

Performance Indicator Control Sheet

Key summary information

PI reference	
Short Title	
LAA Indicator?	
Proxy measure?	
Key Corporate Indicator?	
Which Corporate Objective or value does this indicator support?	

Collection and Performance Management information

Responsible Service Unit			
Responsible Officer			
Data provider			
Portfolio		Delivery Champion	
Scrutiny Panel			
Availability frequency			
Required collection frequency			
Dates of data availability			
Minimum spatial level required by Govt			
Available spatial level			
Breakdown	Can performance be broken down by geography or groups (e.g. age, socio-economic etc.? List...		

Detail

Description	
Purpose/Aim	
Definition	
Data Source	

Data Age					
Calculation					
Controls					
Outturn format		Low fig desirable?			
Working Papers/Documents attached as evidence of Return:	(If you are unable to attach your working papers please identify where this is held for audit trail purposes).				
Contextual Information	Any issues eg seasonal variation, which will affect quarterly performance				
		Outturn Format		Low Fig. Desirable?	
Target Setting					
Milestones					
Tolerance level					

Data Quality

Data Quality Score	Score out of 5 for: <ul style="list-style-type: none"> ▪ Accuracy ▪ Validity ▪ Reliability ▪ Timeliness ▪ Relevance 					
Risk Rating	Total out of 30 (25-30= high, 15-25=medium, below 15=low)					
Audit Summary	Date of Audit		Date of Audit		Date of Audit	
	Carried out by		Carried out by		Carried out by	
	Actions		Actions		Actions	

Performance History

Outturn 2005/06	Outturn 2006/7	Outturn 2007/8	Target 2008/09	Target 2009/10

Trend Chart....

Current Year's Performance

April – June	Apr – Sept	Apr – Dec	Apr – March	Annual Return
Result	Result	Result	Result	
Target	Target	Target	Target	Target

National Council's Average 2006/2007	
Top Performance (Upper Quartile):	
Poor Performance (Lower Quartile):	

Please give brief explanation of any significant increase/decrease in return since a) previous quarter and b) last year

Certification

I confirm that all the information set out in this control sheet is accurate and that the system(s) in place for the collation of data and for the calculation of this indicator meet all applicable audit requirements.

Name	
Signature	
Date	