

Scorecards Compliance Check Specification v1.1 – July 2014

Introduction

From July 2013, the Performance Scorecards process is being administered by GeoPlace. The process continues to be owned by HAUC UK

Submissions must be made by sending data to the scorecards@geoplace.co.uk where they will be incorporated into the database.

The structure timeframes and basic validation rules are outlined in this document.

If the data fails you will be sent an email and associated document outlining why the data cannot be included in the database.

If the data passes the minimum validation it will be incorporated into the database and a scorecard will be returned to you.

The data will then be analysed to produce both regional and national views of the performance. This data will only be passed to HAUC UK, DfT and individual Highways Authorities

File Name Convention

Example **ETONTPI2010040119.csv**

ETONTPI = File Type
 2010 = Year
 04 = Quarter
 0119 = Submitting Organisation

Data Format

Data must be sent in a **.csv** format

Data Structure

Field	Description	Type/Max Range	Value Range	Status
1	Primary Noticing Authority	14	LAIID Code	Man
2	Promoter	14	SWA Code List	Man
3	Year	14	Greater than 2010	Man
4	Quarter	11	1,2,3,4	Man
5	Report Number	12		Man
6	Works category	11	1 - 19	Man
7	Value/Count	Decimal 6:2	0.00 – 999999.99	Man

Validations

Errors

- Correct format (4 digits, 4 digits, 4 digits, 1 digit, 2 digit, 1 digit, 6:2 digits)
- Numbers all positive.
- Primary noticing Authority must be from the valid SWA codes for Local Highways Authorities
- Promoter must be valid from the current SWA Code list
- All dates must be historic (before current date)
- Complete Files. There must be data for each record type. Partial files will not be accepted.

Warnings

- File name is not in the correct format
- Random null fields present. Assumed to be 0 records

Submission dates

	Quarter Dates	Data must be sent to GeoPlace	Scorecard returned by
Q1 2014/15	1st April to 30th June	15th August - 30th September 2014	31st October 2014
Q2 2014/15	1st July to 30th September	14th November - 31st December 2014	31st January 2015
Q3 2014/15	1st October to 31st December	13th February - 31st March 2015	30th April 2015
Q4 2014/15	1st January to 31st March	15th May - 30th June 2015	31st July 2015
Q1 2015/16	1st April to 30th June	14th August - 30th September 2015	31st October 2015
Q2 2015/16	1st July to 30th September	13th November - 31st December 2015	31st January 2016