.); • Mediation; • Giving a warning to the perpetrator (which if oral must be recorded at the time); • Relocation of the victim; • removal of graffiti. <p>An action in the year can be counted even if it relates to an incident in the previous year, but only one action can be counted against an incident. Thus where there are two actions for an incident only one is counted for the purposes of the indicator.</p> <p>Where a person asks for the alleged perpetrator not to be approached the incident should be counted in BV 174 and the denominator of 175 as there may be action that could be taken aside from confronting the perpetrator. An exception to this would be where an authority's involvement was limited to providing a general advice service and one of its services was not involved, in which case the incident would not feature in BV 174 and 175.</p> <p>Calculate 'Local Authority population' using the latest ONS mid-year estimates.</p>		
Formula/ Worked E.g.	$N = (a / b) \times 100$ <p>Where:</p> <p>a = number of racial incidents recorded which resulted in further action</p> <p>b = number of racial incidents recorded</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	N/A		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



Drug Users in Treatment

Description	The number of drug users in treatment per thousand head of population aged 15-44.		
Purpose/aim	To measure number of drug users receiving treatment		
Definition	<p>The numerator: Number of problem drug misusers accessing drug treatment services, including referrals from the criminal justice system, and including all treatments provided by the NHS and social services during the year.</p> <p>The denominator: Local authority area population aged 15-44: use latest ONS mid-year estimates.</p>		
Formula/ Worked Eg.	$N = (\text{Numerator} / \text{Denominator}) \times 1,000$		
Measurement Period	Current Financial Year	Data Source (if external)	National Drug Treatment Monitoring System (DoH)
Return Format	Number per 1,000 population	Decimal Places	1
Further Guidance	For information on the National Drug Treatment Monitoring System: http://www.nta.nhs.uk/programme/national/monitoring.htm		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, Common Council of the City of London, Council of the Isles of Scilly.		



Actions Against Domestic Violence

Purpose/aim	The purpose of this BVPI is to assess the overall provision and effectiveness of local authority services designed to help victims of domestic violence and prevent further domestic violence.
Description	<p>The percentage of the following questions to which a local authority can answer 'yes'. <i>[To answer 'yes' the local authority must have fully achieved the goal described; it is not enough that the authority is working towards the goal.]</i></p> <ol style="list-style-type: none"> 1. Has the local authority produced a directory of local services that can help victims of domestic violence? 2. Is there within the local authority area a minimum of 1 refuge place per ten thousand population? 3. Does the local authority employ directly or fund a voluntary sector-based domestic violence co-ordinator? <i>(For District Councils of fewer than 35,000 households, the responsibility for co-ordinating domestic violence can be designated within the job description of an existing senior officer. For District Councils that contribute to a county-wide co-ordinator, see definition)</i> 4. Has the local authority produced and adopted a multi-agency strategy to tackle domestic violence developed in partnership with other agencies? 5. Does the local authority support and facilitate a local multi-agency domestic violence forum that meets at least 4 times a year? 6. Has the local authority developed an information-sharing protocol and had it agreed between key statutory partners? 7. Has the local authority developed, launched and promoted a 'sanctuary' type scheme to enable victims and their children to remain in their own home, where they choose to do so and where safety can be guaranteed? <i>(For smaller district authorities, of fewer than 35,000 households this can be arranged in partnership with neighbouring authorities.)</i> 8. Has there been a reduction in the percentage of cases accepted as homeless due to domestic violence that had previously been re-housed in the last two years by that local authority as a result of domestic violence? 9. Does the council's tenancy agreement have a specific clause stating that perpetration of domestic violence by a tenant can be considered grounds for eviction? <i>(For local authorities that have transferred their housing stock, the clause should be contained in the LSVT organisations' tenancy agreement.)</i>

Actions Against Domestic Violence (Cont'd)

Description	<ol style="list-style-type: none"> 10. Has the local authority funded and developed a domestic violence education pack in consultation with the wider domestic violence forum? 11. Has the authority carried out a programme of multi-agency training in the last twelve months covering front line and managerial staff in at least two of the following groups: housing staff, social services staff providing services in the local authority area; education staff; health staff; and front line police officers?
Definition	<ol style="list-style-type: none"> 1. The directory must list both statutory and voluntary agencies that can provide emergency housing, advice (welfare, housing and legal), counselling and support, and include any local women's aid contact details and the National Domestic Violence Helpline. It must be widely distributed and updated at least every 2 years. A directory should be available for each district and not just at a county level, as a minimum it should be available on the local authority's web-site. A directory for services that work with victims of domestic violence can be provided separately from the Directory for Victims of Domestic Violence. 2. 'Places' means the number of rooms providing bedspaces for a woman and her children. Rooms not normally designated as bedrooms should not be counted towards the total. 'Refuge' means emergency accommodation for women and children who have been referred for help having experienced threats to their physical safety. It must provide help, advice and advocacy support as well as being part of an integrated local approach involving partnership with other local and statutory bodies. 3. Calculate 'Local Authority population' using the latest ONS mid-year estimates. 4. The co-ordinator should be employed at a local authority level (see exemption below) and have responsibility for strategically co-ordinating domestic violence issues throughout the local authority area. Where funding has been provided to the voluntary sector or local partnership to employ a co-ordinator this will meet the definition as long as their role remains to co-ordinate work in both the statutory and voluntary sectors across the area covered by the local authority. <i>Exemption – In cases where District Councils fund a county-wide co-ordinator the District Council will meet the requirements of this BVPI if the responsibility for ensuring that any county-wide work is implemented at a district level is included in the job description of an existing senior officer for that district.</i> 5. The strategy should have been developed in partnership with all relevant statutory and voluntary partners. It should be supportive of, and aligned with, the authority's Crime and Disorder Reduction Strategy (CDRP). The strategy should cover a 3-year period with an action plan reviewed annually. The action plan should contain at least 50% outcomes that are SMART and include a section on how the needs of BME communities will be addressed. A Chief Officer and an Executive member in the authority should have been allocated responsibility for its implementation.

Actions Against Domestic Violence (Cont'd)

Definition (continued)

6. The forum should have a mix of statutory and voluntary sector representatives at a senior enough level to aid the implementation of decisions and the strategy action plan. The forum should be formalised as part of the Crime and Disorder Partnership.
7. The information-sharing protocol must facilitate the exchange of information to enable domestic violence to be effectively tackled across all statutory agencies. Key statutory agencies are defined as the Police, Health, Housing, Social Services and Education. The protocol will also provide an opportunity to implement Homicide Reviews where appropriate. It must ensure that confidentiality and victims safety is protected.
8. A sanctuary type scheme must provide security measures to allow the woman to remain in her home where she chooses to do so, where safety can be guaranteed and the violent partner no longer lives within the home. It must be available across tenures where the landlord of a property has given permission for the work to be carried out. It must consist of additional security to any main entrance doors to the accommodation and locks to any vulnerable windows. Wherever possible it must provide a safe room in the home secured with a solid core door and additional locks. It is essential that this service is only provided where it is the clear choice of the victim. The scheme should be implemented through partnership with the police and/or the voluntary sector that could provide supplementary support. It may be provided directly by the local authority or through a third party funded as part of the local authority's homelessness prevention work through grants that may be available for crime reduction initiatives.
9. The indicator is met if there is a percentage reduction in homelessness acceptances due to domestic violence. Acceptances who were previously homeless in another local authority area should not be included. Reductions achieved in preventing repeat homelessness should be clearly linked to positive measures adopted to provide genuine alternatives for women to either remain in their own home or be placed in alternative accommodation, removing the need to become homeless. Alternative accommodation may be secured by arranging a reciprocal property with another social landlord, or a safe management transfer. Any options or measures to prevent repeat homelessness must only be taken with the full consent of the victim of domestic violence.
10. Any clause should make clear that evidence of domestic violence for eviction purposes does not need to rely on a criminal charge. Evidence may be based on a possession action using civil evidence.

Actions Against Domestic Violence (Cont'd)

Definition (continued)	<p>11. The domestic violence education pack must have been specifically designed for use in schools and with youth groups. It must aim to challenge attitudes of tolerance to violence and help young people to achieve positive relationships based on mutuality and respect. Schools and youth groups cannot be forced to run a programme on domestic violence but the pack must be easily available and actively promoted. Schools should be encouraged to use the material as part of their PSHE or Citizenship curriculum.</p> <p>12. The training programme must cover domestic violence awareness training, the legal framework, information sharing, and who provides what services to victims of domestic violence with referral and contact points. The programme should be developed in consultation with the Domestic Violence Forum and reviewed by the forum annually.</p>		
Formula/ Worked Eg.	$N = (a / 11) \times 100$ <p>Where: a = number of the questions to which an authority can answer 'yes'</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 1,000	Decimal Places	1
Further Guidance	<p>For more information on sanctuary schemes see the Homelessness and Housing Support pages on the ODPM website at http://www.odpm.gov.uk/stellent/groups/odpm_homelessness/documents/sectionhomepage/odpm_homelessness_page.hcsp</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Advice & Guidance Services – total**

Description	Total amount spent by the Local Authority on Advice and Guidance services provided by external organisations.
Purpose/aim	A Department for Constitutional Affairs PSA target requires an increase in the number of people receiving assistance in social welfare aspects of law. BVPI 177 in this new and revised form should allow DCA to assess the size of the major financial contribution that local authorities make to the overall total. This will allow more precise calculations of the whole of the provision of such services and establish trends that will be of great value to planners, providers and funders of these essential services.
Purpose/aim	<p>‘Advice and guidance’ may be defined at the <i>self-help level</i> as a service provided that relies on the public accessing information themselves. Staff at the service will have little or no interaction with the client when obtaining the required information. The service may provide leaflets and directories – such as the CLS directory – access to websites or other computer-based systems or other published materials. E.g. doctor’s surgeries, supermarkets, branch libraries.</p> <p>‘Advice and guidance’ at <i>assisted information level</i> involves assisting clients to find information. Staff will also be able to identify when a client needs further information or advice, and to help clients select an appropriate service where they will be able to receive this further help. E.g. information centres, one-stop shops, community centres.</p> <p>‘Advice and guidance’ at <i>general help level</i> refers to organisations that give advice, providing services such as interviewing clients, explaining options, assisting in the completion of forms and referring or actively signposting clients on as appropriate. It may also include representing clients at tribunals or Court hearings. E.g. CABx, general advice agencies.</p> <p>Advice and guidance as defined in any of the above should be included.</p> <p>Spending should conform to the normal requirements for the RO forms and include capital charges. Where an Authority provides premises to an outside body free of charge or at a nominal rent that should be counted at approximately the cost of renting that facility on the open market.</p> <p>The following types of expenditure/income foregone can be included for this PI:</p> <ul style="list-style-type: none"> • Meeting room space • Staff time • Meeting room rental foregone • Rates foregone <p>Any instances of doubt should be referred to the Department for Constitutional Affairs.</p>
Formula/ Worked E.g.	N/A

Advice & Guidance Services – total (Cont'd)

Measurement Period	Previous Financial Year	Data Source (if external)	N/A
Return Format	£	Decimal Places	0
Further Guidance	Guidance for Community Legal Services Partnerships is available at: http://www.legalservices.gov.uk/civil/clsp/guidance.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Advice & Guidance Services – CLS Quality Mark**

Description	Percentage of monies spent on advice and guidance services provision which was given to organisations holding the CLS Quality Mark at 'General Help' level and above.
Purpose/aim	A Department for Constitutional Affairs PSA target requires that it increases the number of people receiving assistance in social welfare aspects of law. BVPI 177 in this new and revised form should allow DCA to assess the size of the major financial contribution that Local Authorities make to the overall total. This will allow more precise calculations of the whole of the provision of such services in England and Wales. In future years we will be able to establish trends that will be of great value to planners, providers and funders of these essential services.
Definition	<p>'Advice and guidance at general help level' refers to organisations that give advice, providing services such as interviewing clients, explaining options, assisting in the completion of forms and referring or actively signposting clients on as appropriate. It may also include representing clients at tribunals or Court hearings. E.g. CABx, general advice agencies. Spending should conform to the normal requirements for the RO forms and include capital charges.</p> <p>Where an Authority provides premises to an outside body free of charge or at a nominal rent that should be counted at approximately the cost of renting that facility on the open market.</p> <p>The following types of expenditure/income foregone can be included for this PI:</p> <ul style="list-style-type: none"> • Meeting room space • Staff time • Meeting room rental foregone • Rates foregone <p>CLS Quality Mark is defined in section 2 of the Quality Mark Standard, Legal Services Commission, 2000.</p> <p>Any instances of doubt should be referred to the Department for Constitutional Affairs.</p>
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where:</p> <p>a = Money spent on advice and guidance service holding the CLS Quality Mark at 'General Help' level and above.</p> <p>b = All money spent on advice and guidance services by the Local Authority</p>

Advice & Guidance Services – CLS Quality Mark (Cont'd)

Measurement Period	Previous Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	2
Further Guidance	<p>The CLS Quality Mark is defined at: www.clsdirect.org.uk/about/quality.jsp?lang=en</p> <p>Guidance for Community Legal Services Partnerships is available at: http://www.legalservices.gov.uk/civil/clsp/guidance.asp</p>		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		

**Advice & Guidance Services: direct provision**

Description	Total amount spent on Advice and Guidance in the areas of housing, welfare benefits and consumer matters which is provided directly by the authority to the public.		
Purpose/aim	A Department for Constitutional Affairs PSA target requires that it increases the number of people receiving assistance in social welfare aspects of law. BVPI 177 in this new and revised form should allow DCA to assess the size of the major financial contribution that Local Authorities make to the overall total. This will allow more precise calculations of the whole of the provision of such services in England and Wales. In future years we will be able to establish trends that will be of great value to planners, providers and funders of these essential services.		
Definition	<p>Advice and guidance at 'self help level', 'assisted information level' and 'general help level' as defined in BV 226a should be included.</p> <p>'Housing' refers to anything relating to renting, letting, housing benefits or related subjects and would also include advice given about planning permission or mortgages default.</p> <p>'Consumer Matters' refers to any issues that might ultimately lead to recourse via the Courts. E.g. Miss-selling, supply of faulty goods and the provision (or otherwise) of public services.</p> <p>'Welfare Benefits' refers to the payment, non-payment or under-payment of all statutory benefits as they relate to central government/local government and apply to children, young people and adults, including the elderly and the mentally/physically ill.</p> <p>Spending should conform to the normal requirements for the RO forms and include capital charges.</p> <p>Any instances of doubt should be referred to the Department for Constitutional Affairs.</p>		
Formula/ Worked Eg.	N/A		
Measurement Period	Previous Financial Year	Data Source (if external)	N/A
Return Format	£	Decimal Places	0
Further Guidance	Guidance for Community Legal Services Partnerships is available at: http://www.legalservices.gov.uk/civil/clsp/guidance.asp		
Target Setting	Local		
Scope	Metropolitan Authorities, London Boroughs, Unitary Authorities, County Councils, District Councils, Council of the Isles of Scilly, Common Council of the City of London.		



fire





Number of Primary Fires and Accidental Dwelling Fires

Description	Number of calls to fire attended: primary fires per 10,000 population.		
Purpose/aim	The lower the number the better.		
Definition	<p>Primary fires – as recorded on FDR1.</p> <p>Accidental – include fires where the cause was not known or unspecified. Exclude fires where the cause was malicious, deliberate or doubtful as recorded in 5.1 of FDR1.</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the FRA's area.</p> <p>Dwellings – fires in dwellings as per FDR1.</p> <p>The number of 'domestic properties' within a FRA's area is taken from the latest CIPFA fire service publication available at the time the data is collected.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 10,000$ <p>Where: a = Number of primary fires b = Population (as per ONS mid-year statistics)</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 10,000 population	Decimal Places	1
Further Guidance	<p>See also appendix 8 of 6/2000 and Schedule 12 to SI 2000 No 896, indicator number 1.</p> <p>Please note that this was previously divided into parts i), ii) and iii). Part i) has been deleted and the other two re-numbered.</p>		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Number of Primary Fires and Accidental Dwelling Fires

Description	Number of calls to fire attended: accidental fires in dwellings per 10,000 dwellings.		
Purpose/aim	The lower the number the better.		
Definition	<p>Primary fires – as recorded on FDR1.</p> <p>Accidental – include fires where the cause was not known or unspecified. Exclude fires where the cause was malicious, deliberate or doubtful as recorded in 5.1 of FDR1.</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the FRA's area.</p> <p>Dwellings – fires in dwellings as per FDR1.</p> <p>The number of 'domestic properties' within a FRA's area is taken from the latest CIPFA fire service publication available at the time the data is collected.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Number of primary fires b = Number of dwellings</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 10,000 dwellings	Decimal Places	1
Further Guidance	<p>See also appendix 8 of 6/2000 and Schedule 12 to SI 2000 No 896, indicator number 1.</p> <p>Please note that this was previously divided into parts i), ii) and iii). Part i) has been deleted and the other two re-numbered.</p>		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Number of Fire Deaths and Injuries

Description	The number of deaths arising from accidental fires in dwellings per 100,000 population.		
Purpose/aim	This coincides with Fire PSA target (ODPM PSA 3). The lower the number the better.		
Definition	<p>Dwelling – fires in dwellings as per FDR1</p> <p>Accidental – include fires where the cause was not known or unspecified. Exclude fires where the cause was malicious, deliberate or doubtful as recorded in 5.1 of FDR1.</p> <p>Death – person whose death is attributed to fire. The death may occur weeks or months later. Checks against death certificates are made by FSRD.</p> <p>Precautionary checks – persons sent to hospital or advised to see a doctor as a precaution, having no obvious injury or distress.</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the FRA's area.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100,000$ <p>Where: a = Number of deaths b = Population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 100,000 population	Decimal Places	2
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator number 2		
Target Setting	Local – In setting targets, Fire and Rescue Authorities should have regard to the ODPM PSA 3 target.		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Number of Fire Deaths and Injuries

Description	The number of injuries (excluding precautionary checks), arising from accidental fires in dwellings per 100,000 population.		
Purpose/aim	The lower the number the better.		
Definition	<p>Dwelling – fires in dwellings as per FDR1</p> <p>Accidental – include fires where the cause was not known or unspecified. Exclude fires where the cause was malicious, deliberate or doubtful as recorded in 5.1 of FDR1.</p> <p>Death – person whose death is attributed to fire. The death may occur weeks or months later. Checks against death certificates are made by FSRD.</p> <p>Injury – non-fatal casualty. Persons requiring medical treatment beyond first aid given at the scene of the fire.</p> <p>Precautionary checks – persons sent to hospital or advised to see a doctor as a precaution, having no obvious injury or distress.</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the FRA's area.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100,000$ <p>Where: a = Number of injuries b = Population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 100,000 population	Decimal Places	2
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator number 2		
Target Setting	Local – In setting targets, Fire and Rescue Authorities should have regard to the ODPM PSA 3 target.		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		

**Accidental Dwelling Fires Confined to Room of Origin**

Description	The percentage of accidental fires in dwellings confined to room of origin.		
Purpose/aim	The higher the percentage the better.		
Definition	<p>Dwelling – fires in dwellings as per FDR1.</p> <p>Confined to room of origin – as per FDR1 guidance where fire and heat damage recorded in 5.8 is limited to columns (i) and (ii).</p> <p>Accidental – include fires where the cause was not known or unspecified. Exclude fires where the cause was malicious, deliberate or doubtful as recorded in 5.1 of FDR1.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = Total number accidental dwelling fires confined to room or origin b = Total number of accidental dwelling fires</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator numbers 3 to 6.		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Calls to Malicious False Alarms: not attended

Description	Number of calls to malicious false alarms not attended per 1,000 population.		
Purpose/aim	The number in i) should rise as the number in ii) lowers.		
Definition	<p>Malicious false alarm – the call was made with the intent of getting the fire and rescue service to attend a non-existent event (both fire and special service). Includes deliberate and suspected malicious intentions. As reported in FDR3 Section 1 ‘malicious’ category only and OPS6.</p> <p>Alarm Calls Not attended – where a decision is made by fire control staff that a reported incident is not genuine, and that attendance (see above) is unnecessary.</p> <p>Population – the Registrar-General’s latest mid-year estimates for the fire authority’s area.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 1,000$ <p>Where: a = Number of calls to malicious false alarms not attended b = Population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 1,000 population	Decimal Places	1
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator number 8.		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Calls to Malicious False Alarms: attended

Description	Number of calls to malicious false alarms attended per 1,000 population.		
Purpose/aim	The number in i) should rise as the number in ii) lowers.		
Definition	<p>Malicious false alarm – the call was made with the intent of getting the fire and rescue service to attend a non-existent event (both fire and special service). Includes deliberate and suspected malicious intentions. As reported in FDR3 Section 1 ‘malicious’ category only and OPS6.</p> <p>Alarm Calls Attended – where a FRS appliance, other vehicle or officer attendance is dispatched to the location of the reported incident.</p> <p>Population – the Registrar-General’s latest mid-year estimates for the fire authority’s area.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 1,000$ <p>Where: a = Number of calls to malicious false alarms attended b = Population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 1,000 population	Decimal Places	1
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator number 8.		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		

**False Alarms Caused by Automatic Fire Detection**

Description	False alarms caused by automatic fire detection per 1,000 non-domestic properties.		
Purpose/aim	BV 149 parts i – iii should be considered as a whole. The lower the percentage the better.		
Definition	<p>False alarms – an event in which the fire brigade believe they are called to a fire and then find there is no such incident. This is as reported on FDR3 “due to apparatus”.</p> <p>Automatic fire detection – the call was initiated by, or by a person responding to, an alarm actuated by automatic fire detection equipment or fixed firefighting equipment including sprinkler gongs.</p> <p>Non-domestic properties – the number of non-domestic properties in the fire authority’s area. This figure is to be taken from the latest available National Non-Domestic Rates Provisional Contributions published by CIPFA.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 1000$ <p>Where: a = Number of false alarms caused by automatic fire detection apparatus b = Number of non-domestic properties</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator number 10.		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



False Alarms Caused by Automatic Fire Detection

Description	The number of those properties as recorded in BV 149i with more than 1 attendance by the FRS.		
Purpose/aim	BV 149 parts i – iii should be considered as a whole. The lower the percentage the better.		
Definition	Attendance – where a FRS appliance, other vehicle or officer attendance is dispatched to the location of the reported incident.		
Formula/ Worked Eg.	Number of properties with more than 1 attendance (taken from BVPIs 2005/06 Supplementary Data Collection)		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 1,000 non-domestic properties	Decimal Places	1
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator number 10.		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



False Alarms Caused by Automatic Fire Detection

Description	The percentage of false alarm calls caused by automatic fire detection which are to a non-domestic property with more than 1 attendance.		
Purpose/aim	BV 149 parts i – iii should be considered as a whole. The lower the percentage the better.		
Definition	<p>False alarms – an event in which the fire brigade believe they are called to a fire and then find there is no such incident. This is as reported on FDR3 “due to apparatus”.</p> <p>Automatic fire detection – the call was initiated by, or by a person responding to, an alarm actuated by automatic fire detection equipment or fixed firefighting equipment including sprinkler gongs.</p> <p>Non-domestic properties – the number of non-domestic properties in the fire authority’s area. This figure is to be taken from the latest available National Non-Domestic Rates Provisional Contributions published by CIPFA.</p> <p>Attendance – where a FRS appliance, other vehicle or officer attendance is dispatched to the location of the reported incident.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 1000$ <p>Where: a = Number of properties with more than 1 attendance b = Number of false alarms caused by automatic fire detection apparatus</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator number 10.		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		

**Expenditure Per Head of Population**

Description	Expenditure per head of population on the provision of fire and rescue services.		
Purpose/aim	For comparison within Family Groups		
Definition	<p>Net expenditure as identified in ODPM Revenue Outturn Form 6 200, column 7 less specific grant outside Aggregate External Finance.</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the fire authority's area.</p>		
Formula/ Worked Eg.	$N = \frac{\text{Net Expenditure}}{\text{Population}}$		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	See also Schedule 12 to SI 2000 No 896, indicator number 11.		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Deliberate Fires: Primary (excluding vehicles)

Description	Number of deliberate primary fires (excluding deliberate primary fires in vehicles) per 10,000 population.		
Purpose/aim	i) and iii) count towards the Fire PSA target (ODPM PSA 3). The lower the number the better.		
Definition	<p>Primary fires – as recorded in FDR1</p> <p>Deliberate – including malicious and doubtful</p> <p>Vehicles – as FDR1 (94) section 3 code list</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the fire authority's area.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 10,000$ <p>Where: a = No. of deliberate primary fires b = Population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 10,000 population	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local – In setting targets fire and rescue authorities should have regard to the ODPM PSA 3 target.		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Deliberate Fires: Primary (in vehicles)

Description	Number of deliberate primary fires in vehicles per 10,000 population.		
Purpose/aim	i) and ii) count towards the Fire PSA target (ODPM PSA 3). The lower the number the better.		
Definition	<p>Primary fires – as recorded in FDR1</p> <p>Deliberate – including malicious and doubtful</p> <p>Vehicles – as FDR1 (94) section 3 code list</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the fire authority's area.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 10,000$ <p>Where: a = No. of deliberate primary fires in vehicles b = Population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 10,000 population	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local – In setting targets fire and rescue authorities should have regard to the ODPM PSA 3 target.		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Deliberate Fires: Secondary (excluding vehicles)

Description	Number of deliberate secondary fires (excluding deliberate secondary fires in vehicles) per 10,000 population		
Purpose/aim	The lower the number the better.		
Definition	<p>Secondary fires – as recorded in BVPIs 2005/06 Supplementary Data Collection</p> <p>Deliberate – including malicious and doubtful</p> <p>Vehicles – as FDR1 (94) section 3 code list</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the fire authority's area.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 10,000$ <p>Where: a = No. of deliberate secondary fires b = Population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 10,000 population	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local – In setting targets fire and rescue authorities should have regard to the ODPM PSA 3 target.		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Deliberate Fires: Secondary (in vehicles)

Description	Number of deliberate secondary fires in vehicles per 10,000 population		
Purpose/aim	i) and ii) count towards the Fire PSA target (ODPM PSA 3). The lower the number the better.		
Definition	<p>Secondary fires – as recorded in BVPIs 2005/06 Supplementary Data Collection</p> <p>Deliberate – including malicious and doubtful</p> <p>Vehicles – as FDR1 (94) section 3 code list</p> <p>Population – the Registrar-General's (ONS) latest mid-year estimates for the fire authority's area.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 10,000$ <p>Where: a = Number of deliberate secondary fires in vehicles b = Population</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	Number per 10,000 population	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local – In setting targets fire and rescue authorities should have regard to the ODPM PSA 3 target.		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Fires in Non-Domestic Premises

Description	The number of fires in non-domestic premises per 1,000 non-domestic premises.		
Purpose/aim	To monitor the effectiveness of fire safety under the RRO. The lower the number the better.		
Definition	<p>Non-domestic premises – the number of non-domestic properties in the fire authority’s area. This figure is to be taken from the latest available National Non-Domestic Rates Provisional Contributions published by CIPFA. Non-domestic premises are those included in the BVPI Consultation Paper of 3 August 2005.</p> <p>Fires – include both accidental and deliberate as reported on FDR1.</p> <p>HMOs – Exclude fires in HMOs.</p>		
Formula/ Worked Eg.	$N = \frac{\text{The number of fires in non-domestic premises} \times 1,000}{\text{Number of non-domestic premises}}$		
Measurement Period	Present Financial Year	Data Source (if external)	N/A
Return Format	Number per 1,000 non-domestic premises	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Escaping Unharmed From Accidental Dwelling Fires

Description	The percentage of people in accidental dwelling fires who escape unharmed without FRA assistance at the fire.		
Purpose/aim	The higher the percentage the better.		
Definition	<p>‘Accidental’ – include fires where the cause was not known or unspecified. Exclude fires where the cause was malicious, deliberate or doubtful as recorded in 5.1 of FDR1.</p> <p>‘Dwelling’ – fires in dwellings as per FDR1.</p> <p>‘Escape’ is defined as ‘leaving premises by own, unaided effort’.</p> <p>‘Unharmed’ for the purposes of this BVPI means not recorded as a casualty on FDR1.</p> <p>‘Without FRA assistance’ means unaided by the FRS.</p> <p>HMOs – record only those people who escape from the dwelling where the fire started.</p> <p>NB – Precautionary checks should be included.</p>		
Formula/ Worked Eg.	$N = (a / b) \times 100$ <p>Where: a = No. of people who left the property unharmed without FRA assistance b = Total no. of people who left the property</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Smoke Alarms: activated

Description	The percentage of fires attended in dwellings where a smoke alarm had activated.		
Purpose/aim	The higher the percentage for the better.		
Definition	<p>Dwelling – fires in dwellings as per FDR1.</p> <p>Smoke Alarm – include both battery operated and mains connected.</p> <p>Activated – operated as per manufacturer’s design.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where:</p> <p>a = Fires attended where a smoke alarm had activated</p> <p>b = Number of dwelling fires</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Smoke Alarms: not activated

Description	The percentage of fires attended in dwellings where a smoke alarm was fitted but did not activate.		
Purpose/aim	The lower the percentage the better		
Definition	<p>Dwelling – fires in dwellings as per FDR1.</p> <p>Smoke Alarm – include both battery operated and mains connected.</p> <p>Activated – operated as per manufacturer’s design.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where: a = Fires attended where a smoke alarm was fitted but did not activate b = Number of dwelling fires x 100</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		



Smoke Alarms: none fitted

Description	The percentage of fires attended in dwellings in which no smoke alarm was fitted.		
Purpose/aim	The higher the percentage the better		
Definition	<p>Dwelling – fires in dwellings as per FDR1.</p> <p>Smoke Alarm – include both battery operated and mains connected.</p> <p>Activated – operated as per manufacturer’s design.</p>		
Formula/ Worked Eg.	<p>$N = (a / b) \times 100$</p> <p>Where: a = Fires attended where no smoke alarm was fitted b = Number of dwelling fires</p>		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		

**Percentage of Women Fire-Fighters**

Description	The percentage of women fire-fighters		
Purpose/aim	The higher the percentage the better: national target for women fire fighters is 15% by 2009.		
Definition	For the purpose of this BVPI 'fire-fighter' means wholetime or retained uniformed operational staff. Calculate staff on headcount, not FTE basis.		
Formula/ Worked Eg.	$N = (a / b) \times 100$ Where: a = Number of women fire-fighters b = Total number of fire-fighters		
Measurement Period	Current Financial Year	Data Source (if external)	N/A
Return Format	%	Decimal Places	1
Further Guidance	N/A		
Target Setting	Local – Due note should be taken of national targets.		
Scope	Fire and Rescue Authorities in England, Council of the Isles of Scilly. Note: County Councils which are also Fire and Rescue Authorities should include this BVPI within their scope.		

Glossary of Acronyms

Acronym	Name
ACPI	Audit Commission Performance Indicator
AEF	Aggregate External Finance
ASBO	Anti-Social Behaviour Order
BV	Best Value
BVH	Best Value in Housing
BVPI	Best Value Performance Indicator
BVPP	Best Value Performance Plan
BVR	Best Value Review
CIPFA	Chartered Institute of Public Finance Accountants
CLIP	Central and Local Government Information Partnership
CLSPs	Community Legal Service Partnerships
CPA	Comprehensive Performance Assessment
CRE	Commission for Racial Equality
DATs	Drug Action Team
Defra	Department for Environment, Food and Rural Affairs
DfES	Department for Education and Skills
DfT	Department for Transport
DoH	Department of Health
DWP	Department for Work and Pensions
FDR	Fire Damage Report
FTE	Full Time Equivalent
GLA	Greater London Authority
HB/CTB	Housing Benefit/Council Tax Benefit
IDeA	Improvement and Development Agency
LA	Local Authority
LDA	London Development Agency
LEA	Local Education Authority
LFEPA	London Fire and Emergency Planning Authority
LEQSE	Local Environmental Quality Surveys

Acronym	Name
LGA	Local Government Association
MAPP	Measurement and Performance Project (Cabinet Office)
MPA	Metropolitan Police Authority
NHS	National Health Service
ODPM	Office of the Deputy Prime Minister
ONS	Office for National Statistics
PACE	Police and Criminal Evidence Act
PAF	Performance Assessment Framework for Social Services
PAT	Policy Action Team (Social Exclusion Unit, Cabinet Office)
PI	Performance Indicator
PSA	Public Service Agreement
PSS	Personal Social Services
PTA	Passenger Transport Authority
RAP	Referrals, Assessments and Packages of Care (Department of Health)
RO	Revenue Outturn Form
RSL	Registered Social Landlord
RTC	Road Traffic Collisions
SAP	Standard Assessment Procedure (for energy efficiency scores of buildings)
SORP	Statement of Recommended Practice (accounting framework)
TAROE	Tenants and Residents Organisations of England
TfL	Transport for London
WCAs	Waste Collection Authorities
WDA	Waste Disposal Authority

Authorities subject to planning standards 2005/06.

Major

For major applications the standard applies to authorities that determined less than 39% in thirteen weeks in the year ending June 2004. As this class accounts for only 3% of applications, we have discounted those authorities determining less than 10 applications.

The standard that these authorities must reach is to determine 57% of major planning applications within thirteen weeks in 2005/06.

The 66 authorities are:

Bassetlaw District Council	London Borough of Havering	Southampton City Council
Bath & NE Somerset Council	Hertsmere Borough Council	London Borough of Southwark
Berwick-upon-Tweed Borough Council	Kirklees Metropolitan Council	Stevenage Borough Council
Blyth Valley Borough Council	Luton Borough Council	Stroud District Council
Bradford Metropolitan District Council	Maldon District Council	Suffolk Coastal District Council
Burnley Borough Council	Melton Borough Council	London Borough of Sutton
Cambridge City Council	Mid Devon District Council	Test Valley Borough Council
London Borough of Camden	Mid Suffolk District Council	Torridge District Council
Chesterfield Borough Council	North Dorset District Council	Trafford Metropolitan Borough Council
Colchester Borough Council	Northampton Borough Council	Uttlesford District Council
Cotswold District Council	Nuneaton & Bedworth Borough Council	Walsall Metropolitan Borough Council
Derby City Council	Oxford City Council	London Borough of Wandsworth
Derwentside District Council	Peterborough City Council	Waverley Borough Council
Doncaster Metropolitan Borough Council	Plymouth City Council	Wealden District Council
Dudley Metropolitan Borough Council	Preston City Council	Welwyn Hatfield District Council
East Hertfordshire District Council	Redditch Borough Council	West Berkshire Council
East Northamptonshire District Council	Rugby Borough Council	Winchester City Council
East Staffordshire Borough Council	Scarborough Borough Council	The Royal Borough of Windsor & Maidenhead
Ellesmere Port & Neston Borough Council	Selby District Council	Wokingham District Council
Fenland District Council	Slough Borough Council	Wychavon District Council
Harrogate Borough Council	South Cambridgeshire District Council	City of York
	South Gloucestershire Council	
	South Oxfordshire District Council	
	South Somerset District Council	

Minor

For minor applications, the standard applies to those authorities who in the year ending June 2004 determined less than 50% in eight weeks. As 27% of applications fall into this class, there is no need for a cut off based on number of decisions. **The standard for this class of application is to determine 63% of minor applications within eight weeks in 2005/06.**

The 58 authorities are:

Allerdale Borough Council	Maldon District Council	Suffolk Coastal District Council
Amber Valley Borough Council	Melton Borough Council	Sunderland City Council
Berwick-upon-Tweed Borough Council	Mid Devon District Council	Surrey Heath Borough Council
Blaby District Council	Mid Suffolk District Council	Tandridge District Council
Blyth Valley Borough Council	Newcastle-under-Lyme Borough Council	Test Valley Borough Council
Boston Borough Council	North Dorset District Council	Tewkesbury Borough Council
Bournemouth Council	North Hertfordshire District Council	Torridge District Council
Bracknell Forest Borough Council	North Lincolnshire Council	Trafford Metropolitan Borough Council
Castle Morpeth Borough Council	Nuneaton & Bedworth Borough Council	Wakefield Metropolitan District Council
City of York	Preston City Council	Walsall Metropolitan Borough Council
Dudley Metropolitan Borough Council	Redditch Borough Council	Waveney District Council
East Hertfordshire District Council	Salisbury District Council	Waverley Borough Council
East Northamptonshire District Council	Sedgefield Borough Council	Wealden District Council
Eastleigh Borough Council	South Holland District Council	Welwyn Hatfield District Council
Gedling Borough Council	South Somerset District Council	West Dorset District Council
London Borough of Hackney	South Staffordshire District	Winchester City Council
London Borough of Harrow	St Albans City and District Council	The Royal Borough of Windsor & Maidenhead
Hertsmere Borough Council	Stafford Borough Council	Wyre Borough Council
London Borough of Hillingdon	Wyre Borough Council	
Lake District National Park	Stevenage Borough Council	
	Stroud District Council	

Other

For other applications, the standard applies to those authorities who in the year ending June 2004 determined less than 65% of other applications in eight weeks. As 70% of applications fall in this class nationally, there is no cut-off based on the number of applications determined. **The standard for these applications is to determine 75% of other applications within eight weeks in 2005/06.**

The 26 authorities are:

Berwick-upon-Tweed Borough Council	London Borough of Redbridge
Blyth Valley Borough Council	Redditch Borough Council
Boston Borough Council	Sedgefield Borough Council
London Borough of Camden	South Somerset District Council
East Hertfordshire District Council	South Staffordshire District Council
London Borough of Hackney	Stafford Borough Council
London Borough of Hillingdon	Stevenage Borough Council
Lake District National Park	Stroud District Council
Mid Devon District Council	Sunderland City Council
Mid Suffolk District Council	Torridge District Council
Newcastle-under-Lyme Borough Council	Trafford Metropolitan Borough Council
North Hertfordshire District Council	West Dorset District Council
Norwich City Council	The Royal Borough of Windsor & Maidenhead

Recycling/composting statutory performance standards*

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
	%	%	%
Adur District Council	17	33	30
Allerdale Borough Council	4	10	18
Alnwick District Council	3	10	18
Amber Valley Borough Council	2	10	18
Arun District Council	14	28	30
Ashfield District Council	1	10	18
Ashford Borough Council	7	14	21
Aylesbury Vale District Council	13	26	30
Babergh District Council	7	14	21
Barnsley MBC	2	10	18
Barrow-in-Furness Borough Council	6	12	18
Basildon District Council	10	20	30
Basingstoke and Deane Borough Council	10	20	30
Bassetlaw District Council	7	14	21
Bath and North East Somerset Council	17	33	30
Bedford Borough Council	4	10	18
Bedfordshire County Council	6	12	18
Berwick-upon-Tweed Borough Council	4	10	18
Birmingham City Council	5	10	18
Blaby District Council	10	20	30
Blackburn with Darwen Borough Council	4	10	18
Blackpool Borough Council	5	10	18
Blyth Valley Borough Council	2	10	18
Bolsover District Council	2	10	18
Bolton MBC	5	10	18
Boston Borough Council	2	10	18
Bournemouth Borough Council	24	33	30
Bracknell Forest Borough Council	9	18	27
Braintree District Council	7	14	21
Breckland Borough Council	14	28	30
Brentwood Borough Council	14	28	30
Bridgnorth District Council	9	18	27
Brighton and Hove Council	10	20	30
Bristol City Council	9	18	27
Broadland District Council	9	18	27
Bromsgrove District Council	5	10	18
Broxbourne Borough Council	7	14	21

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
Broxtowe Borough Council	3	10	18
Buckinghamshire County Council	16	33	30
Burnley Borough Council	3	10	18
Bury Metropolitan Borough Council	3	10	18
Calderdale MBC	3	10	18
Cambridge City Council	14	28	30
Cambridgeshire County Council	16	33	30
Cannock Chase Council	2	10	18
Canterbury City Council	10	20	30
Caradon District Council	2	10	18
Carlisle City Council	11	22	30
Carrick District Council	7	14	21
Castle Morpeth Borough Council	**	33	30
Castle Point Borough Council	8	16	24
Charnwood Borough Council	17	33	30
Chelmsford Borough Council	3	10	18
Cheltenham Borough Council	8	16	24
Cherwell District Council	6	12	18
Cheshire County Council	11	22	30
Chester City Council	12	24	30
Chesterfield Borough Council	8	16	24
Chester-le-Street District Council	2	10	18
Chichester District Council	12	24	30
Chiltern District Council	24	33	30
Chorley Borough Council	4	10	18
Christchurch Borough Council	11	22	30
City of Bradford MDC (MBC)	8	16	24
City of Wakefield MDC (MBC)	3	10	18
City of York Council	6	12	18
Colchester Borough Council	14	28	30
Congleton Borough Council	7	14	21
Copeland Borough Council	5	10	18
Corby Borough Council	1	10	18
Cornwall County Council	6	12	18
Corporation of London	0	10	18
Cotswold District Council	19	33	30
Council of the Isles of Scilly	8	16	24
Coventry City Council	6	12	18
Craven District Council	9	18	27
Crawley Borough Council	10	20	30

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
Crewe and Nantwich Borough Council	5	10	18
Cumbria County Council	7	14	21
Dacorum Borough Council	6	12	18
Darlington Borough Council	5	10	18
Dartford Borough Council	7	14	21
Daventry District Council	15	30	30
Derby City Council	11	22	30
Derbyshire County Council	6	12	18
Derbyshire Dales District Council	9	18	27
Derwentside District Council	2	10	18
Devon County Council	17	33	30
Doncaster MBC	4	10	18
Dorset County Council	31	33	30
Dover District Council	4	10	18
Dudley MBC	5	10	18
Durham City Council	4	10	18
Durham County Council	3	10	18
Easington District Council	5	10	18
East Cambridgeshire District Council	11	22	30
East Devon District Council	9	18	27
East Dorset District Council	19	33	30
East Hampshire District Council	8	16	24
East Hertfordshire District Council	6	12	18
East Lindsey District Council	6	12	18
East London Waste Authority	4	10	18
East Northamptonshire Council	14	28	30
East Riding of Yorkshire Council	9	18	27
East Staffordshire Borough Council	5	10	18
East Sussex County Council	9	18	27
Eastbourne Borough Council	6	12	18
Eastleigh Borough Council	26	33	30
Eden District Council	8	16	24
Ellesmere Port and Neston Borough Council	8	16	24
Elmbridge Borough Council	8	16	24
Epping Forest Borough Council	14	28	30
Epsom and Ewell Borough Council	5	10	18
Erewash Borough Council	10	20	30
Essex County Council	11	22	30
Exeter City Council	10	20	30
Fareham Borough Council	20	33	30

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
Fenland District Council	4	10	18
Forest Heath District Council	23	33	30
Forest of Dean District Council	11	22	30
Fylde Borough Council	7	14	21
Gateshead MBC	2	10	18
Gedling Borough Council	7	14	21
Gloucester City Council	6	12	18
Gloucestershire County Council	12	24	30
Gosport Borough Council	9	18	27
Gravesham Borough Council	11	22	30
Great Yarmouth Borough Council	4	10	18
Greater Manchester WDA (MBC)	5	10	18
Guildford Borough Council	7	14	21
Halton Borough Council	4	10	18
Hambleton District Council	8	16	24
Hampshire County Council	23	33	30
Harborough District Council	5	10	18
Harlow District Council	4	10	18
Harrogate Borough Council	7	14	21
Hart District Council	11	22	30
Hartlepool Borough Council	4	10	18
Hastings Borough Council	6	12	18
Havant Borough Council	17	33	30
Herefordshire Council	7	14	21
Hertfordshire County Council	10	20	30
Hertsmere Borough Council	7	14	21
High Peak Borough Council	4	10	18
Hinckley and Bosworth Borough Council	9	18	27
Horsham District Council	13	26	30
Huntingdonshire District Council	7	14	21
Hyndburn Borough Council	6	12	18
Ipswich Borough Council	5	10	18
Isle of Wight Council	13	26	30
Kennet District Council	13	26	30
Kent County Council	10	20	30
Kerrier District Council	6	12	18
Kettering Borough Council	3	10	18
Kings Lynn and West Norfolk Borough Council	9	18	27
Kingston-upon-Hull City Council	7	14	21
Kirklees MBC	7	14	21

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
Knowsley Metropolitan Borough Council	2	10	18
Lancashire County Council	10	20	30
Lancaster City Council	6	12	18
Leeds City Council (MBC)	7	14	21
Leicester City Council	9	18	27
Leicestershire County Council	11	22	30
Lewes District Council	9	18	27
Lichfield District Council	13	26	30
Lincoln City Council	12	24	30
Lincolnshire County Council	10	20	30
Liverpool City Council	2	10	18
London Borough of Barking and Dagenham	3	10	18
London Borough of Barnet	9	18	27
London Borough of Bexley	18	33	30
London Borough of Brent	5	10	18
London Borough of Bromley	7	14	21
London Borough of Camden	11	22	30
London Borough of Croydon	14	28	30
London Borough of Ealing	10	20	30
London Borough of Enfield	9	18	27
London Borough of Greenwich	4	10	18
London Borough of Hackney	2	10	18
London Borough of Hammersmith and Fulham	8	16	24
London Borough of Haringey	5	10	18
London Borough of Harrow	8	16	24
London Borough of Havering	9	18	27
London Borough of Hillingdon	7	14	21
London Borough of Hounslow	14	28	30
London Borough of Islington	3	10	18
London Borough of Kensington and Chelsea	11	22	30
London Borough of Kingston-upon-Thames	15	30	30
London Borough of Lambeth	7	14	21
London Borough of Lewisham	4	10	18
London Borough of Merton	9	18	27
London Borough of Newham	2	10	18
London Borough of Redbridge	7	14	21
London Borough of Richmond upon Thames	14	28	30
London Borough of Southwark	3	10	18
London Borough of Sutton	16	33	30
London Borough of Tower Hamlets	3	10	18

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
London Borough of Waltham Forest	6	12	18
London Borough of Wandsworth	8	16	24
Luton Borough Council	8	16	24
Macclesfield Borough Council	8	16	24
Maidstone Borough Council	6	12	18
Maldon District Council	11	22	30
Malvern Hills District Council	5	10	18
Manchester City Council (MBC)	3	10	18
Mansfield District Council	1	10	18
Medway Borough Council	12	24	30
Melton Borough Council	19	33	30
Mendip District Council	8	16	24
Merseyside WDA (MBC)	4	10	18
Mid Bedfordshire District Council	5	10	18
Mid Devon District Council	11	22	30
Mid Suffolk District Council	8	16	24
Mid Sussex District Council	18	33	30
Middlesbrough Borough Council	3	10	18
Milton Keynes Council	16	33	30
Mole Valley District Council	12	24	30
New Forest District Council	22	33	30
Newark and Sherwood District Council	5	10	18
Newcastle-under-Lyme Borough Council	3	10	18
Newcastle-upon-Tyne City Council (MBC)	5	10	18
Norfolk County Council	14	28	30
North Cornwall District Council	7	14	21
North Devon District Council	10	20	30
North Dorset District Council	18	33	30
North East Derbyshire District Council	2	10	18
North East Lincolnshire Council	7	14	21
North Hertfordshire District Council	8	16	24
North Kesteven District Council	4	10	18
North Lincolnshire Council	8	16	24
North London Waste Authority	6	12	18
North Norfolk District Council	14	28	30
North Shropshire District Council	5	10	18
North Somerset Council	7	14	21
North Tyneside Council	4	10	18
North Warwickshire Borough Council	5	10	18
North West Leicestershire District Council	8	16	24

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
North Wiltshire District Council	5	10	18
North Yorkshire County Council	7	14	21
Northampton Borough Council	12	24	30
Northamptonshire County Council	9	18	27
Northumberland County Council†	4	10	18
Norwich City Council	6	12	18
Nottingham City Council	4	10	18
Nottinghamshire County Council	8	16	24
Nuneaton and Bedworth Borough Council	8	16	24
Oadby and Wigston Borough Council	16	33	30
Oldham MBC	3	10	18
Oswestry Borough Council	6	12	18
Oxford City Council	7	14	21
Oxfordshire County Council	10	20	30
Pendle Borough Council	4	10	18
Penwith District Council	3	10	18
Peterborough City Council	17	33	30
Plymouth City Council	8	16	24
Poole Borough Council	22	33	30
Portsmouth City Council	12	24	30
Preston Borough Council	3	10	18
Purbeck District Council	16	33	30
Reading Borough Council	8	16	24
Redcar and Cleveland Borough Council	2	10	18
Redditch Borough Council	4	10	18
Reigate and Banstead Borough Council	19	33	30
Restormel Borough Council	8	16	24
Ribble Valley Borough Council	6	12	18
Richmondshire District Council	4	10	18
Rochdale MBC	5	10	18
Rochford District Council	4	10	18
Rossendale Borough Council	5	10	18
Rother District Council	8	16	24
Rotherham MBC	5	10	18
Rugby Borough Council	4	10	18
Runnymede Borough Council	5	10	18
Rushcliffe Borough Council	6	12	18
Rushmoor Borough Council	8	16	24
Rutland County Council	11	22	30
Ryedale District Council	11	22	30

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
Salford City Council (MBC)	2	10	18
Salisbury District Council	16	33	30
Sandwell MBC	4	10	18
Scarborough Borough Council	6	12	18
Sedgefield Borough Council	1	10	18
Sedgemoor District Council	6	12	18
Sefton MBC	8	16	24
Selby District Council	3	10	18
Sevenoaks District Council	10	20	30
Sheffield City Council	5	10	18
Shepway District Council	12	24	30
Shrewsbury and Atcham Borough Council	9	18	27
Shropshire County Council	7	14	21
Slough Borough Council	8	16	24
Solihull MBC	5	10	18
Somerset County Council	14	28	30
South Bedfordshire District Council	7	14	21
South Bucks District Council	20	33	30
South Cambridgeshire District Council	8	16	24
South Derbyshire District Council	7	14	21
South Gloucestershire Council	7	14	21
South Hams District Council	14	28	30
South Holland District Council	8	16	24
South Kesteven District Council	6	12	18
South Lakeland District Council	7	14	21
South Norfolk Council	10	20	30
South Northamptonshire District Council	5	10	18
South Oxfordshire District Council	17	33	30
South Ribble Borough Council	7	14	21
South Shropshire District Council	10	20	30
South Somerset District Council	11	22	30
South Staffordshire Council	6	12	18
South Tyneside MBC	4	10	18
Southampton City Council	8	16	24
Southend-on-Sea Borough Council	9	18	27
Spelthorne Borough Council	11	22	30
St Albans City and District Council	14	28	30
St Edmundsbury Borough Council	21	33	30
St Helens MBC	1	10	18
Stafford Borough Council	3	10	18

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
Staffordshire County Council	9	18	27
Staffordshire Moorlands District Council	5	10	18
Stevenage Borough Council	8	16	24
Stockport MBC	11	22	30
Stockton-on-Tees Borough Council	4	10	18
Stoke-on-Trent City Council	9	18	27
Stratford-on-Avon District Council	12	24	30
Stroud District Council	13	26	30
Suffolk Coastal District Council	12	24	30
Suffolk County Council	14	28	30
Sunderland City Council	1	10	18
Surrey County Council	15	30	30
Surrey Heath Borough Council	19	33	30
Swale Borough Council	8	16	24
Swindon Borough Council	15	30	30
Tameside MBC	5	10	18
Tamworth Borough Council	5	10	18
Tandridge District Council	20	33	30
Taunton Deane Borough Council	12	24	30
Teesdale District Council	3	10	18
Teignbridge District Council	12	24	30
Telford and Wrekin Council	4	10	18
Tendring District Council	8	16	24
Test Valley Borough Council	16	33	30
Tewkesbury Borough Council	7	14	21
Thanet District Council	7	14	21
Three Rivers District Council	11	22	30
Thurrock Council	4	10	18
Tonbridge and Malling Borough Council	10	20	30
Torbay Council	10	20	30
Torridge District Council	11	22	30
Trafford MBC	2	10	18
Tunbridge Wells Borough Council	10	20	30
Tynedale District Council	6	12	18
Uttlesford District Council	12	24	30
Vale of White Horse District Council	11	22	30
Vale Royal Borough Council	4	10	18
Walsall MBC	8	16	24
Wansbeck Borough Council	1	10	18
Warrington Borough Council	10	20	30

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Recycling/composting statutory performance standards* (Cont'd)

Authority	1998-99 Recycling rate	2003-04 Standard	2005-06 Standard
Warwick District Council	9	18	27
Warwickshire County Council	8	16	24
Watford Borough Council	10	20	30
Waveney District Council	4	10	18
Waverley Borough Council	12	24	30
Wealden District Council	8	16	24
Wear Valley District Council	1	10	18
Wellingborough Borough Council	6	12	18
Welwyn Hatfield Council	12	24	30
West Berkshire District Council	10	20	30
West Devon Borough Council	15	30	30
West Dorset District Council	9	18	27
West Lancashire District Council	9	18	27
West Lindsey District Council	4	10	18
West London Waste Authority	9	18	27
West Oxfordshire District Council	5	10	18
West Somerset District Council	8	16	24
West Sussex County Council	12	24	30
West Wiltshire District Council	7	14	21
Western Riverside Waste Authority	8	16	24
Westminster City Council	6	12	18
Weymouth and Portland Borough Council	15	30	30
Wigan MBC	2	10	18
Wiltshire County Council	10	20	30
Winchester City Council	15	30	30
Windsor and Maidenhead Borough Council	15	30	30
Wirral MBC	7	14	21
Woking Borough Council	13	26	30
Wokingham Council	11	22	30
Wolverhampton MBC	4	10	18
Worcester City Council	8	16	24
Worcestershire County Council	10	20	30
Worthing Borough Council	12	24	30
Wychavon District Council	7	14	21
Wycombe District Council	10	20	30
Wyre Borough Council	7	14	21
Wyre Forest District Council	3	10	18

*The figures in columns 2 & 3 represent the sum of BV 82a and BV 82b

Best Value Authorities and the scope of application of BVPIs

Best value is a duty that applies to the following authorities (as defined in Section 1 of the Local Government Act, 1999):

- Local Authorities
- National Parks and National Broad Authorities
- Passenger Transport Authorities
- Police Authorities
- Fire Authorities
- Waste Disposal Authorities
- Metropolitan Passenger Transport Authorities
- Greater London Authority
- Transport for London
- London Development Agency
- London Fire and Emergency Planning Authority

BVPIs do not apply to Parish or Town Councils.

The table below shows which BVPIs apply to which authority types:

Type of Authority	Performance Indicator (BVPIs)
Metropolitan District Authorities (Authorities which are both Waste Collection and Waste Disposal Authorities)	Corporate Health – 2, 8 to 12, 14 to 17, 156, 157; Education – 38 to 41, 43, 45, 46, 159, 181, 194, 221, 222; Health & Social Care – 49, 50, 53, 54, 56, 161 to 163, 195 to 198, 201; Housing – 63, 64, 66, 74, 75, 164, 184, 211, 212; Homelessness – 183, 202, 203, 213, 214; HB/CTB – 76, 78, 79; Waste & Cleanliness – 82, 84, 86, 87, 91, 199; Transport – 96, 97, 99, 100, 165, 178, 187, 215; Planning – 106, 109, 179, 200, 204, 205; Environment & Environmental Health – 166, 216, 217, 218; Culture & Related Services – 170, 219, 220; Community Safety & Well-being – 126 to 128, 174 to 177, 198.
Metropolitan District Authorities (Authorities which are Waste Collection Authorities but not Waste Disposal Authorities)	Corporate Health – 2, 8 to 12, 14 to 17, 156, 157; Education – 38 to 41, 43, 45, 46, 159, 181, 194, 221, 222; Health & Social Care – 49, 50, 53, 54, 56, 161 to 163, 195 to 198, 201; Housing – 63, 64, 66, 74, 75, 164, 184, 211, 212; Homelessness – 183, 202, 203, 213, 214; HB/CTB – 76, 78, 79; Waste & Cleanliness – 82a, 82b, 84, 86, 91, 199; Transport – 96, 97, 99, 100, 165, 178, 187, 215; Planning – 106, 109, 179, 200, 204, 205; Environment & Environmental Health – 166, 216, 217, 218; Culture & Related Services – 170, 219, 220; Community Safety & Well-being – 126 to 128, 174 to 177, 198.

Type of Authority	Performance Indicator (BVPIs)
London Boroughs (Authorities which are Waste Collection but not Waste Disposal Authorities)	<p>Corporate Health – 2, 8 to 12, 14 to 17, 156, 157; Education – 38 to 41, 43, 45, 46, 159, 181, 194, 221, 222; Health & Social Care – 49, 50, 53, 54, 56, 161 to 163, 195 to 198, 201; Housing – 63, 64, 66, 74, 75, 164, 184, 211, 212; Homelessness – 183, 202, 203, 213, 214; HB/CTB – 76, 78, 79; Waste & Cleanliness – 82a, 82b, 84, 86, 91, 199; Transport – 96, 97, 99, 100, 165, 178, 187, 215; Planning – 106, 109, 179, 200, 204, 205, 215; Environment & Environmental Health – 166, 216, 217, 218; Culture & Related Services – 170, 216, 219; Community Safety & Well-being – 126 to 128, 174 to 177, 198, 220. <i>Note: fire service information to be recorded separately for BV 11, 12, 15, and 17</i></p>
London Boroughs (Authorities which are both Waste Collection and Waste Disposal Authorities)	<p>Corporate Health – 2, 8 to 12, 14 to 17, 156, 157; Education – 38 to 41, 43, 45, 46, 159, 181, 194, 221, 222; Health & Social Care – 49, 50, 53, 54, 56, 161 to 163, 195 to 198, 201; Housing – 63, 64, 66, 74, 75, 164, 184, 211, 212; Homelessness – 183, 202, 203, 213, 214; HB/CTB – 76, 78, 79; Waste & Cleanliness – 82, 84, 86, 87, 91; Transport – 96, 97, 99, 100, 165, 178, 187, 215; Planning – 106, 109, 179, 200, 204, 205, 215; Environment & Environmental Health – 166, 216, 217, 218; Culture & Related Services – 170, 219, 220; Community Safety & Wellbeing – 126 to 128, 174 to 177, 198. <i>Note: fire service information to be recorded separately for BV 11, 12, 15, and 17</i></p>
County Councils (excluding Fire Authorities)	<p>Corporate Health – 2, 8, 11, 12, 14 to 17, 156, 157; Education – 38 to 41, 43, 45, 46, 159, 181, 194, 221, 222; Health & Social Care – 49, 50, 53, 54, 56, 161 to 163, 195 to 198, 201; Waste & Cleanliness – 82, 84, 87, 91; Transport – 96, 97, 99, 100, 102, 165, 178, 187, 215; Planning – 106, 109, 200, 204, 205, 215; Environment & Environmental Health – 166, 216, 217, 218; Culture & Related Services – 170, 219, 220; Community Safety & Well-being – 126 to 128, 174 to 177, 198.</p>
Non-Metropolitan District Councils	<p>Corporate Health – 2, 8 to 12, 14 to 17, 156, 157; Housing – 63, 64, 66, 74, 75, 164, 184, 211, 212; Homelessness – 183, 202, 203, 213, 214; HB/CTB – 76, 78, 79; Waste & Cleanliness – 82a, 82b, 84, 86, 91, 199; Planning – 106, 109, 179, 200, 204, 205; Environment & Environmental Health – 166, 216, 217, 218; Culture & Related Services – 170, 219; Community Safety & Well-being – 126 to 128, 174 to 177, 198.</p>
Council of the Isles of Scilly	<p>Corporate Health – 2, 8 to 12, 14 to 17, 156, 157; Education – 38 to 41, 43, 45, 46, 159, 181, 194, 221, 222; Health & Social Care – 49, 50, 53, 54, 56, 161 to 163, 195 to 198, 201; Housing – 63, 64, 66, 74, 75, 164, 184, 211, 212; Homelessness – 183, 202, 203, 213, 214; HB/CTB – 76, 78, 79; Waste & Cleanliness – 82, 84, 86, 87, 91, 199; Transport – 96, 97, 99, 100, 102, 165, 178, 187, 215; Planning – 106, 109, 179, 200, 204, 205; Environment & Environmental Health – 166, 216, 217, 218; Culture & Related Services – 170, 219, 220; Community Safety & Well-being – 126 to 128, 174 to 177, 198; Fire – 142 to 144, 146, 149, 150, 206 to 210.. <i>Note: fire service information to be recorded separately for BV 11, 12, 15, and 17</i></p>

Type of Authority	Performance Indicator (BVPIs)
Common Council of the City of London	Corporate Health – 2, 8 to 12, 14 to 17, 156, 157; Education – 38 to 41, 43, 45, 46, 159, 181, 194, 221, 222; Health & Social Care – 49, 50, 53, 54, 56, 161 to 163, 195 to 198, 201; Housing – 63, 64, 66, 74, 75, 164, 184, 211, 212; Homelessness – 183, 202, 203, 213, 214; HB/CTB – 76, 78, 79; Waste & Cleanliness – 82, 84, 86, 87, 91, 199; Transport – 96, 97, 99, 100, 165, 178, 187, 215; Planning – 106, 109, 179, 200, 204, 205; Environment & Environmental Health – 166, 216, 217, 218; Culture & Related Services – 170, 219, 220; Community Safety & Well-being – 126 to 128, 174 to 177, 198.
National Parks Authorities	Corporate Health – 2, 8, 12, 14 to 17, 156, 157; Planning – 106, 109, 200, 204, 205; Culture – 219.
National Broad Authority	Corporate Health – 2, 8, 12, 14 to 17, 156, 157; Planning – 106, 109, 200, 204, 205; Culture – 219.
Joint Waste Disposal Authorities	Corporate Health – 2, 8, 11, 12, 14 to 17, 156, 157; Waste & Cleanliness – 82, 84, 87, 91..
Greater London Authority	Corporate Health – 2, 8, 11, 12, 14 to 17, 156, 157.
Passenger Transport Authorities	Corporate Health – 2, 8, 11, 12, 14 to 17, 156, 157; Transport – 102.
Transport for London	Corporate Health – 2, 8, 11, 12, 14 to 17, 156, 157; Transport – 96, 99, 100, 102, 165, 178, 187.
London Development Agency	Corporate Health – 2, 8, 11, 12, 14 to 17, 156, 157.

The Audit Process and the Audit Commission

The Audit Commission is an independent public body responsible for ensuring that public money is spent economically, efficiently, and effectively in the areas of local government, housing, health, community safety and the fire and rescue services.

The Commission has a number of roles within the BVPI process. The Performance Measurement and Analysis team (the PI team) within the Knowledge & Information Directorate has three main roles: providing supplementary information on BVPIs and responding to queries from Best Value authorities and auditors; collecting and validating the final outturns; and preparing the final outturn data for publication and statistical analysis.

The Commission also appoints auditors – from its own Operations staff and from firms – to carry out audit and performance work in Local Authorities and other bodies in England. This work includes giving a statutory opinion on the Best Value Performance Plan (BVPP) and the code of audit practice also specifies that auditors should include a review of BVPIs.

The Audit Process and BVPIs

Auditors are supported in the auditing process by technical guidance produced by the Audit Commission. This includes a BVPP auditor briefing produced by the Audit Policy and Appointments team and the Annual Reference Guide written by the PI team within Knowledge & Information. The Reference Guide brings together information issued throughout the year in newsletters and circulars. It advises auditors of particular areas to look for during the audit. It also contains blank schedules for completion by the auditor, to confirm that certain procedures have been carried out.

In recent years the Reference Guide has included a list of named ‘High Risk’ PIs. These have been identified to support the Comprehensive Performance Assessment (CPA). Auditors are asked to give these PIs particular attention.

However it is important to note that auditors use their knowledge of each authority in carrying out a risk-based assessment of the PIs which are selected for audit. The situation in each Authority is different and will inform how the audit is performed.

As part of their work, auditors confirm whether any significant variances in year-on-year figures are reasonable or not. These have been based on +/- 15%. The auditor notes any qualifications that should be added to the data. Auditors also report where an authority has failed to produce data for a performance indicator, there are doubts about the data or the systems used to produce it or whether any changes should be made to previous year’s data as a result of this year’s audit.

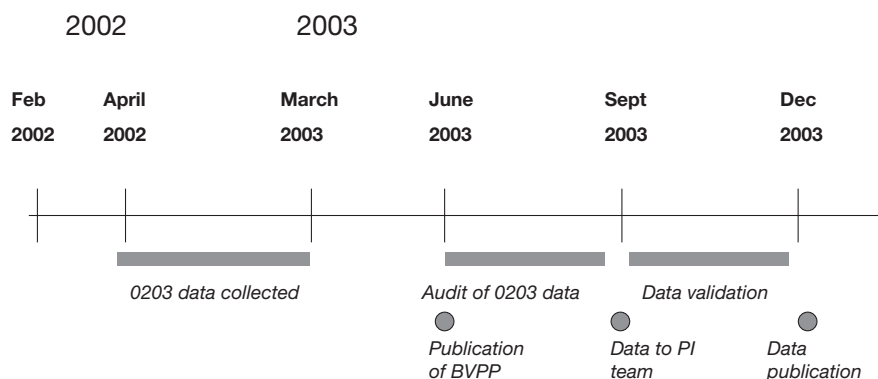
Role of the PI Team

The PI team is based in London within the Audit Commission’s Knowledge & Information Directorate. It has three main roles:

- information provision and responding to queries from LAs, Audit Commission staff and general requests for information from other agencies and the public;
- collection and validation of the final outturns; and
- preparation and analysis of final data

The diagram below shows how the BVPI cycle progresses in a typical year.

2002/03 BVPI Cycle



Information

In the past the PI team has produced additional information about the PIs to supplement the statutory guidance through newsletters and an annual reference guide which are circulated to auditors and authorities via email. Previous newsletters and reference guides are downloadable from the Commission's website at: <http://www.audit-commission.gov.uk/performance/>.

All of the additional guidance published in newsletters has now been assimilated into this statutory guidance for 2005/06. It is intended to produce for 2005/06 an electronic version of the Reference Guide on the Audit Commission website. This will be included as audit information in the Information Portal so that all relevant guidance can be accessed in one place. The portal includes information about data sources, the polarity of the PI, and worked examples. It will be regularly updated with new information and clarifications.

The PI Team have played a valuable service in providing advice and guidance on how BVPIs should be collected and answering technical questions about PI definitions. The knowledge and experience they have built up over the years can be made more easily accessible and consistently delivered via the Information Portal on the Audit Commission website. This is being developed during 2005 to include a search facility, FAQs and a notice board. Whilst the PI team will still be contactable on pi-team@audit-commission.gov.uk it is anticipated that there will be less need for direct contact about individual queries.

Collection & Validation

Authorities are currently required to report their BVPI outturn data in their BVPP which must be published by 30th June following the end of the financial year. The data is audited during the summer and forwarded to the PI team at the Audit Commission via a secure extranet site. This system of electronic data collection (EDC) is being developed to feature more automated checks on the data – for example a comparison of current and past year data to highlight variance – and more reporting functions.

Within the dataset there are two symbols used to signify qualification of the data: data plus an asterisk (for example 10 %*), and the hash symbol without data (#). An asterisk is used when the auditor expresses doubts about the robustness of the system used to collect the data. The hash is used where there has been a failure to collect the data. Both are used in the published dataset to alert the reader to the quality of the data. Issues about data quality may influence the overall audit of the BVPP and, where applicable, impact on the CPA improvement score.

Preparing data for publication

When the data is finalised, and relevant qualifications added, the PI team calculates summary statistics. Usually these are an average figure, a median and a 25th and 75th percentile figure. These are generally provided in the dataset for each type of authority as well as an 'all England' figure. These can be helpful for both authorities and the general reader in making comparisons and setting targets.

The PI data, and quartiles, are officially published by ODPM on their website, but the raw data and summary statistics are also available on the Audit Commission website spreadsheet format at <http://www.audit-commission.gov.uk/performance/>.

Quick reference Table of outturn data requirements, organised by service area.

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
Corporate Health					
BV 2a	Equality standard for local government	High	Num	0	
BV 2b	Duty to promote race equality	High	%	0	
BV 8	Percentage of invoices paid on time	High	%	2	
BV 9	Percentage of council tax collected	High	%	2	
BV 10	Percentage of non-domestic rates collected	High	%	2	
BV 11a	Top 5% earners: women	High	%	2	
BV 11b	Top 5% earner: minority ethnic communities	High	%	2	
BV 11c	Top 5% earners: with a disability	High	%	2	
BV 12	Working days lost due to sickness absence	Low	Num	2	
BV 14	Percentage of early retirements	Low	%	2	
BV 15	Percentage of ill health retirements	Low	%	2	
BV 16a	Percentage of employees with a disability	High	%	2	
BV 16b	Percentage of economically active disabled community population	N/A	%	2	
BV 17a	Percentage of black and ethnic minority employees	High	%	1	
BV 17b	Percentage of economically active minority ethnic community population	N/A	%	1	
BV 156	Buildings accessible to people with a disability	High	%	2	
BV 157	E-government: e-enabled interactions	High	%	2	

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
Education					
BV 38	GCSE performance: A*-C grades	High	%	1	
BV 39	GCSE performance: A*-G grades, incl. maths & english	High	%	1	
BV 40	KS2 mathematics performance – level 4	High	%	1	
BV 41	KS2 english performance – level 4	High	%	1	
BV 43a	Statements of special educational needs: excluding ‘exceptions’	High	%	1	
BV 43b	Statements of special educational needs: including ‘exceptions’	High	%	1	
BV 45	Absence in secondary schools	Low	%	2	
BV 46	Absence in primary schools	Low	%	2	
BV 159	Alternative tuition – 21 hrs or more	High	%	2	
BV 181a	KS3 english performance – level 5	High	%	2	
BV 181b	KS3 mathematics performance – level 5	High	%	2	
BV 181c	KS3 science performance – level 5	High	%	2	
BV 181d	KS3 ICT performance – level 5	High	%	2	
BV 194a	KS2 english performance – level 5	High	%	0	
BV 194b	KS2 mathematics performance – level 5	High	%	0	
BV 221a	Participation in and outcomes from youth work: recorded outcomes	N/A	%	0	
BV 221b	Participation in and outcomes from youth work: accredited outcomes	N/A	%	0	
BV 222a	Quality of early years and childcare leadership – leaders	High	%	0	
BV 222b	Quality of early years and childcare leadership – postgraduate input	High	%	0	

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
Health & Social Care – Children					
BV 49	Stability of placements for looked after children	Low	%	2	
BV 50	Educational qualifications of looked after children	High	%	0	
BV 161	Employment, education and training for care leavers	High	%	2	
BV 162	Reviews of child protection cases	High	%	0	
BV 163	Adoptions of children looked after	High	%	1	
BV 197	Teenage pregnancies	Low	%	1	
Health & Social Care – Adults					
BV 53	Intensive home care for people aged 65 or over	N/A	Num	2	
BV 54	Over 65s helped to live at home	High	Num	2	
BV 56	Items of equipment delivered within 7 working days	High	%	0	
BV 195	Acceptable waiting time for assessment	High	%	1	
BV 196	Acceptable waiting time for care packages	High	%	1	
BV 201	Direct payments of benefits	N/A	Num	0	
Housing					
BV 63	Energy efficiency of housing stock	High	Num	0	
BV 64	Number of private sector dwellings returned into occupation	High	Num	2	
BV 66a	Rent collection and arrears recovery: rent collected	High	%	2	
BV 66b	Rent collection and arrears recovery: 7 weeks arrears	Low	%	2	
BV 66c	Rent collection and arrears recovery: NSPs	Low	%	2	
BV 66d	Rent collection and arrears recovery: evictions	Low	%	0	
BV 74a	Tenant satisfaction with landlord – all	High	%	2	
BV 74b	Tenant satisfaction with landlord – ethnic minority tenants	High	%	2	

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
BV 74c	Tenant satisfaction with landlord – non-ethnic minority tenants	High	%	2	
BV 75a	Satisfaction with participation opportunities – all	High	%	2	
BV 75b	Satisfaction with participation opportunities – ethnic minority tenants	High	%	2	
BV 75c	Satisfaction with participation opportunities – non-ethnic minority tenants	High	%	2	
BV 164	Commission for racial equality's code of practice in rented housing	N/A	Yes/No	N/A	
BV 183a	Length of stay in temporary accommodation – B&B	Low	Week	0	
BV 183b	Length of stay in temporary accommodation – hostel	Low	Week	0	
BV 184a	Non-decent local authority dwellings	Low	%	0	
BV 184b	Non-decent local authority dwellings – change	High	%	1	
BV 202	Number of rough sleepers	Low	Num	0	
BV 203	Number of families in temporary accommodation	Low	%	2	
BV 211a	Delivery of repairs and maintenance service – planned repairs	High	%	0	
BV 211b	Delivery of repairs and maintenance service – urgent & emergency repairs	Low	%	0	
BV 212	Average time to re-let local authority housing	Low	Num	0	
BV 213	Housing advice service: preventing homelessness	High	%	0	
BV 214	Repeat homelessness	Low	%	2	
Housing Benefit and Council Tax Benefit					
BV 76a	Housing benefit security – number of claimants visited per 1000 caseload	N/A	Num	2	
BV 76b	Housing benefit security – number of investigators per 1000 caseload	N/A	Num	2	
BV 76c	Housing benefit security – number of investigations per 1000 caseload	N/A	Num	2	
BV 76d	Housing benefit security – number of prosecutions and sanctions per 1000 caseload	N/A	Num	2	
BV 78a	Speed of processing new claim to HB/CTB	Low	Num	1	

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
BV 78b	Speed of processing changes of circumstances to HB/CTB	Low	Num	1	
BV 79a	Accuracy of HB/CTB claims	High	%	2	
BV 79b i	Accuracy of recovering overpayments	High	%	2	
BV 79b ii	Accuracy of recovering overpayments	High	%	2	
BV 79b iii	Accuracy of recovering overpayments	N/A	%	2	
Waste & Cleanliness					
BV 82a i	Percentage household waste (recycled)	High	%	2	
BV 82a ii	Tonnage of household waste (recycled)	High	Num	2	
BV 82b i	Percentage household waste (composted)	High	%	2	
BV 82b ii	Tonnage of household waste (composted)	High	Num	2	
BV 82c i	Percentage household waste (energy recovery)	High	%	2	
BV 82c ii	Tonnage of household waste (energy recovery)	High	Num	2	
BV 82d i	Percentage household waste (landfilled)	Low	%	2	
BV 82d ii	Tonnage of household waste (landfilled)	Low	Num	2	
BV 84a	Household waste collection (kilograms per head)	Low	Kgs	1	
BV 84b	Household waste collection (% change)	Low	%	2	
BV 86	Household waste collection (cost)	Low	£	2	
BV 87	Municipal waste disposal costs	Low	£	2	
BV 91a	Kerbside collection of recyclables (one recyclable)	High	%	1	
BV 91b	Kerbside collection of recyclables (two recyclables)	High	%	1	
BV 199a	Local street and environmental cleanliness (litter)	Low	%	1	
BV 199b	Local street and environmental cleanliness (graffiti)	Low	%	0	
BV 199c	Local street and environmental cleanliness (fly-posting)	Low	%	0	
BV 199d	Local street and environmental cleanliness (fly-tipping)	Low	Num	0	

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
Transport					
BV 96	Condition of principal roads	Low	%	2	
BV 97a	Condition of non-principal roads	Low	%	2	
BV 97b	Condition of unclassified roads	Low	%	2	
BV 99a i	Road accident casualties: KSI all people	Low	Num	0	
BV 99a ii	Road accident casualties: KSI all people	Low	%	1	
BV 99a iii	Road accident casualties: KSI all people	Low	%	1	
BV 99b i	Road accident casualties: KSI children	Low	Num	0	
BV 99b ii	Road accident casualties: KSI children	Low	%	1	
BV 99b iii	Road accident casualties: KSI children	Low	%	1	
BV 99c i	Road accident casualties: slight injuries	Low	Num	0	
BV 99c ii	Road accident casualties: slight injuries	Low	%	1	
BV 99c iii	Road accident casualties: slight injuries	Low	%	1	
BV 100	Temporary road closure	Low	Num	1	
BV 102	Passenger journeys on buses	High	Num	0	
BV 165	Pedestrian crossings with facilities for disabled people	High	%	1	
BV 178	Footpaths and rights of way easy to use by public	High	%	1	
BV 187	Condition of surface footway	Low	%	0	
BV 215a	Rectification of street lighting faults (non-DNO)	Low	Num	2	
BV 215b	Rectification of street lighting faults (DNO)	Low	Num	2	

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
Environment & Environmental Health					
BV 166a	Environmental health checklist of best practice	High	%	1	
BV 166b	Trading standards checklist of best practice	High	%	1	
BV 216a	Identifying contaminated land	N/A	%	0	
BV 216b	Information on contaminated land	High	%	0	
BV 217	Pollution control improvements	High	%	0	
BV 218a	Abandoned vehicles (investigation)	High	%	2	
BV 218b	Abandoned vehicles (removal)	High	%	2	
Planning					
BV 106	New homes on previously developed land	High	%	2	
BV 109a	Planning applications: major applications	High	%	2	
BV 109b	Planning applications: minor applications	High	%	2	
BV 109c	Planning applications: 'other' applications	High	%	2	
BV 179	Standard searches within 10 days	High	%	2	
BV 200a	Plan making – development plan	N/A	Yes/No	N/A	
BV 200b	Plan making – milestones	N/A	Yes/No	N/A	
BV 200c	Plan making – monitoring report	N/A	Yes/No	N/A	
BV 204	Planning appeals	Low	%	1	
BV 205	'Quality of planning services' checklist	High	%	1	

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
Culture and Related Services					
BV 170a	Visits to/usage of museums per 1000 population	High	Num	0	
BV 170b	Visits to museums in person per 1000 population	High	Num	0	
BV 170c	Visits to museums & galleries by pupils in organised groups	High	Num	0	
BV 219a	Conservation areas – number	N/A	Num	0	
BV 219b	Conservation areas – character appraisals	High	%	2	
BV 219c	Conservation areas – management plans	High	%	2	
BV 220	Public library service standards checklist	High	Num	0	
Community Safety & Well-being					
BV 126	Domestic burglaries per 1000 household	Low	Num	2	
BV 127a	Violent crime per 1000 population	Low	Num	2	
BV 127b	Robberies per 1000 population	Low	Num	2	
BV 128	Vehicle crimes per 1000 population	Low	Num	2	
BV 174	Racial incidents per 100,000 population	Low	Num	2	
BV 175	Racial incidents resulting in further action	High	%	2	
BV 198	Drug-users in treatment	N/A	%	0	
BV 225	Actions against domestic violence	High	%	1	
BV 226a	Advice and guidance services: total expenditure	N/A	£	0	
BV 226b	Advice and guidance services: CLS quality mark	High	%	2	
BV 226c	Advice and guidance services: direct provision	N/A	£	0	

BVPI Code	BVPI Title	Good Performance	Return Format	Decimal Places	Page No.
Fire					
BV 142ii	Primary fires and accidental dwelling fires	Low	Num	1	
BV 142iii	Primary fires and accidental dwelling fires	Low	Num	1	
BV 143i	Number of fire deaths and injuries	Low	Num	2	
BV 143ii	Number of fire deaths and injuries	Low	Num	2	
BV 144	Accidental dwelling fires confined to room of origin	High	%	1	
BV 146i	Calls to malicious false alarms: not attended	High	Num	1	
BV 146ii	Calls to malicious false alarms: attended	Low	Num	1	
BV 149i	False alarm caused by automatic fire detection	Low	Num	1	
BV 149ii	False alarm caused by automatic fire detection	Low	Num	1	
BV 149iii	False alarm caused by automatic fire detection	Low	Num	1	
BV 150	Expenditure per head of population	N/A	Num	1	
BV 206i	Deliberate fires: primary (excluding vehicles)	Low	Num	1	
BV 206ii	Deliberate fires: primary (in vehicles)	Low	Num	1	
BV 206iii	Deliberate fires: secondary (excluding vehicles)	Low	Num	1	
BV 206iv	Deliberate fires: secondary (in vehicles)	Low	Num	1	
BV 207	Fires in non-domestic premises	Low	Num	1	
BV 208	Escaping unharmed from accidental dwelling fires	High	%	1	
BV 209i	Smoke alarms: activated	High	%	1	
BV 209ii	Smoke alarms: not activated	Low	%	1	
BV 209iii	Smoke alarms: none fitted	Low	%	1	
BV 210	Percentage of women fire-fighters	High	%	1	

Homepages of contributing Central Government Departments:

Department for Transport	www.dft.gov.uk
Department for Education & Skills	www.dfes.gov.uk
Department of Health	www.doh.gov.uk
Department for Culture, Media & Sport	www.culture.gov.uk
Home Office	www.homeoffice.gov.uk
Department for Work & Pensions	www.dwp.gov.uk
Department for Environment, Food & Rural Affairs	www.defra.gov.uk
Office of the Deputy Prime Minister	www.odpm.gov.uk

Other useful web pages:

Association of London Government	Part think-tank and part lobbying organisation, the ALG is committed to fighting for more resources for London and getting the best possible deal for London's 33 councils.	www.alg.gov.uk
Audit Commission	The Audit Commission's local government performance management pages.	www.audit-commission.gov.uk/performance/index.asp?page=index.asp&area=hpbvpi
Best Value in Housing	ODPM's webpages introducing Best Value in Housing.	www.odpm.gov.uk/stellent/groups/odpm_control/documents/contentservertemplate/odpm_index.hcst?n=1344&l=3
Census 2001	The latest Census figures.	www.statistics.gov.uk/census2001/default.asp
CIPFA	The Chartered Institute of Public Finance Accounting.	www.cipfa.org.uk
Commission for Racial Equality	The Commission for Racial Equality is a publicly funded, non-governmental body set up under the Race Relations Act 1976 to tackle racial discrimination and promote racial equality.	www.cre.gov.uk
Community Legal Service	The aim of the Community Legal Service is to ensure that people can get information and advice about their legal rights and help with enforcing them.	www.clsdirect.org.uk
Directgov	Directgov is the place to turn to for the latest and widest range of public service information from the UK government.	www.direct.gov.uk/Homepage/
Employer's Organisation for Local Government	The EO's role is to help councils achieve the high standards of people management and development needed to ensure the continuous improvement of services.	www.lg-employers.gov.uk
EnCams	EnCams is the charity which runs the Kepp Britain Tidy campaign. It provides advice and guidance on BV199.	www.encams.org/BestPractice/Training.asp?Sub=0&Menu=0.26.15.155
ESD Toolkit	The esd-toolkit is a development originally sponsored by Camden, Lambeth and Lewisham councils. It represents an extension of the Windows toolkit issued by IDeA and the local authority steering group in 2001.	www.esd-toolkit.org
Hansard	The Official Report (Hansard) is the edited verbatim report of proceedings in both Houses.	www.parliament.uk/hansard/hansard.cfm
Her Majesty's Stationery Office	HMSO delivers a wide range of services to the public, information industry and government relating to access and re-use of government information.	www.hmso.gov.uk
IDeA Knowledge	IDeA Knowledge is the Improvement & Development Agency's online service.	www.idea-knowledge.gov.uk
IEG Statements	Implementing Electronic Government (IEG) Statements are corporate plans which set out how local councils are approaching the task of improving service delivery through e-government.	www.localgov.gov.uk/page.cfm?pageID=186&Language=eng
Info4local	"Info4local provides local authorities with quick and easy access to information from more than 50 government departments, agencies and public bodies."	www.info4local.gov.uk
Introduction to CPA	ODPM's webpages introducing the Comprehensive Performance Assessment framework	www.odpm.gov.uk/stellent/groups/odpm_localgov/documents/page/odpm_locgov_605183.hcsp
Local Government Association	The Local Government Association represents the local authorities of England and Wales. It exists to promote better local government.	www.lga.gov.uk
National Statistics Online	National Statistics is the home of official UK statistics.	www.statistics.gov.uk
ODPM Local Government Performance site	This provides information on all policy aspects of Best Value in England, and also outturn figures for BVPIs.	www.bvpi.gov.uk/pages/Index.asp
Planning Inspectorate	The Planning Inspectorate processes planning and enforcement appeals and holding inquiries into local development plans.	www.planning-inspectorate.gov.uk/pins/index.htm
Police Standards Unit	Policing Performance Assessment Framework	www.policereform.gov.uk/psu/ppaf.html
Qualifications and Curriculum Authority	The Qualifications and Curriculum Authority (QCA) is committed to building a world-class education and training framework that meets the changing needs of individuals, business and society.	www.qca.org.uk
Social Services Performance Assessment	The DoH's webpages on performance management.	www.dh.gov.uk/PolicyAndGuidance/OrganisationPolicy/SocialServicesPerformanceAssessment/fs/en

Best Value Performance Indicators is now in its fifth edition. This guidance is designed to facilitate the accurate collection of data requested in the Statutory Instrument 'The Local Government (Best Value) Performance Indicators and Performance Standards Order 2005'.

The guidance has been extensively updated and departs from previous editions through its new user-focused layout. All the individual guidance entries have been standardised to communicate clearly the data needed to comply with the SI. Each entry is also more detailed, taking in supplementary information previously provided by the Audit Commission.

The BVPI set itself has also been updated. After consultation and a piloting period (a first for BVPIs), 14 indicators have been deleted, 10 added, and 26 amended.

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