Spreadsheet format

A1 (1, 1): number of fields (columns). E.g. for Ethnicity nos we have 1 field

B1 (1, 2): Start of data (row number). E.g. in Ethnicity nos , the data starts at row number 6

C1 (1, 3): End of data (row number). E.g. in Ethnicity nos , the data ends at row number 24

D1 (1, 4): format of the data. E.g. in ethnicity nos, format is # which indicate that data is in integer numbers format. For a list of format please refer to the table below

|  |  |  |
| --- | --- | --- |
| Format | description | Example |
| # | Integer | 345 |
| #.00% | Percentage with two decimal numbers | 1.09% |
| @ | text | 2005 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

E1 (1, 5): indicates if the data is standardised or not

STD=standardised

Not STD=not standardised

F1 (1, 6): contains relevant notes or any additional information that needs to be displayed to the program’s user.

G1 (1, 7): contains additional info on user’s request

H1 (1, 8): true if primary and main categories can be displayed, false otherwise

Board of Trustees

1. Touchstone Organisational Structure
2. Business Development Sub-Committee
3. Joint Negotiating Sub- Committee
4. Finance and Resources Sub-Committee
5. Quality Standards Sub-Committee
   1. Chief Exec
      1. Business Development Director
      2. Finance Director
         1. Finance Officer and Finance Clerk
      3. Human Resources Manager
         1. Duty Admin Manager
            1. Admin and Flexi fund Team
      4. Operations Director
         1. Management Team
            1. Sikh Elders Service
            2. Housing Team
            3. Community Volunteers Project
            4. Support Centre

Carers Support Project

Chinese Sat Project

Health trainer

* + - * 1. Community Support Team

Personality Disorder Network(Oasis)

* + - * 1. Community Development Team
        2. East Leeds Health for All

Touchstone’s Organisational Chart