

Basic Information

Indicator or Scorecard Report	
Indicator Reference e.g. Early Help 1.1, CSCB03	
Indicator Name i.e. the name that you would use for the indicator when it is shown in the report	
Lead Officer including contact details i.e. phone numbers/ email address / best mode of contact	
What does good look like? What is the target / objective? What is good performance: either a high result is good or a low result is good.	
Data Frequency - how frequently will the result be reported, i.e. every month/3 months/6-months/annually/every 2 years etc.	
Reporting period - If annual or less frequent will the results be over a financial year, school year or calendar year	
Result type - Whether the result will be cumulative, an average or a snapshot at a point in time	
Unit of measure - the unit the result is measured in, i.e. a %, number or ratio	
Precision – how precisely do we need to report the result; either as a whole number, or to one or two decimal places	

Comparative information

Comparative data – what benchmark data will available for the indicator (i.e. all England /Regional / DFE statistical neighbours)	
Data source - what is the data source for benchmark data? (e.g. DFE LAIT)	

Data Quality information

Rationale – why are we measuring this aspect of performance, i.e. the rationale for the indicator	
Long name (Optional) – a description of the indicator that is sufficient enough to understand what is being measured (if different from the indicator name)	
Definition – goes into more detail about how the indicator will be measured and what is being measured. It also includes the precise meaning of any specific terms. It includes information that is essential to the calculation included in the definition. It includes information about how the data is derived from raw data e.g. codes and filters used	
Calculation –what are the component parts of the indicator and the calculation that creates the result. Provide an example if that is helpful.	

Contact Details Phone numbers/ email address / best mode of contact

Responsible Officer – Who is responsible for reporting the data for this indicator to the Performance Management sub group or PMQA Officer of the CSCB	
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Please send your completed form to
Jacque Hellowell, PMQA Officer
 email: jacque.hellowell@calderdale.gov.uk