



# **NHS Lothian Workforce Report Workforce Planning Team**

**April 2008 – June 2008**

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## 1. Purpose

The purpose of this report is to provide the EMT with:

- Overview of the NHS Lothian Workforce numbers, costs, staffing profile
- Key issues of concern and actions required
- Detail on progress with a range of workforce issues such as policy development and workforce development activity.

## 2. Background

This Quarter 1 2008/09 workforce report provides an update on the key workforce trends, which are monitored on an on-going basis. As with previous reports information within this report covers staff that are on NHS Lothian payroll, it does not cover staff currently employed by the University etc. who work on the NHS sites.

Information within the report is derived from either the payroll system or the HR Information System Northgate Empower.

The trends contained within the report have been re-based where this has been required to reflect changes within the organisational structure and as such use the financial structures as the basis for reporting.

The Workforce Plan 2008 is now complete and it is this intended to be published following the September 2008 Board Meeting. It is intended that workforce reports in the 2008-9 financial year will monitor the progress towards the planned workforce numbers.

All of the detailed information within this 'overview level' report can be 'drilled down'. It can also be stratified by a range of factors such as Division, grade, site, etc. CMTs and CHPs are now provided with much of the workforce utilisation information contained within this report directly for their service area. However over the coming months the workforce planning team intend to link in with CMTs and CHPs to assess what workforce information requirements they have with a view to agreeing a range of standard performance indicators, which can be supplied, on a monthly/quarterly basis.

The project to role out the Northgate Empower (formerly known as PWA) HR System is now effectively complete. The HR Systems team is currently undertaking a review of implementation and monitoring system use with a view to identify areas not fully utilising the system. A full Audit process is being established to monitor Input and Usage, which will identify and target areas where there is a need for follow-up training/support.

The report has also recently been expanded to include a range of ethnic monitoring in line with commission for Racial Equality requirements. Following the implementation of on-line recruitment on 5<sup>th</sup> of March it is expected that there will be a considerably improved response rate to diversity monitoring questions, as this is now a mandatory step in the on-line recruitment process.

### 3. NHS Lothian Staffing Overview

#### 3.1. In-post Staffing

NHS Lothian currently employs 18,624 whole time equivalent (wte) staff. The table below details staff in post for April 2008 to June 2008 by staff group.

**Table 1: Breakdown of Workforce by Staff Group - April 2008 to June 2008**

Staff Group	Apr-08	May-08	Jun-08	YTD Average
Medical	1,783	1,803	1,812	1,799
Nursing Reg	6,591	6,585	6,563	6,580
Nursing Non-reg	2,672	2,643	2,628	2,648
P&T:A	1,662	1,650	1,689	1,667
P&T:B	999	994	995	996
A&C	3,012	3,056	3,040	3,036
Ancillary	1,684	1,676	1,689	1,683
Maintenance	213	216	217	215
<b>Total</b>	<b>18,615</b>	<b>18,623</b>	<b>18,635</b>	<b>18,624</b>

P&T:A include AHPs, Clinical Scientists/Psychologists, Radiographers and Pharmacists.  
P&T:B include MLSOs and MTOs

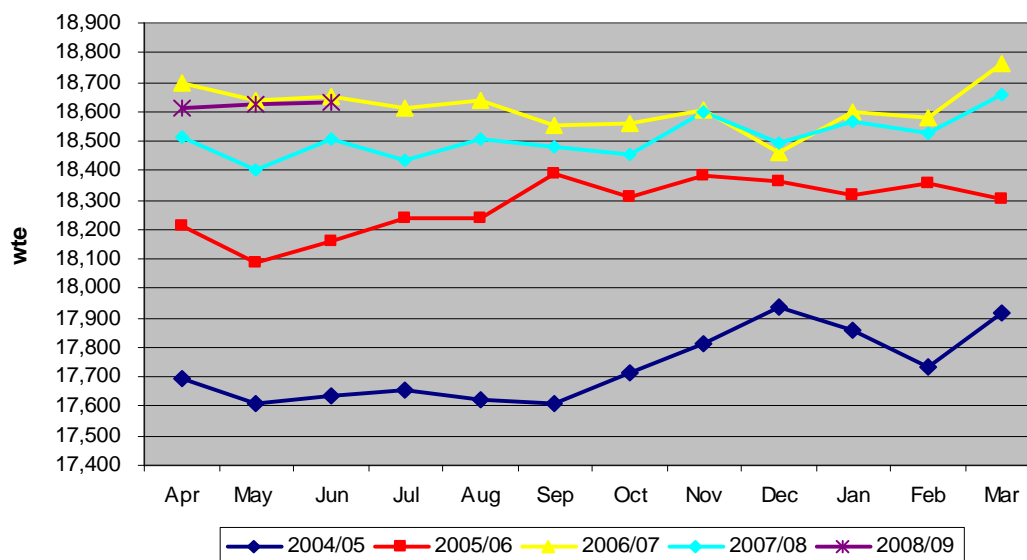
The table and chart below provide a comparison of staff in post between Q1 2007/08 and Q1 2008/09.

**Table 2: 2007/08 and 2008/09 Workforce comparison**

Staff Group	Q1 2007/08	Q1 2008/09	Change +/-	Difference
Medical	1,798	1,799	2	0.09%
Nur. Reg	6,647	6,580	-67	-1.01%
Nur. Non-reg	2,637	2,648	11	0.40%
P&T:A	1,805	1,667	-138	-7.65%
P&T:B	884	996	112	12.72%
A&C	3,047	3,036	-11	-0.37%
Ancillary	1,630	1,683	53	3.26%
Maintenance	216	215	-0.24	-0.11%
<b>Total</b>	<b>18,663</b>	<b>18,624</b>	<b>-39</b>	<b>-0.21%</b>

**Chart 1.**

**NHS Lothian Staff wte - Comparison between April 2004 and June 2008**



The NHS Lothian Workforce is relatively consistent following the trend first seen in March 2007. The average for Q1 2008/09 compared to Q1 2007/08 has however decreased by 39 wte (0.21%). The slight decrease consists of Registered Nursing staff 67 wte (1.01%) and a further decrease of P&T A staff of 138 wte (7.65%). P&T B staff show an increase of 112 wte (12.72%) compared to the same period last year. These changes could be linked with Agenda for Change post descriptors and re-categorisation of staff.

There has been a very slight increase in medical staff 2wte (0.09%). However when broken down by grade and compared with Q1 2007/08 figures the most noticeable difference is the number of Consultants, which has increased by 28.01wte (4.37%). There has been a reduction in the number of training grade doctors (including SPR, FTRST, FY1, FY2, House Officers and Senior House Officers) of 25.98 wte (2.76%). There are also a number of GP and Dentists now working for NHS Lothian.

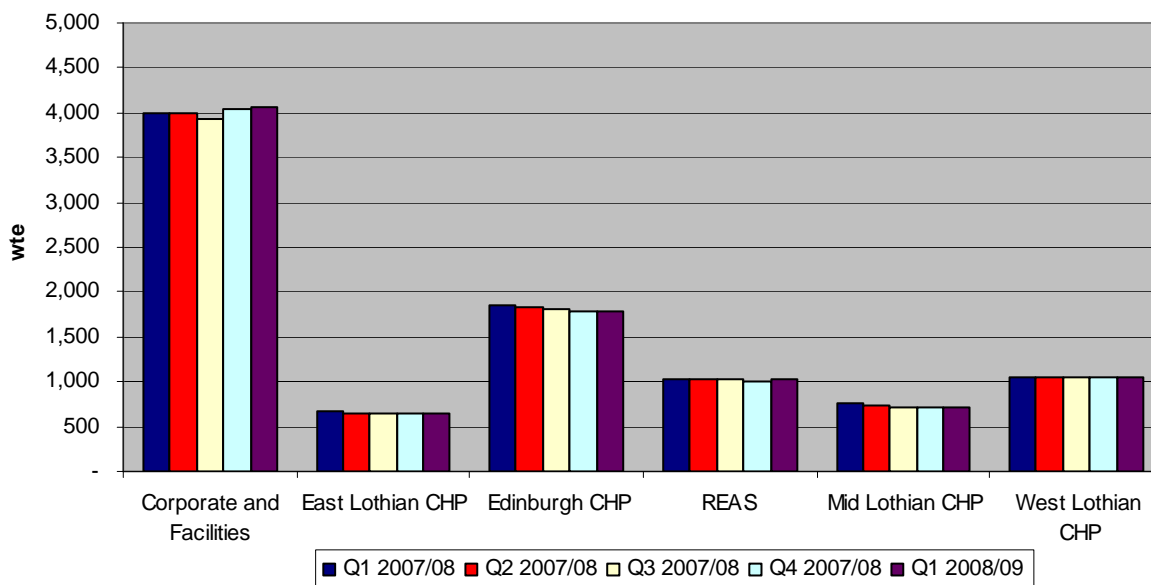
The figures below are the average for the Q1 2008/09 period.

**Table 3: Breakdown by Division/CHPs and Staff Group Q1 2008/09**

Staff Group	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	YTD Average
Medical	1,461.31	34.78	33.88	64.11	86.39	37.27	81.52	1,799.25
Nursing Reg	3,827.00	515.08	288.87	789.06	421.54	369.36	368.82	6,579.73
Nursing Non-reg	1,164.81	369.86	153.65	338.44	264.93	159.41	196.47	2,647.57
P&T:A	842.71	41.03	52.36	305.78	172.16	90.27	162.93	1,667.23
P&T:B	817.18	31.66	0.16	24.70	0.61	1.69	119.94	995.94
A&C	1,091.54	1,351.25	100.39	246.03	73.87	48.21	124.80	3,036.09
Ancillary	131.45	1,496.91	25.90	20.02	0.26	6.29	2.24	1,683.07
Maintenance	-	214.80	-	0.47	-	-	-	215.27
<b>Grand Total</b>	<b>9,335.99</b>	<b>4,055.38</b>	<b>655.21</b>	<b>1,788.60</b>	<b>1,019.75</b>	<b>712.50</b>	<b>1,056.72</b>	<b>18,624.15</b>

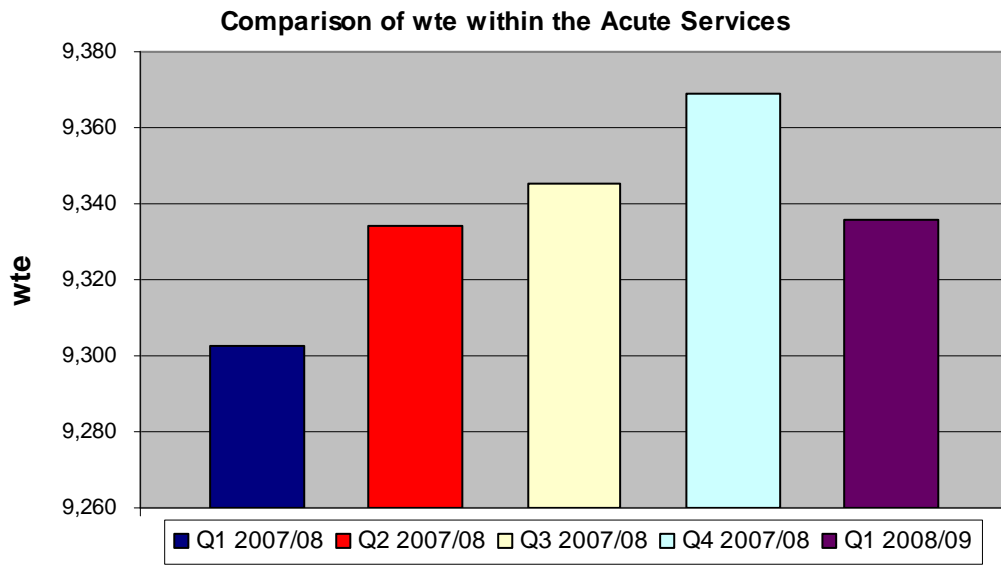
**Chart 2.**

**Comparison of wte by Division/CHP**



This comparison identifies that over the past five quarters within the Corporate and Facilities and CHP the wte remains consistent. However within Acute Services (shown in the chart below) a decrease in 33 wte of staff can be identified – the staff groups affected by this decrease are medical and P&T A. There is also an increase within nursing staff and P&T B staff

**Chart 3**



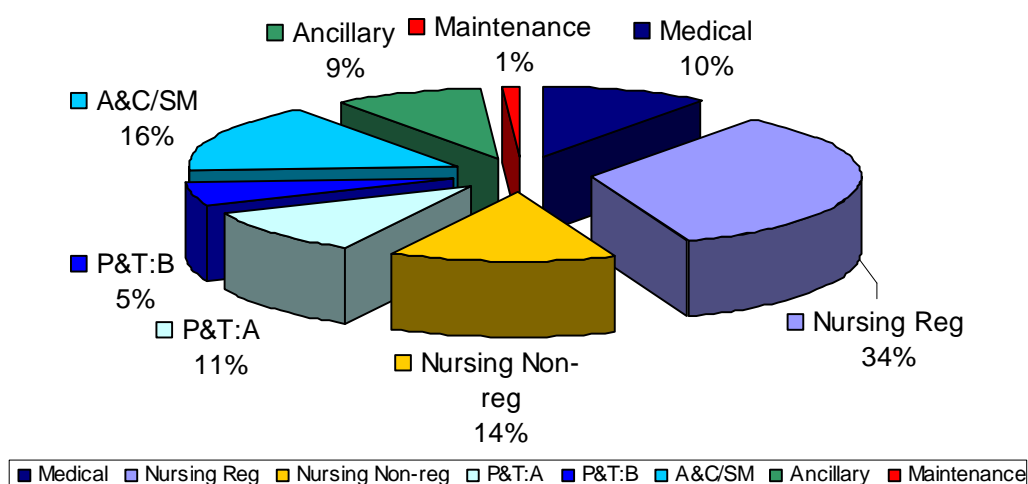
### 3.2. Established Posts

Workforce Establishment figures used are those held within the three financial systems within Lothian. These are the same figures that Operational Managers receive in their budget statements and use for the management of their Division/CHPs.

The following chart is the distribution of the workforce establishments by staff group across NHS Lothian as at June 2008.

Chart 4.

NHS Lothian Workforce Establishments as at June 2008



The following table shows establishment figures for each staff group within each NHS Lothian Division/CHPs.

Table 4: Establishment figures per staff group per Division/CHPs

Staff Group	Division/CHPs							Total
	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	REAS	Midlothian Chp	West Lothian CHP	
Medical	1,544	44	38	46	110	42	66	1,890
Nursing Reg	3,948	131	286	836	441	395	366	6,402
Nursing Non-reg	1,333	2	159	386	319	174	202	2,575
P&T:A	1,086	50	74	338	202	101	170	2,021
P&T:B	814	26	0.49	37	3	6	80	967
A&C	1,146	1,324	86	220	90	55	113	3,035
Ancillary	118	1,497	26	10	1	5	2.19	1,659
Maintenance	-	233	-	0.48	-	-	-	234
<b>Total</b>	<b>9,989</b>	<b>3,307</b>	<b>670</b>	<b>1,874</b>	<b>1,166</b>	<b>778</b>	<b>999</b>	<b>18,783</b>

Source – Divisional E-financial Systems

The establishment figures provided are above the figures for staff in post in June 2008; in the year to date in-post figures have been on average 148 wte higher. It should be noted that the in post figure for corporate & facilities is higher than the establishment because it includes Nurse Bank staff who are paid against a nurse bank cost centre and then costs recharged internally. This equates to c718 wte overall (June in-post wte).

### 3.3 Vacancies

#### 3.3.1 Vacancies Actively under Recruitment

The following vacancies are those actively under recruitment for all staff groups including medical staff. Medical recruitment are scheduled to commence utilising Empower on completion of the relocating to the Lister site during August 2008. Vacancies that are on-hold or frozen are not included.

Charts 5 and 6 detail the vacancies under recruitment by staff group and the number under recruitment compared with last financial year.

Chart 5.

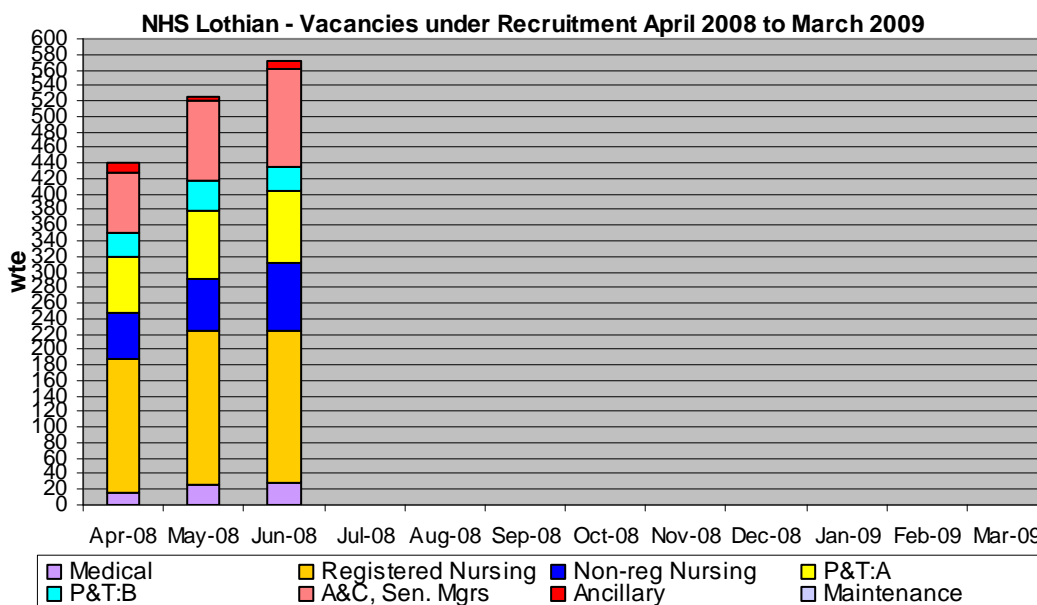


Table 5: Vacancies per Staff Group

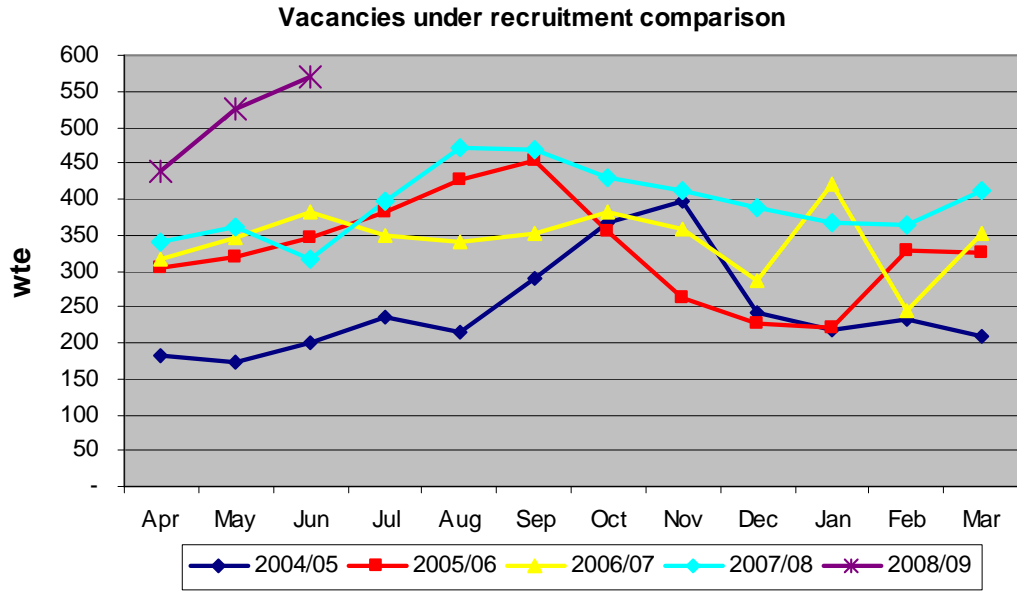
Staff Group	Apr-08	May-08	Jun-08	YTD wte
Medical	16.29	25.48	29.36	23.71
Nursing Reg	172.79	198.79	195.22	188.93
Nursing Non Reg	58.11	65.72	87.45	70.43
P&T:A	73.31	88.55	92.76	84.87
P&T:B	30.80	37.65	30.47	32.97
A&C, Sen. Mgrs	75.46	103.04	127.38	101.96
Ancillary	12.44	6.10	8.30	8.95
Maintenance	1.00	1.00	-	0.67
<b>Grand Total</b>	<b>440.19</b>	<b>526.34</b>	<b>570.94</b>	<b>512.49</b>

There has been an increase of 30.51 wte on average for the year to date compared to the same period last year (excluding medical staff). The increase in recruitment is due to "Referral to Treatment" programme.

The following chart details the trend of the past four years and the current year to date.



Chart 6.



## 4. NHS Lothian Workforce Costs

### 4.1 In year Workforce Costs

The total workforce costs for Q1 2008/09 were c£172m the following table details these workforce costs by staff group. These costs represent the Gross Charge to NHS Lothian and include all employers' costs and additional payroll costs such as overtime and shift premiums, details of these are included later on in this report. This also excludes distinction awards and agency expenditure.

**Table 6: Breakdown of Workforce costs by staff group – Q1 2008/09**

Staff Group	Apr-08	May-08	Jun-08	YTD Total
Medical	13,455,051	13,925,998	14,150,514	41,531,563
Nursing Reg	20,490,653	19,792,222	20,049,987	60,332,861
Nuring Non-reg	4,769,683	4,632,103	4,865,577	14,267,363
P&T:A	5,401,956	5,107,350	5,291,140	15,800,446
P&T:B	3,036,396	2,795,106	2,789,872	8,621,374
A&C	6,995,456	7,195,749	6,904,203	21,095,408
Ancillary	2,804,715	2,538,228	3,054,568	8,397,511
Maintenance	642,357	537,156	611,598	1,791,110
<b>Total</b>	<b>57,596,265</b>	<b>56,523,911</b>	<b>57,717,460</b>	<b>171,837,636</b>

The table below provides a comparison of workforce costs between 2007/08 and 2008/09. The subsequent table provides details of the distribution of the costs by Division/CHPs and staff group.

**Table 7: Q1 2007/08 – Q1 2008/09 Workforce costs comparison**

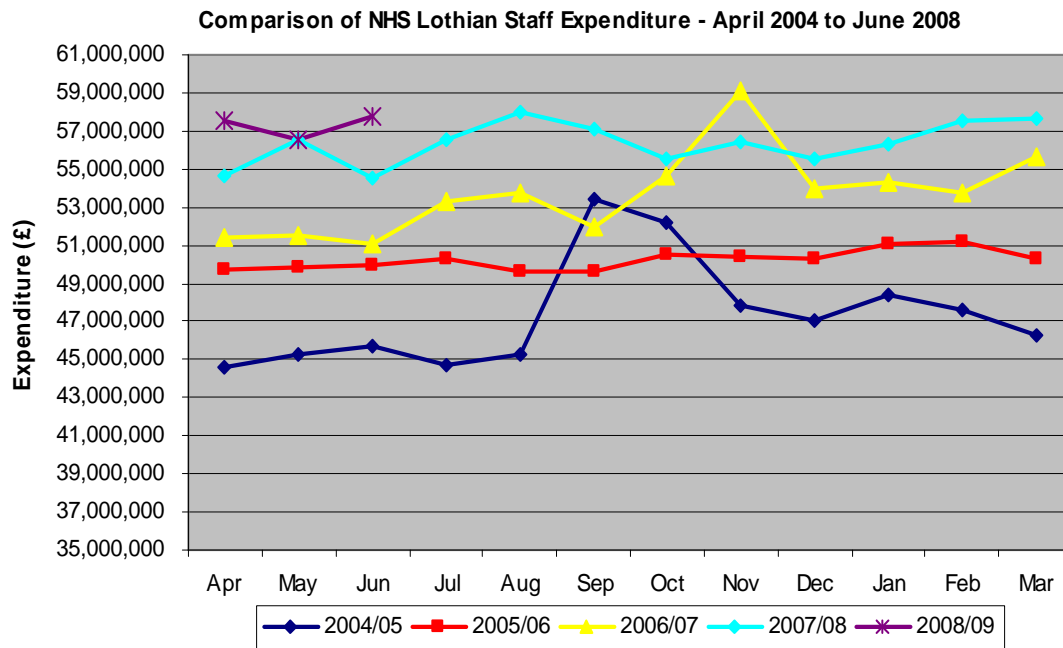
Staff Group	Q1 2007/08	Q1 2008/09	Difference	% of Difference
Medical	40,084,786	41,531,563	1,446,777	3.61
Nursing Reg	59,836,804	60,332,861	496,057	0.83
Nuring Non-reg	13,124,246	14,267,363	1,143,117	8.71
P&T:A	16,812,943	15,800,446	-1,012,498	-6.02
P&T:B	6,663,106	8,621,374	1,958,267	29.39
A&C	20,214,325	21,095,408	881,083	4.36
Ancillary	7,050,042	8,397,511	1,347,469	19.11
Maintenance	1,915,166	1,791,110	-124,055	-6.48
<b>Total</b>	<b>165,701,419</b>	<b>171,837,636</b>	<b>6,136,217</b>	<b>3.70</b>

**Table 8: Breakdown by Division/CHPs and staff group Q1 2008/09**

Staff Group	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	YTD Total
Medical	33,567,609	952,122	842,724	1,502,221	2,012,148	1,008,273	1,646,465	<b>41,531,563</b>
Nursing Reg	35,000,076	4,824,546	2,733,141	7,205,734	3,780,629	3,362,854	3,425,881	<b>60,332,861</b>
Nursing Non-reg	5,999,194	2,171,028	832,782	1,826,868	1,436,004	953,602	1,047,885	<b>14,267,363</b>
P&T:A	8,135,592	426,833	499,133	2,803,576	1,665,147	835,713	1,434,453	<b>15,800,446</b>
P&T:B	7,255,863	295,429	832	243,557	2,828	10,118	812,747	<b>8,621,374</b>
A&C	6,343,300	10,886,340	760,760	1,569,811	458,727	311,179	765,291	<b>21,095,408</b>
Ancillary	705,965	7,373,109	180,319	96,261	1,183	31,521	9,152	<b>8,397,511</b>
Maintenance	-	1,789,344	-	1,767	-	-	-	<b>1,791,110</b>
<b>Grand Total</b>	<b>97,007,599</b>	<b>28,718,752</b>	<b>5,849,691</b>	<b>15,249,793</b>	<b>9,356,666</b>	<b>6,513,260</b>	<b>9,141,874</b>	<b>171,837,636</b>

All of the detailed information within this 'overview level' report can be 'drilled down'. It can also be stratified by a range of factors such as Division, grade, site, etc.

**Chart 7.**

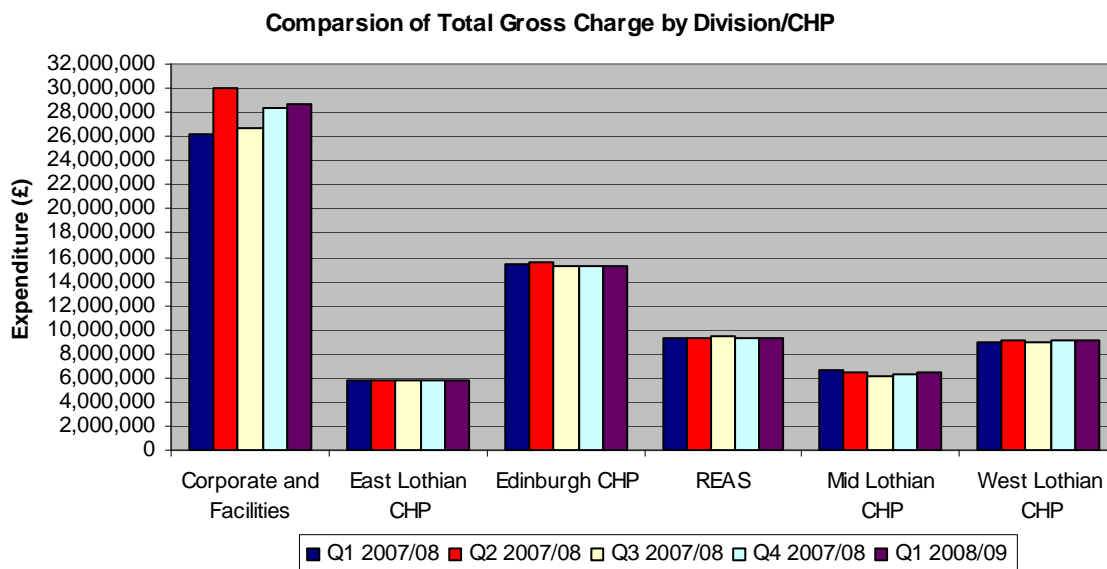


Payroll costs have increased by £6.1m (3.7%) for Q1 2008/09 when compared with the same period in 2007/08. The increase is accounted for by the following:

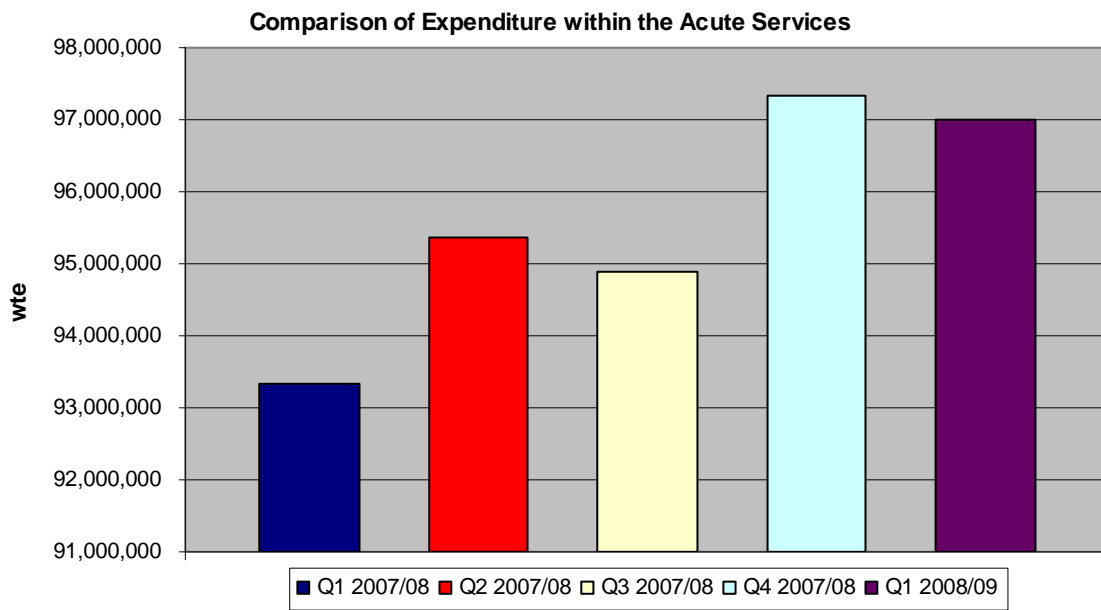
- o The expenditure increase is 3.91% more than the wte increase, this continues to be high due to the backdated Agenda for Change payments paid to Nursing Non Reg, P&T B and Ancillary staff have increased costs by 8.71%, 9.39% and 19.61% respectively.
- o There are a reduction in expenditure being made to P&T A and Maintenance staff compared to last is due to these staff groups having completed or near completion of Agenda for Change assimilation.

Below are two charts. The first details expenditure by Corporate and Facilities and CHP the second details expenditure for the Acute division.

**Chart 8**



**Chart 9**



## 4.2 Overtime Expenditure

The total overtime costs for Q1 2008/09 were c£1.6m; the following table illustrates the distribution of these costs by staff group for this period.

**Table 9: Distribution of Overtime costs by staff group April 2008 - June 2008**

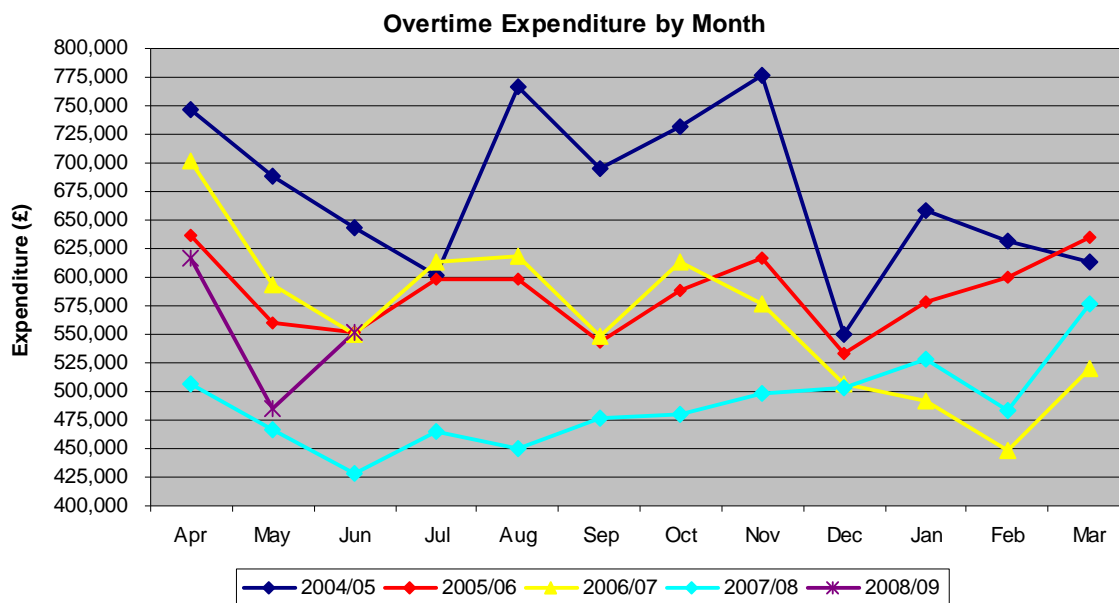
Staff Group	Apr-08	May-08	Jun-08	YTD Total
Nursing Reg	227,504	162,339	195,160	585,003
Nursing Non-reg	49,472	30,315	29,049	108,837
P&T:A	59,667	45,535	38,326	143,528
P&T:B	33,533	28,567	27,350	89,450
A&C	69,259	61,033	52,128	182,420
Ancillary	122,642	116,983	166,199	405,825
Maintenance	54,093	39,395	43,880	137,368
<b>Total</b>	<b>616,171</b>	<b>484,168</b>	<b>552,092</b>	<b>1,652,431</b>

The table and chart below provide a comparison of overtime costs between 2007/08 and 2008/09 financial years. A further table can be found showing the breakdown by Division/CHPs and staff groups.

**Table 10: Q1 2007/08 Q1 2008/09 overtime costs comparison**

Staff Group	Q1 2007/08	Q1 2008/09	Difference	% Difference
Nursing Reg	467,014	585,003	117,989	25.26
Nursing Non-reg	109,860	108,837	-1,023	-0.93
P&T:A	123,476	147,382	23,906	19.36
P&T:B	66,531	85,595	19,064	28.65
A&C	148,345	182,420	34,075	22.97
Ancillary	366,144	405,825	39,681	10.84
Maintenance	120,929	137,368	16,439	13.59
<b>Total</b>	<b>1,402,299</b>	<b>1,652,431</b>	<b>250,132</b>	<b>17.84</b>

**Chart 10.**

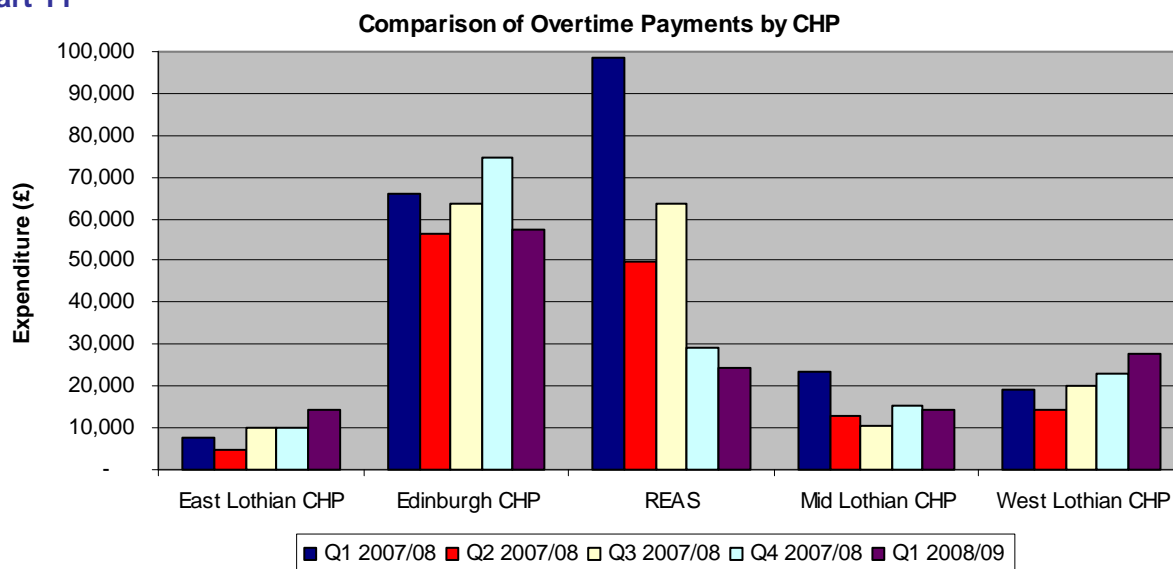


Overtime costs for the Q1 2008/09 period have increased by 17.84% when compared with the same period in the previous financial year. All groups show an increase however the most significant increase can be found in Nursing Registered (25.26%), P&T A (19.86%), P&T B (28.65%) and A&C/SM (22.99%)

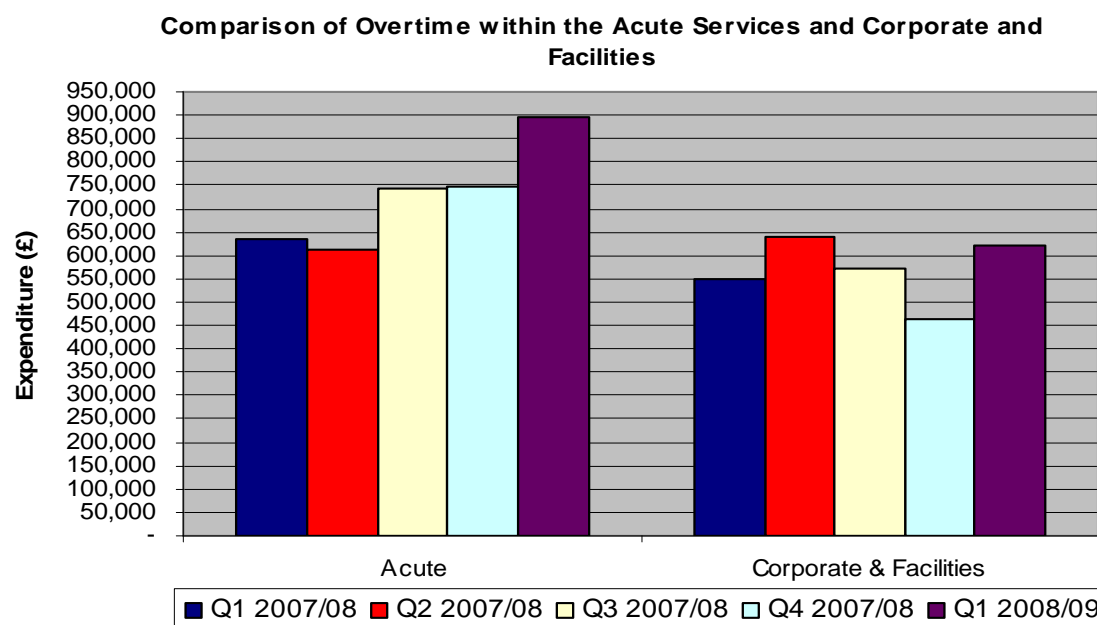
**Table 11: Breakdown of overtime cost by Division/CHPs and staff group**

Staff Group	Corporate & Facilities		East Lothian CHP		REAS	Mid Lothian	West Lothian	YTD Total
	Acute	Facilities	CHP	CHP		CHP	CHP	
Nursing Reg	513,575	13,523	9,777	19,290	15,351	6,723	6,765	585,003
Nursing Non-reg	54,789	6,146	2,659	31,761	8,498	1,091	3,892	108,837
P&T:A	132,559	2,982	-	3,695	68	-	8,078	147,382
P&T:B	83,408	418	-	679	-	-	1,090	85,595
A&C	87,399	80,170	1,737	1,323	268	3,808	7,716	182,420
Ancillary	23,878	378,503	69	468	-	2,907	-	405,825
Maintenance	-	137,368	-	-	-	-	-	137,368
<b>Total</b>	<b>895,607</b>	<b>619,111</b>	<b>14,242</b>	<b>57,216</b>	<b>24,185</b>	<b>14,529</b>	<b>27,541</b>	<b>1,652,431</b>

**Chart 11**



**Chart 12**



### 4.3 Enhanced Pay Costs

These payments are made to staff working on a shift basis and as such attract an enhancement for night, un-social, Saturday and Sunday hours working.

The total enhanced costs for the Q1 2008/09 period were c£7.3m. The following table illustrates the distribution of enhanced pay costs by staff group for this period.

**Table 12: Distribution of Enhanced pay costs by staff group April - June 2008**

Staff Group	Apr-08	May-08	Jun-08	Total YTD
Nursing Reg	1,772,211	1,334,620	1,495,002	4,601,833
Nursing Non-reg	531,861	469,786	518,218	1,519,864
P&T:A	28,880	17,054	25,239	71,174
P&T:B	16,590	7,522	9,397	33,509
A&C	81,502	65,842	76,076	223,420
Ancillary	262,380	294,949	320,203	877,532
Maintenance	4,723	6,676	7,348	18,747
<b>Total</b>	<b>2,698,146</b>	<b>2,196,449</b>	<b>2,451,482</b>	<b>7,346,077</b>

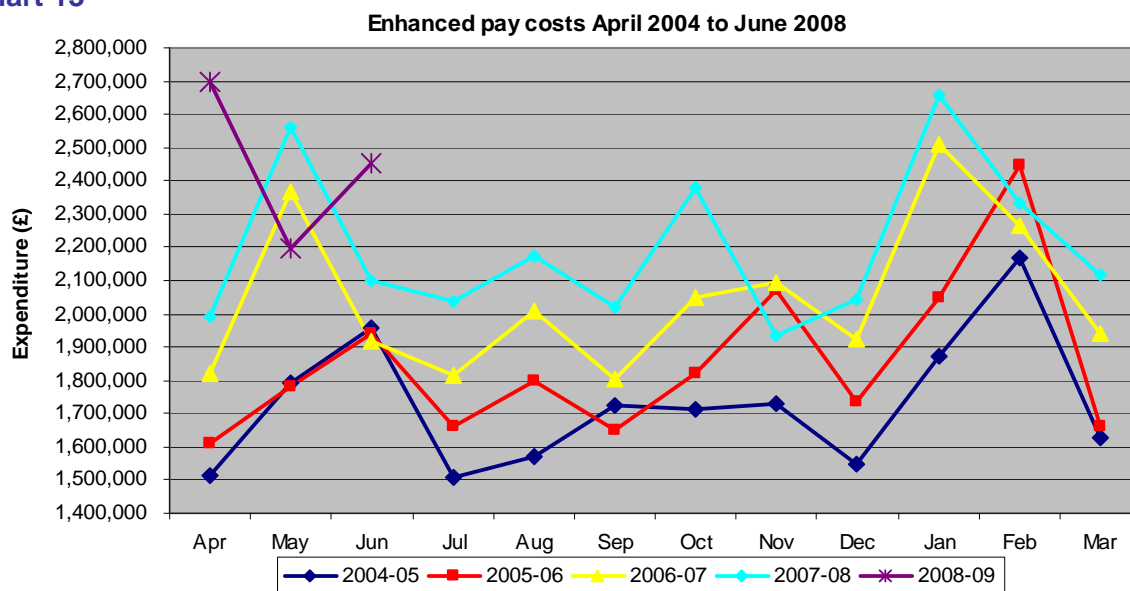
The table below provide a comparison of enhanced pay costs between the Q1 2007/08 and Q1 2008/09.

**Table 13: Q1 2007/08 and Q1 2008/09 average Enhanced pay costs comparison**

Staff Group	Q1 2007/08	Q1 2008/09	Difference	%Difference
Nursing Reg	4,327,754	4,601,833	274,079	6.33
Nursing Non-reg	1,295,957	1,519,864	223,907	17.28
P&T:A	58,095	71,174	13,079	22.51
P&T:B	21,621	33,509	11,888	54.98
A&C	208,503	223,420	14,917	7.15
Ancillary	721,495	877,532	156,037	21.63
Maintenance	13,643	18,747	5,104	37.41
<b>Total</b>	<b>6,647,068</b>	<b>7,346,077</b>	<b>699,009</b>	<b>10.52</b>

The chart below gives a comparison of enhanced pay costs from April 2004 and June 2008

**Chart 13**



Enhanced pay costs for Q1 2008/09 have increased by average of 10.52% compared to the same period last year. All staff groups indicate a rise in Enhancement Payments.

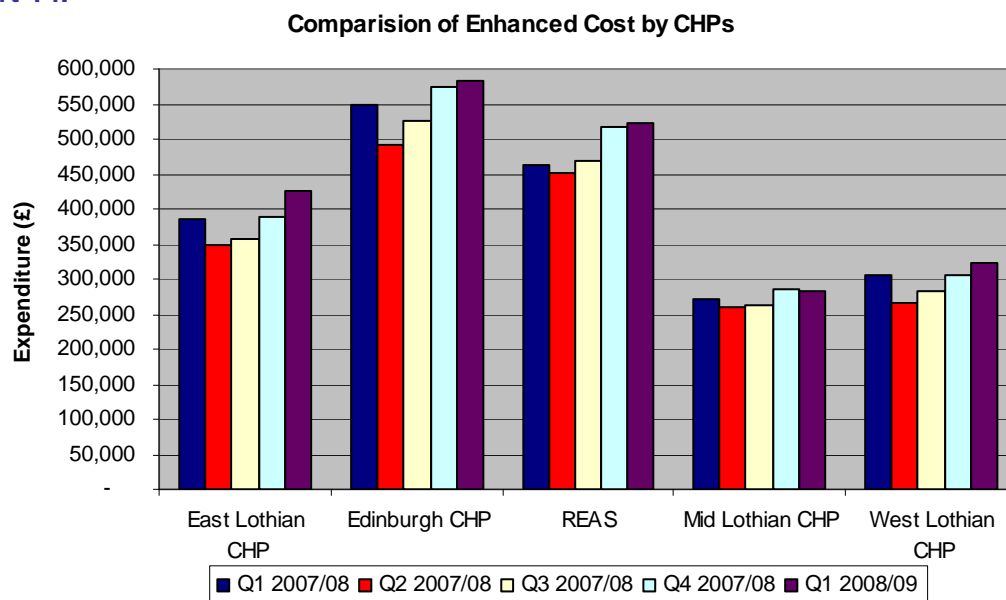
The table below details the breakdown of enhanced pay costs by Division/CHPs and staff group.

**Table 14: Breakdown of Enhanced Pay Costs by Division/CHPs and Staff Group**

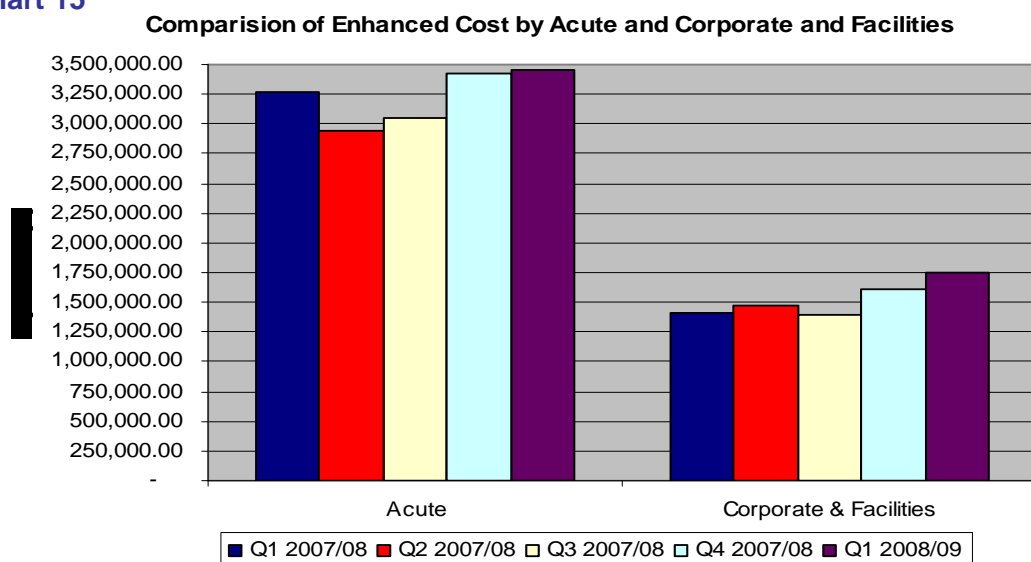
Staff Group	East		Mid Lothian			West Lothian		Total YTD
	Acute	Corporate & Facilities	Lothian CHP	Edinburgh CHP	REAS	CHP	CHP	
Nursing Reg	2,905,049	449,905	211,077	359,627	322,082	169,910	184,184	4,601,833
Nursing Non-reg	371,097	388,651	105,555	218,947	195,322	108,346	131,946	1,519,864
P&T:A	62,889	884	1,076	2,942	207	-	3,175	71,174
P&T:B	32,969	255	-	-	13	-	270	33,509
A&C	63,129	92,447	57,447	1,161	4,835	-	4,400	223,420
Ancillary	18,196	804,777	50,226	487	-	3,831	14	877,532
Maintenance	-	18,747	-	-	-	-	-	18,747
<b>Total</b>	<b>3,453,330</b>	<b>1,755,666</b>	<b>425,382</b>	<b>583,165</b>	<b>522,460</b>	<b>282,087</b>	<b>323,989</b>	<b>7,346,077</b>

The charts below illustrate the comparison split by Acute and Corporate and Facilities and CHP's.

**Chart 14.**



**Chart 15**





#### 4.4 Training Grade Doctor Banding Payments

There is a legal requirement for all NHS Boards to ensure that all training grade medical rotas are compliant with the European Working Time Regulations (EWTR) by 2009. Within NHS Lothian approximately 49% of the trainees are banded on either 2A, 2B or 3 all of which are non-compliant. Progress towards compliance has thus far been achieved through local rota redesign or as a result of the implementation of Hospital at Night (HAN). However it is clear that a considerable challenge remains and a series of Working Time and Workforce Clinical Management Group seminars commenced on the 19<sup>th</sup> of February to develop options for workforce models.

During April and early May, a series of open meetings were held on all four acute sites to enable staff to give views and thoughts on the models that have been developed. Following this process recommendations will be made for implementation will be made to relevant management groups. The following section details the situation in terms of banding payments made to training grade staff in the year to date and also the number of trainees against each band.

Training grade medical staff receives these payments in relation to the banding of their rota, with hours over 40 attracting a premium payment. These are as follows:

**Table 15: Training grade Doctor Banding Payments**

Band	% Enhancement applied to basic salary	
1a	50	Up to 48 hours (with unsocial hrs, on-call element)
1b	40	Up to 48 hours
2a	80	48-56 hours (with unsocial hrs, on-call element) EWTR non compliant
2b	50	48-56 hours EWTR non compliant
3	100	Non-compliant (Due to hours > 56, lack of breaks)
FA	25	Flexible Trainee( for further details see Appendix 1)
FB	5	Flexible Trainee( for further details see Appendix 1)

The following table details the distribution of training grade doctors banding payment costs for April to June 2008

**Table 16: Junior Doctor Banding Expenditure by Division/CHPs Q1 2008/09**

Division/CHP	Apr-08	May-08	Jun-08	YTD Total	% of total
Acute	1,178,358	1,226,172	1,241,186	3,645,717	89.46%
Corporate	2,098	743	759	3,600	0.09%
East Lothian CHP	16,467	13,041	12,038	41,545	1.02%
Edin LothianCHP	25,889	27,325	30,723	83,938	2.06%
REAS	63,187	71,075	67,122	201,383	4.94%
Mid Lothian CHP	11,384	10,387	10,753	32,525	0.80%
West Lothian CHP	22,703	19,406	24,330	66,439	1.63%
<b>Total</b>	<b>1,320,086</b>	<b>1,368,150</b>	<b>1,386,911</b>	<b>4,075,147</b>	<b>100.00%</b>

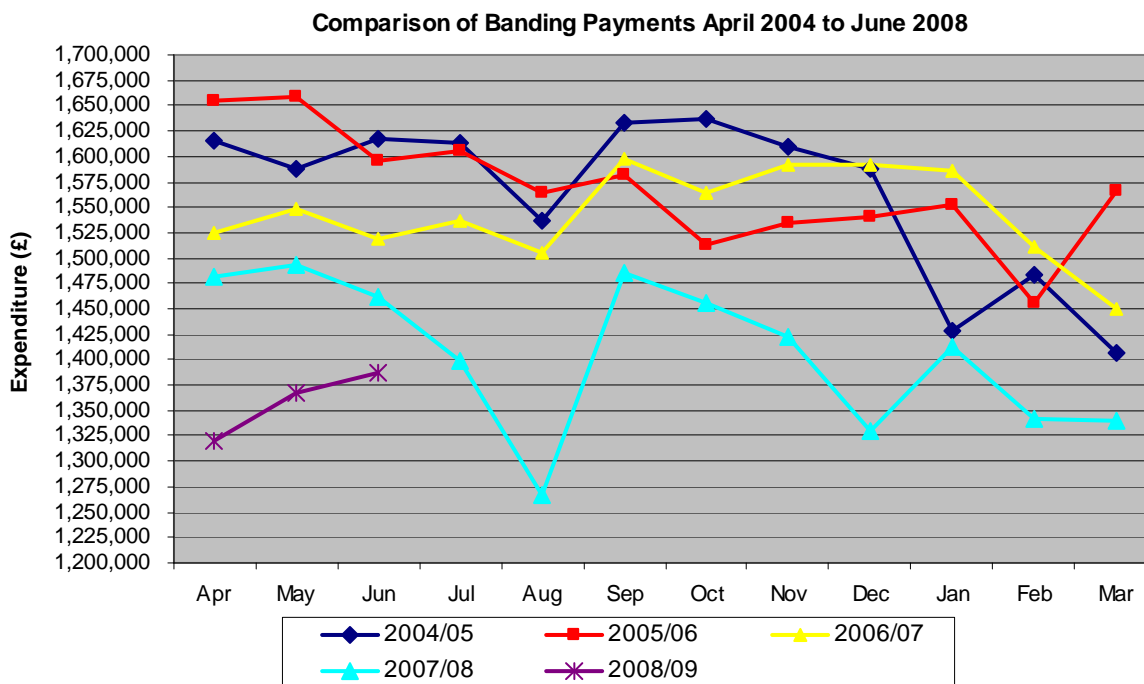
The following table and chart provide a comparison of banding pay costs between Q1 2007/08 and Q1 2008/09.

**Table 17: Q1 2007/08 and Q1 2008/09 banding pay costs comparison (£)**

Division/CHP	Q1 2007/08	Q1 2008/09	Q1 07/08 and Q1 208/09 variance
Acute	3,946,660	3,645,717	-300,944
Corporate	13,872	3,600	-10,272
East Lothian CHP	47,687	41,545	-6,142
Edin Lothian CHP	113,837	83,938	-29,900
REAS	220,115	201,383	-18,732
Mid Lothian CHP	18,948	32,525	13,577
West Lothian CHP	74,399	66,439	-7,960
<b>Total</b>	<b>4,435,519</b>	<b>4,075,147</b>	<b>-360,372</b>

The figures above show that between Q1 2007/08 and Q1 2008/09 overall expenditure on banding payments has decreased by 8.12% (c£360k). When taking into consideration pay inflation these reductions increase to c£1.8m in real terms. Within NHS Lothian the Acute Division accounts for 89.46 % and the community services 9.54%. It should however be noted that the figures for REAS and CHPs are still a best estimate as the costs are non detailed separately coded as 'other' within payroll, this is done as it is not possible to identify separately.

**Chart 16**



The following table highlights the areas where bandings have changed between Q4 2007/08 and Q1 2008/09.

**Table 18: NHS Lothian Junior Doctors Bandings Q4/Q1 comparison**

Former Division	Banding	Q4 2007/08	Q1 2008/09	Change
Acute Organisation	0	28	36	8
	1A	340	344	4
	1B	57	51	-6
	2A	186	183	-3
	2A(2B)	0	2	2
	2B	237	236	-1
	3	10	5	-5
	FB	1	1	0
	F6/FA	0	1	1
<b>Acute Organisation Total</b>		<b>859</b>	<b>859</b>	<b>0</b>
CHP/REAS	0	2	2	0
	1A	29	28	-1
	1B	42	47	5
	1B (prov)	4	0	-4
	1C	17	17	0
	2A	17	17	0
	2B	0	6	6
	2B (prov)	6	0	-6
	FB	0	0	0
<b>CHP/REAS Total</b>		<b>117</b>	<b>117</b>	<b>0</b>
<b>Grand Total</b>		<b>976</b>	<b>976</b>	<b>0</b>

A breakdown of the above figures identify that according to the data provided by Medical Staffing 54.10% are now seen as being compliant with regards to the EWTR 2009 legislation.

**Table 19: EWTR Compliance by Band as at June 2008**

Division	CurrentBand	Non Compliant	Compliant
Acute	3	100.00%	0.00%
	1A	4.65%	95.35%
	1B	3.92%	96.08%
	2A	87.43%	12.57%
	2A (2B)	100.00%	0.00%
	2B	95.76%	4.24%
	F6/FA	0.00%	100.00%
	FB	0.00%	100.00%
	0	2.78%	97.22%
<b>Acute Total</b>		<b>47.96%</b>	<b>52.04%</b>
REAS/CHP	1A	0.00%	100.00%
	1B	27.66%	72.34%
	1C	0.00%	100.00%
	2A	100.00%	0.00%
	2B	100.00%	0.00%
	0	0.00%	100.00%
<b>REAS/CHP Total</b>		<b>30.77%</b>	<b>69.23%</b>
<b>Grand Total</b>		<b>45.90%</b>	<b>54.10%</b>

Source: NHS Lothian Medical Staffing

## 5. Absence Management

There has been continuous progress with training and support for Line Managers (e-Manager) in the recording of Absence for their respective team members to ensure full coverage and utilisation across NHS Lothian. The HRIS team have further established an audit and monitoring system to ensure full coverage and quality of Absence data recorded.

With the first phase of implementation completed with over 2500+ e-Manager users, during the first quarter of 2008 (April-June) the main focus has been establishing a full Audit process to monitor Input and Usage to identify and target areas either missed during first phase of implementation or those areas not fully utilising system. This is an ongoing exercise and the HR Systems team have already identified areas requiring to be trained or retrained.

Medical Staffing Absence Recording - A separate Internal Audit Report detailing the Management of Leave for Medical Staffing was completed in January 2008 by the Internal Audit team. The report recommended that Medical Staffing Absence is recorded on HRMIS Line Management tool. There has been some initial progress with capturing and recording of Medical Staffing Absence information on HRMIS across NHS Lothian, however more emphasis needs to be placed on this.

### 5.1 Sickness Absence

This section now includes details of Sickness absence recorded on Empower. Detailed within this report is Annual Leave and other leave as stated in the NHS Lothian Employment Policies and Procedures: Absence Recording Policy and Procedure by Division/CHP. The section also details All Absences separately for the quarter including Annual leave. The following table and chart detail Sickness absence for the Acute and Corporate and Facilities Division, REAS and CHPs, for the period April to June 2008. In the table the highest figure for each staff group within Divisions has been highlighted in red.

**Table 20: Sickness Absence Percentages by Division/CHP for Quarter 1 2008/09**

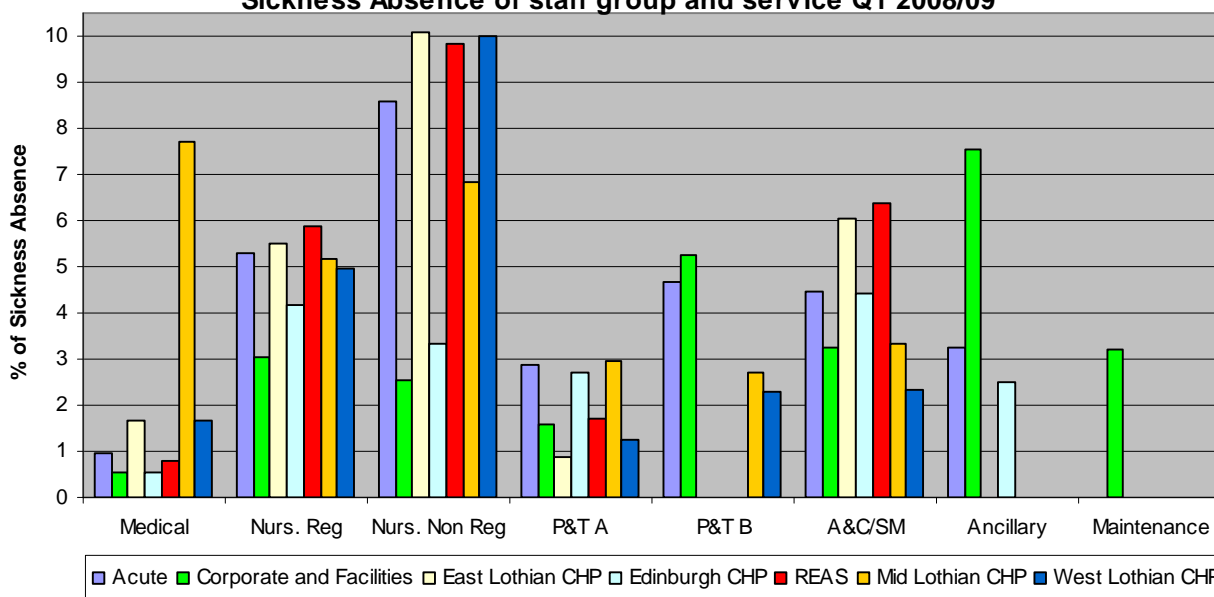
Staff Group	Corporate and Facilities		East Lothian	Edinburgh	REAS	Mid Lothian	West Lothian	Total
	Acute	Facilities	CHP	CHP		CHP	CHP	
Medical	0.98	0.55	1.68	0.53	0.80	7.73	1.65	1.13
Nurs. Reg	5.30	3.03	5.49	4.18	5.87	5.15	4.94	5.09
Nurs. Non Reg	8.60	2.52	10.07	3.33	9.82	6.82	9.99	7.99
P&T A	2.87	1.58	0.88	2.73	1.73	2.98	1.26	2.47
P&T B	4.66	5.25	-	-	-	2.69	2.29	4.35
A&C/SM	4.44	3.27	6.02	4.42	6.37	3.32	2.33	3.91
Ancillary	3.25	7.53	-	2.50	-	-	-	7.03
Maintenance	-	3.21	-	-	-	-	-	3.20
<b>Total</b>	<b>4.59</b>	<b>5.08</b>	<b>5.96</b>	<b>3.61</b>	<b>5.79</b>	<b>5.22</b>	<b>4.43</b>	<b>4.72</b>

Source: NHS Lothian HR Systems PWA

In the case of medical staff it is difficult to determine the true level of absence as historically this is not collected and fed to payroll on a consistent basis. Basic coverage is however improving, as can be identified in the data received from Mid Lothian CHP medical staff

**Chart 17**

**Sickness Absence of staff group and service Q1 2008/09**



As with previous quarters there are significant differences in levels of sickness absence between Division/CHPs, in some cases this is because there are a low number in a particular staff group and therefore makes percentages comparatively high.

A comparison below details the difference between 2008/09 and 2007/08 during the same period.

**Table 21: Comparing total hours lost from sickness between Q1 2008/09 and Q1 2007/08**

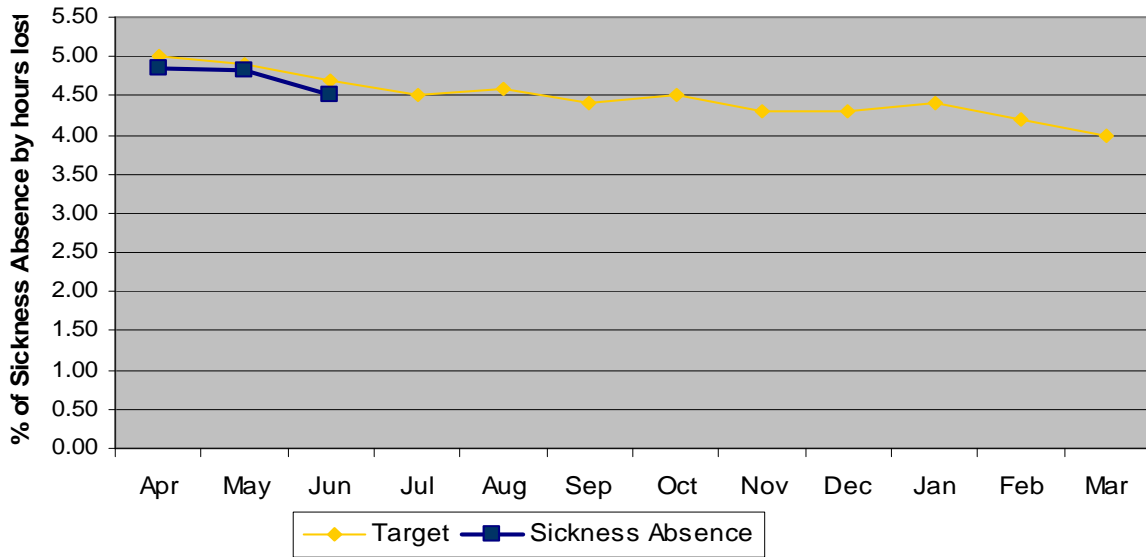
Staff Category	% of sickness absence	
	Q1 2007/08	Q1 2008/09
Medical	0.65	1.13
Nursing - Registered	4.89	5.09
Nursing - Non Reg	8.93	7.99
P&T A	3.18	2.47
P&T B	4.43	4.35
A&C/SM	4.15	3.91
Ancillary	7.13	7.03
Maintenance	5.29	3.20
<b>Total</b>	<b>4.93</b>	<b>4.72</b>

The table above shows a decrease over the Q1 2008/09 compared to Q1 2007/08 – the rise within Medical Staff is due to better reporting of absence.

Below is the overall sickness absence with the Local Delivery Plan Heat target trajectory the following chart details this be CMT/CHP.

**Chart 18:**

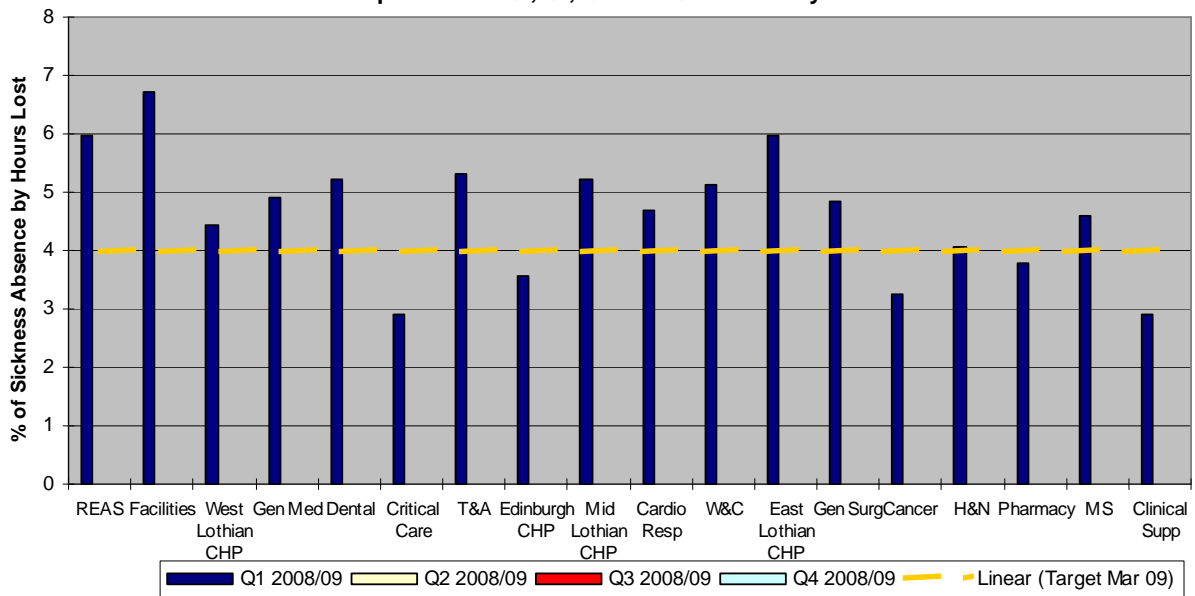
**Sickness Absence and Target 2008/09**



From this chart it is possible to see that NHS Lothian sickness absence is currently just below the target set. The chart below details a comparison between CMT's and CHP's for the Q1 2008/09.

**Chart 19**

**Comparison of Q1,Q2,Q3 and Q4 2008/09 by CMT/CHP**



## 5.2 All Absence

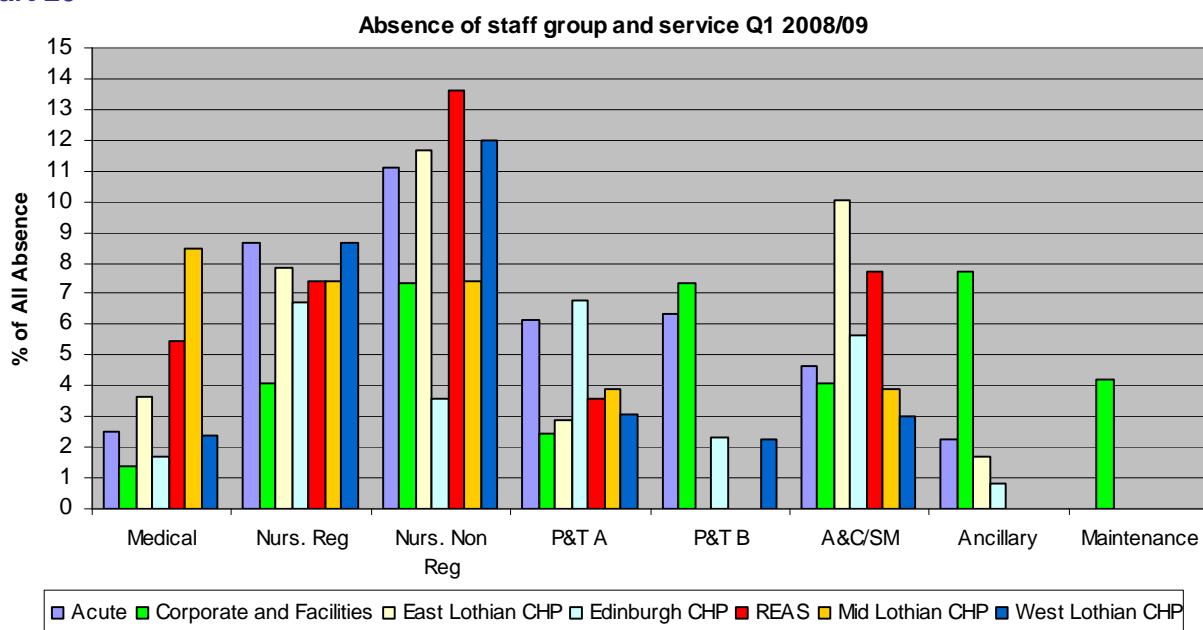
The charts and tables below detail All absence including: sickness, annual and all other leave as detailed in the NHS Lothian Employment Policies and Procedures: Absence Recording Policy and Procedure by Division/CHP – the chart that details trend since April 2004 to however excludes Annual Leave

As with the sickness absence where the percentages appear relatively high it may be due to there being particularly low staff numbers to begin with.

**Table 22: All Absence Percentages by Division/CHP for Quarter 1 2008/09**

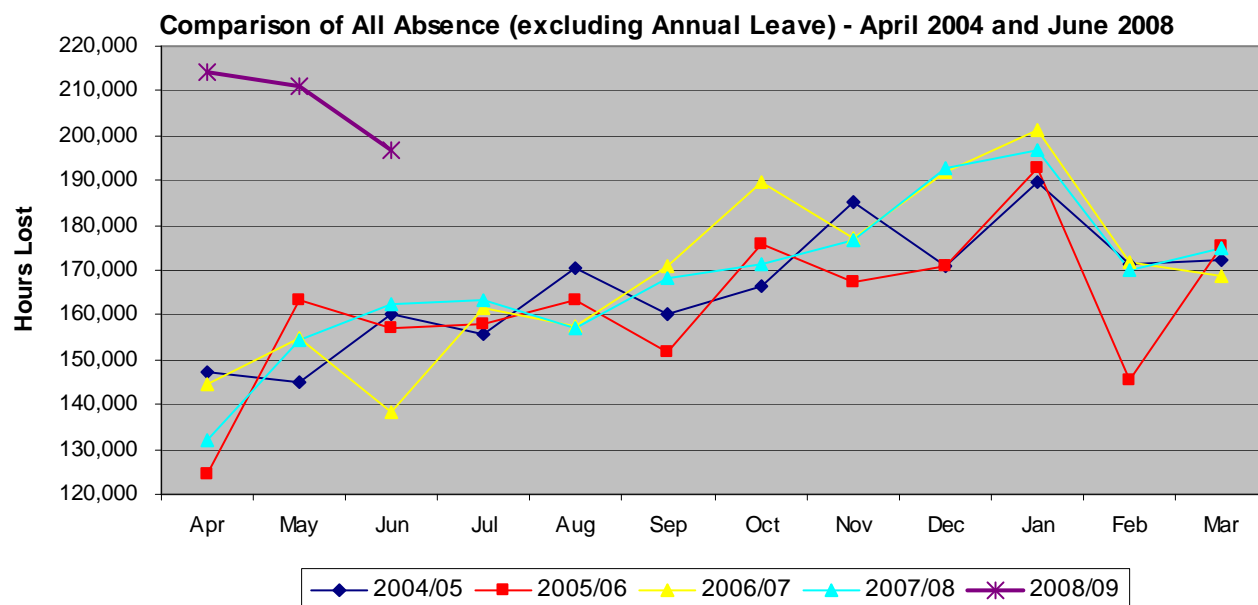
Staff Group	Corporate and Facilities		East Lothian	Edinburgh	REAS	Mid Lothian	West Lothian	Total
	Acute	and Facilities	Lothian CHP	CHP		CHP	CHP	
Medical	2.52	1.38	3.64	1.70	5.45	8.46	2.39	2.75
Nurs. Reg	8.66	4.06	7.83	6.73	7.39	7.38	8.64	8.05
Nurs. Non Reg	11.14	7.33	11.67	3.59	13.62	7.43	11.97	10.12
P&T A	6.13	2.45	2.90	6.81	3.58	3.90	3.06	5.38
P&T B	6.34	7.36	-	2.32	-	-	2.24	5.77
A&C/SM	4.67	4.08	10.06	5.63	7.70	3.88	2.99	4.63
Ancillary	2.27	7.70	1.68	0.81	-	-	-	7.07
Maintenance	-	4.22	-	-	-	-	-	4.21
<b>Total</b>	<b>6.97</b>	<b>5.68</b>	<b>8.15</b>	<b>5.69</b>	<b>8.22</b>	<b>6.67</b>	<b>6.47</b>	<b>6.67</b>

**Chart 20**



The trend below includes all absence excluding Annual Leave for the past five years. There has been a recent increase and this is due to now being able to provide more comprehensive data – the table found on page 24 details all absence taken in accordance with the NHS Lothian Policy.

**Chart 21**



The notable increase shown in April to June 2008 below is a direct result of the roll out of Empower Systems and increase data capture and recording of all types of absence.

Below is a table detailing All Absences.

**Table 23: Detailing total hours (%) lost from All Absences during Q1 2008/09 by Staff Group, Absence Type and Division/CHP**

Absence Reason	Staff Group	East						West	Grand Total
		Acute	Corporate & Facilities	Lothian CHP	Edinburgh CHP	REAS	Midlothian Chp	Lothian CHP	
Adoption	Nursing Reg	0.218	-	-	-	-	-	-	0.128
	P&T B	0.028	-	-	-	-	-	-	0.016
	A&C/SM	-	0.152	-	-	-	-	-	0.038
<b>Adoption Total</b>		<b>0.246</b>	<b>0.152</b>	-	-	-	-	-	<b>0.183</b>
Career Break	Nursing Reg	0.728	-	-	0.466	0.211	-	-	0.537
	Nursing Non Reg	0.005	-	-	-	-	-	-	0.003
	P&T A	0.216	-	0.302	0.696	0.211	-	-	0.314
	P&T B	-	-	-	-	-	-	0.004	0.001
	A&C/SM	-	0.064	0.274	0.233	-	-	-	0.091
	Ancillary	-	0.006	-	-	-	-	-	0.002
<b>Career Break Total</b>		<b>0.948</b>	<b>0.070</b>	<b>0.577</b>	<b>1.394</b>	<b>0.422</b>	-	<b>0.004</b>	<b>0.947</b>
Carers Leave	Medical	0.025	-	-	-	-	0.010	0.012	0.018
	Nursing Reg	0.372	0.022	0.151	0.317	0.401	0.232	-	0.388
	Nursing Non Reg	0.169	0.003	0.026	0.037	0.402	0.060	-	0.179
	P&T A	0.072	0.002	0.009	0.086	0.027	0.048	-	0.068
	P&T B	0.050	0.002	-	-	-	-	0.026	0.034
	A&C/SM	0.085	0.157	0.013	0.059	0.085	0.028	0.024	0.121
	Ancillary	0.010	0.129	-	0.002	-	-	-	0.039
	Maintenance	-	0.003	-	-	-	-	-	0.001
<b>Carers Leave Total</b>		<b>0.783</b>	<b>0.319</b>	<b>0.199</b>	<b>0.501</b>	<b>0.914</b>	<b>0.378</b>	<b>0.063</b>	<b>0.848</b>
Compassionate Leave	Medical	0.031	-	-	-	0.008	-	-	0.020
	Nursing Reg	0.299	0.041	0.140	0.197	0.206	0.146	-	0.287
	Nursing Non Reg	0.048	-	0.023	0.213	0.051	0.022	-	0.077
	P&T A	0.057	-	-	0.181	0.023	0.080	-	0.078
	P&T B	0.044	-	-	-	0.012	-	0.009	0.029
	A&C/SM	0.049	0.143	0.002	0.048	0.063	0.157	-	0.103
	Ancillary	0.009	0.148	-	-	-	-	-	0.043
	Maintenance	-	0.043	-	-	-	-	-	0.011
<b>Compassionate Leave Total</b>		<b>0.536</b>	<b>0.374</b>	<b>0.166</b>	<b>0.639</b>	<b>0.363</b>	<b>0.406</b>	<b>0.009</b>	<b>0.647</b>
Crime and Violence	Nursing Non Reg	0.001	-	-	-	-	-	-	0.001
<b>Crime and Violence Total</b>		<b>0.001</b>	-	-	-	-	-	-	<b>0.001</b>
Maternity Leave	Medical	0.025	-	0.062	0.043	0.758	-	-	0.146
	Nursing Reg	5.692	0.253	0.498	4.144	1.297	1.309	0.991	4.676
	Nursing Non Reg	0.740	0.050	0.644	0.211	0.758	0.304	0.586	0.808
	P&T A	1.475	-	-	1.869	0.514	-	1.263	1.444
	P&T B	0.269	-	-	-	-	-	0.178	0.184
	A&C/SM	0.256	1.616	0.605	0.373	0.027	0.152	-	0.724
	Ancillary	-	0.798	-	-	-	-	-	0.202
<b>Maternity Leave Total</b>		<b>8.457</b>	<b>2.716</b>	<b>1.808</b>	<b>6.641</b>	<b>3.355</b>	<b>1.765</b>	<b>3.018</b>	<b>8.185</b>
Parental Leave	Nursing Reg	0.000	-	-	0.036	-	-	-	0.006
	Nursing Non Reg	0.013	-	-	-	-	-	-	0.007
	P&T A	0.001	0.002	-	0.004	-	0.002	-	0.002
	P&T B	0.002	-	-	-	-	-	-	0.001
<b>Parental Leave Total</b>		<b>0.016</b>	<b>0.002</b>	-	<b>0.040</b>	-	<b>0.002</b>	-	<b>0.017</b>
Paternity	Medical	0.067	-	-	-	-	-	-	0.039
	Nursing Reg	0.044	-	-	-	0.117	0.047	-	0.050
	Nursing Non Reg	0.034	-	-	-	-	-	-	0.020
	P&T B	0.009	-	-	-	-	-	-	0.005
	A&C/SM	0.009	0.071	-	-	-	-	-	0.023
	Ancillary	0.010	-	-	-	-	-	-	0.006
<b>Paternity Total</b>		<b>0.173</b>	<b>0.071</b>	-	-	<b>0.117</b>	<b>0.047</b>	-	<b>0.144</b>
Sabbatical	Medical	0.057	-	-	-	0.067	-	-	0.044
	Nursing Non Reg	0.011	-	-	-	-	-	-	0.007
	P&T A	-	-	-	-	0.039	-	-	0.006
<b>Sabbatical Total</b>		<b>0.068</b>	-	-	-	<b>0.105</b>	-	-	<b>0.056</b>

Continued



Continued Absence Reason	Staff Group	East Lothian							Grand Total
		Acute	Corporate & Facilities	Lothian CHP	Edinburgh CHP	REAS	Midlothian Chp	West Lothian CHP	
Special Leave	Medical	0.013	-	-	-	-	0.005	-	0.008
	Nursing Reg	0.562	0.038	0.020	0.040	0.018	0.014	0.996	0.501
	Nursing Non Reg	0.109	0.010	-	0.014	0.031	-	0.403	0.134
	P&T A	0.024	-	0.010	0.354	-	0.014	0.187	0.104
	P&T B	0.117	-	-	-	-	-	0.015	0.071
	A&C/SM	0.092	0.102	-	0.011	0.004	-	0.043	0.089
	Ancillary	0.001	0.306	-	-	-	-	-	0.078
	Maintenance	-	0.034	-	-	-	-	-	0.009
<b>Special Leave Total</b>		<b>0.919</b>	<b>0.489</b>	<b>0.030</b>	<b>0.419</b>	<b>0.054</b>	<b>0.033</b>	<b>1.643</b>	<b>0.993</b>
Study Leave	Medical	1.577	0.005	0.019	0.032	0.156	0.187	0.008	0.984
	Nursing Reg	2.092	0.126	0.992	0.481	0.691	0.396	0.804	1.744
	Nursing Non Reg	0.690	0.002	0.322	0.345	0.531	0.053	0.281	0.635
	P&T A	0.239	0.041	0.065	0.408	0.142	0.164	0.168	0.295
	P&T B	0.185	-	-	-	-	-	0.008	0.110
	A&C/SM	0.040	0.253	0.088	0.035	-	0.014	0.024	0.110
	Ancillary	0.001	0.012	-	-	-	-	-	0.004
	Maintenance	-	0.045	-	-	-	-	-	0.011
<b>Study Leave Total</b>		<b>4.824</b>	<b>0.484</b>	<b>1.488</b>	<b>1.301</b>	<b>1.520</b>	<b>0.814</b>	<b>1.294</b>	<b>3.893</b>
Unauthorised Absence	Nursing Reg	0.004	-	-	-	0.010	-	-	0.004
	Nursing Non Reg	0.023	-	-	0.022	0.012	-	0.006	0.020
	P&T A	0.009	0.001	-	-	-	-	-	0.006
	Ancillary	0.002	0.217	-	0.001	-	-	-	0.056
	Maintenance	-	0.012	-	-	-	-	-	0.003
<b>Unauthorised Absence Total</b>		<b>0.038</b>	<b>0.230</b>	<b>-</b>	<b>0.023</b>	<b>0.022</b>	<b>-</b>	<b>0.006</b>	<b>0.089</b>
Unpaid Leave	Nursing Reg	0.467	-	0.012	0.036	0.059	-	0.195	0.320
	Nursing Non Reg	0.019	-	-	-	0.043	-	-	0.018
	P&T A	0.117	-	-	-	0.008	0.017	0.004	0.073
	A&C/SM	0.005	0.033	-	0.032	-	-	-	0.017
	Ancillary	-	0.051	-	-	-	-	-	0.013
	Maintenance	-	0.001	-	-	-	-	-	0.000
<b>Unpaid Leave Total</b>		<b>0.609</b>	<b>0.085</b>	<b>0.012</b>	<b>0.068</b>	<b>0.109</b>	<b>0.017</b>	<b>0.199</b>	<b>0.440</b>
<b>All Absences excluding SL and HL</b>		<b>17.618</b>	<b>4.993</b>	<b>4.279</b>	<b>11.026</b>	<b>6.982</b>	<b>3.462</b>	<b>6.236</b>	<b>16.441</b>
Holiday Leave	Medical	5.374	4.113	8.156	6.222	8.205	8.389	7.525	3.587
	Nursing Reg	24.812	19.130	40.599	35.021	36.479	41.080	37.524	19.917
	Nursing Non Reg	7.654	5.052	12.262	10.471	12.928	12.528	13.408	7.202
	P&T A	3.847	2.953	6.091	7.939	5.785	6.916	6.476	3.670
	P&T B	5.264	3.852	7.248	5.791	6.091	7.336	7.667	3.371
	A&C/SM	5.705	12.999	8.053	7.398	7.495	7.804	7.771	6.890
	Ancillary	0.925	17.104	1.467	1.030	0.949	1.155	1.018	4.809
	Maintenance	-	3.107	-	0.025	-	-	-	0.792
<b>Holiday Leave Total</b>		<b>53.581</b>	<b>68.312</b>	<b>83.876</b>	<b>73.896</b>	<b>77.932</b>	<b>85.208</b>	<b>81.388</b>	<b>50.237</b>
Sickness Leave	Medical	1.013	0.031	0.184	0.084	0.187	0.933	0.377	0.845
	Nursing Reg	13.479	1.110	4.884	7.692	6.295	5.769	4.804	12.527
	Nursing Non Reg	6.672	0.110	4.675	2.623	6.609	3.302	5.166	7.189
	P&T A	1.600	0.100	0.138	1.933	0.753	0.816	0.539	1.599
	P&T B	2.527	0.256	-	0.100	0.035	0.014	0.718	1.684
	A&C/SM	3.226	6.683	1.736	2.529	1.196	0.496	0.773	4.595
	Ancillary	0.284	17.346	0.227	0.117	0.012	-	-	4.613
	Maintenance	-	1.060	-	-	-	-	-	0.269
<b>Sickness Leave Total</b>		<b>28.801</b>	<b>26.695</b>	<b>11.844</b>	<b>15.078</b>	<b>15.086</b>	<b>11.331</b>	<b>12.376</b>	<b>33.321</b>

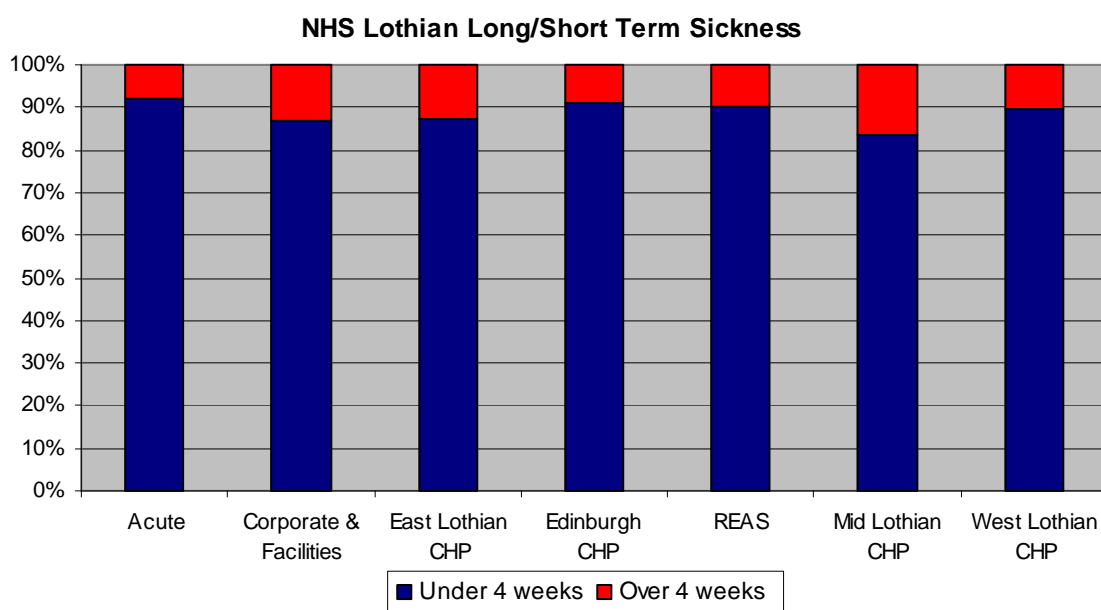
### 5.3 Long Term All Absence

The chart below shows (in percentages) the distribution of absence by division classified as 'long term sick' where individuals have been off on sick leave for longer than a four-week period in comparison to those classified as short term sick.

**Table 24: Breakdown long/short term sick by Division/CHPs (%)**

Q1 2008/09	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP
Under 4 weeks	92	87	88	91	90	83	90
Over 4 weeks	8	13	13	9	10	17	10

**Chart 22.**



## 6. Staff Supplements

### 6.1 Directly Employed Medical Locums

This section details Locums paid via NHS Lothian payroll, it does not include expenditure on Locums employed via external agencies.

In the Q1 2008/09 period NHS Lothian has spent c£1.05m on directly employed medical locum staff, 77% of which is on Consultant level staff.

The following tables and charts illustrate the expenditure on directly employed locum medical staff for Q1 2008/09

**Table 25: Directly Employed Locum Expenditure by Month April to June 2008**

Grade	Apr-08	May-08	Jun-08	Total
Clinical Assistant	404	404	404	1,213
Clinical Fellow	-	-	-	-
Consultant	294,159	249,829	267,965	811,953
Dental Practitioners	-	-	-	-
Medical Officer	52,858	40,048	53,520	146,426
SPR	18,479	17,472	14,490	50,440
SHO	-	7,535	2,991	10,526
Staff Grade	-	10,109	19,848	29,957
<b>Total</b>	<b>365,900</b>	<b>325,396</b>	<b>359,218</b>	<b>1,050,515</b>

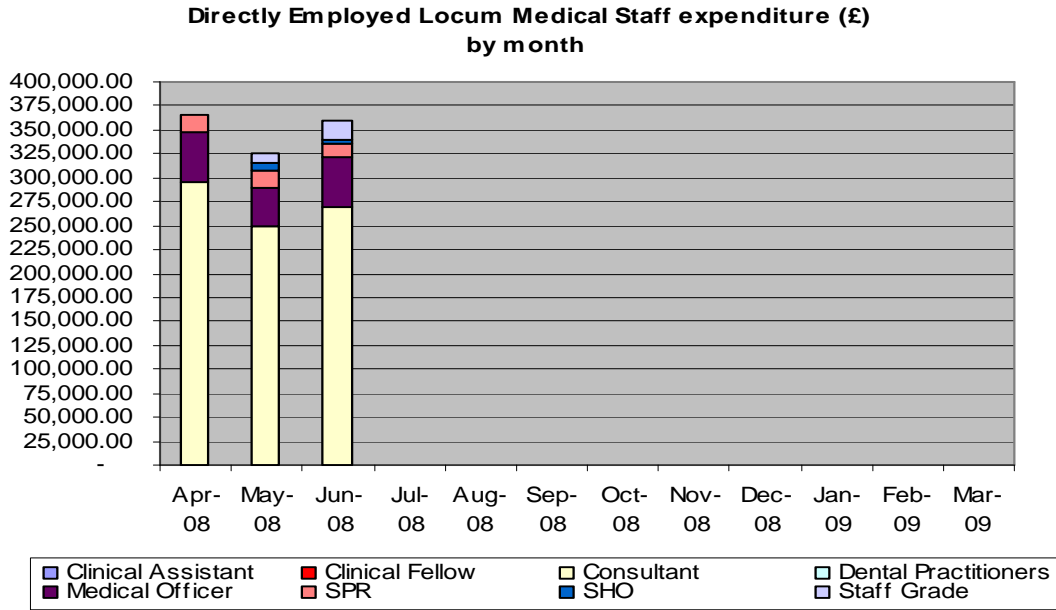
**Table 26: Breakdown of Locum Medical Staff Expenditure by Division/CHPs**

Grade	Corporate		Lothian	Edinburgh	REAS	Mid Lothian	Lothian	Grand Total
	Acute	& Facilities	CHP	CHP			CHP	
Clinical Assistant	-	-	-	-	-	-	1,213	1,213
Clinical Fellow	-	-	-	-	-	-	-	-
Consultant	684,126	33,944	-	-	43,482	25,800	24,602	811,953
Dental Practitioners	-	-	-	-	-	-	-	-
Medical Officer	141,853	3,340	-	-	-	-	1,234	146,426
Staff Grade	39,787	-	-	-	-	-	10,653	50,440
SHO	10,526	-	-	-	-	-	-	10,526
SPR	29,957	-	-	-	-	-	-	29,957
<b>Total</b>	<b>906,249</b>	<b>37,283</b>	<b>-</b>	<b>-</b>	<b>43,482</b>	<b>25,800</b>	<b>37,701</b>	<b>1,050,515</b>

**Table 27: Directly Employed Locum Usage Month April 2008 – June 2008**

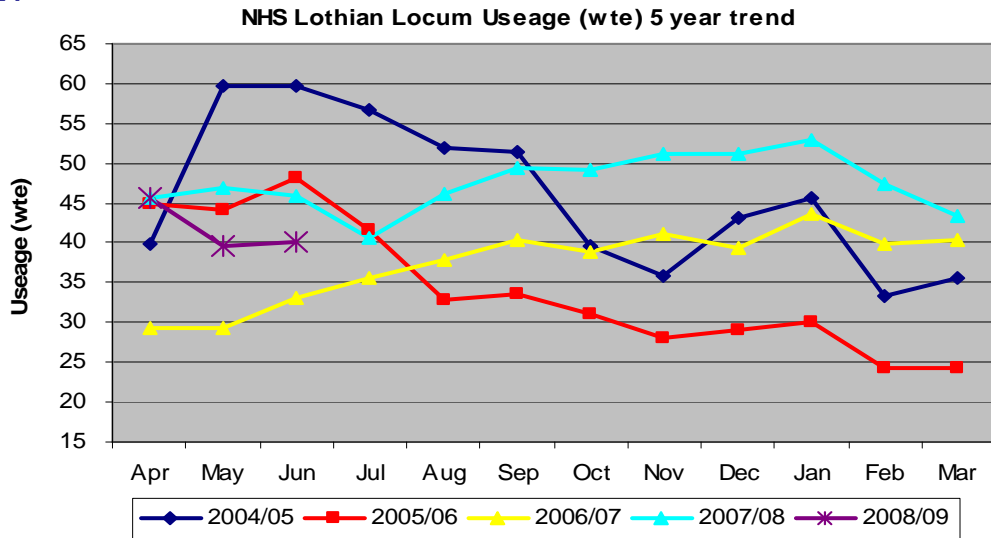
Grade	Apr-08	May-08	Jun-08	Total YTD Average
Clinical Assistant	0.09	0.09	0.09	0.09
Clinical Fellow	-	-	-	-
Consultant	34.18	27.53	28.59	30.10
Dental Practitioners	-	-	-	-
Medical Officer	7.34	5.35	6.25	6.31
SPR	3.97	3.90	2.82	3.56
SHO	-	1.00	1.00	0.67
Staff Grade	-	1.65	1.40	1.02
<b>Total</b>	<b>45.58</b>	<b>39.52</b>	<b>40.15</b>	<b>41.75</b>

**Chart 23.**

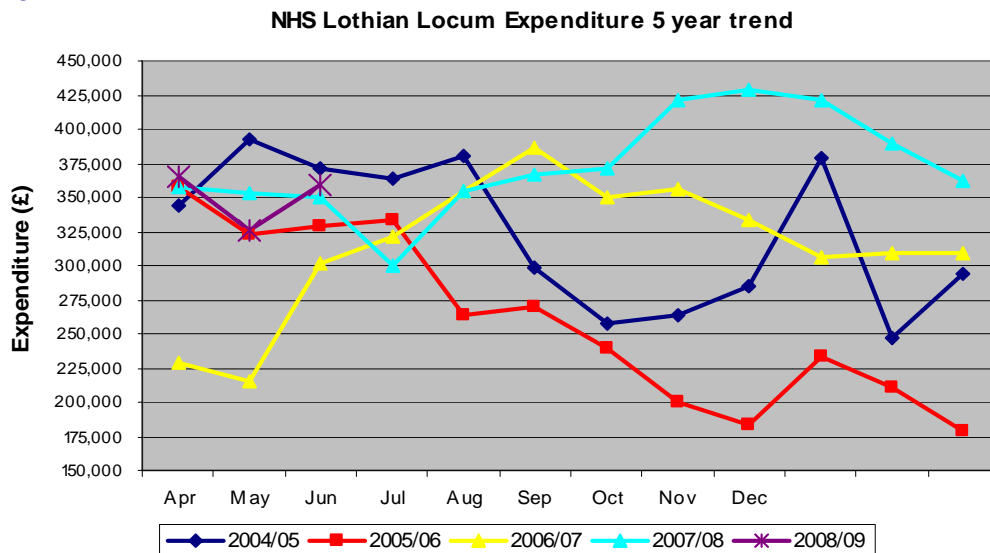


The following charts provide a comparison of utilisation and expenditure from April 2004 to June 2008.

**Chart 24**



**Chart 25**



Please note that both expenditure and utilisation have decreased during the Q1 period when compared to the same period in 2007/08 showing a decrease of c£8.6k (1%) and 4.42 wte (10%). A breakdown can be found in Tables 26 and 27.

Q1 2008/09 utilisation when compared with Q4 2007/08 shows an increase of on average 0.48 wte (1.2%) in Locum usage, with costs decreasing by c£122k (10%). This decrease is partially due to the additional use of new Consultants and a reduction of all other grades.

Below are two tables comparing wte and expenditure by grade. The comparison shown in table 28 looks at Q1 2007/08 and Q1 2008/09 and the comparison shown in table 29 gives details comparing Q4 2007/08 and Q1 2008/09.

**Table 28: Comparing Expenditure and wte for Q1 2008/09 and Q1 2007/08 for Locum Staff**

Grade	£ Q1 2007/08	£ Q1 2008/09	£ Difference	£ % of difference	wte Q1 2007/08	wte Q1 2008/09	wte Difference	wte % of difference
Clinical Assistant	1,213	1,213	0	0%	0.09	0.09	-0.00	0%
Clinical Fellow	4,087	-	-4,087	-	-	-	0.00	0%
Consultant	751,159	811,953	60,794	8%	28.16	30.10	1.94	7%
Dental Practitioners	1,237	-	-1,237	-	0.09	-	-0.09	0%
Medical Officer	95,857	146,426	50,569	53%	6.01	6.31	0.30	5%
SPR	103,852	50,440	-53,411	-51%	4.83	3.56	-1.27	-26%
SHO	23,837	10,526	-13,311	-56%	1.20	0.67	-0.53	-44%
Staff Grade	77,909	29,957	-47,952	-62%	5.78	1.02	-4.76	-82%
<b>Total</b>	<b>1,059,150</b>	<b>1,050,515</b>	<b>-8,635</b>	<b>-1%</b>	<b>46.16</b>	<b>41.75</b>	<b>-4.42</b>	<b>-10%</b>

**Table 29: Comparing Expenditure and wte for Q4 2007/08 and Q1 2008/09 for Locum Staff**

Grade	£ Q4 2007/08	£ Q1 2008/09	£ Difference	£ % of difference	wte Q4 2007/08	wte Q1 2008/09	wte Difference	wte % of difference
Clinical Assistant	1,213	1,213	-	-	0.09	0.09	0.00	0.00
Clinical Fellow	5,045	-	-5,045	-100%	-	-	-	-
Consultant	949,049	811,953	-137,096	-14%	24.02	30.10	6.08	25.3%
Dental Practitioners	-	-	-	-	-	-	-	-
Medical Officer	129,607	146,426	16,819	13%	7.24	6.31	-0.93	-12.8%
SPR	18,399	50,440	32,041	174%	4.20	3.56	-0.64	-15.2%
SHO	5,370	10,526	5,155	96%	1.50	0.67	-0.83	-55.6%
Staff Grade	64,792	29,957	-34,835	-54%	4.22	1.02	-3.20	-75.9%
<b>Total</b>	<b>1,173,475</b>	<b>1,050,515</b>	<b>-122,960</b>	<b>-10%</b>	<b>41.27</b>	<b>41.75</b>	<b>0.48</b>	<b>1.2%</b>

**Table 30: Detailing Length of Service for Locums as June 2008**

Locum Grade	0-3 months	4-6 months	7-9 months	10-12 months	1-2 years	2+ years	Grand Total
Locum Ass Clinical Director	-	-	-	-	-	0.09	0.09
Locum Consultant	4.09	8.48	1.20	7.50	4.40	2.92	28.59
Locum Medical Officer	0.50	0.87	0.60	0.88	0.54	2.87	6.25
Locum Staff Doctors	-	-	-	1.50	1.32	-	2.82
Locum SHO	-	-	-	-	-	1.00	1.00
Locum Specialist Registrars	1.40	-	-	-	-	-	1.40
<b>Grand Total</b>	<b>5.99</b>	<b>9.35</b>	<b>1.80</b>	<b>9.88</b>	<b>6.26</b>	<b>6.88</b>	<b>40.15</b>

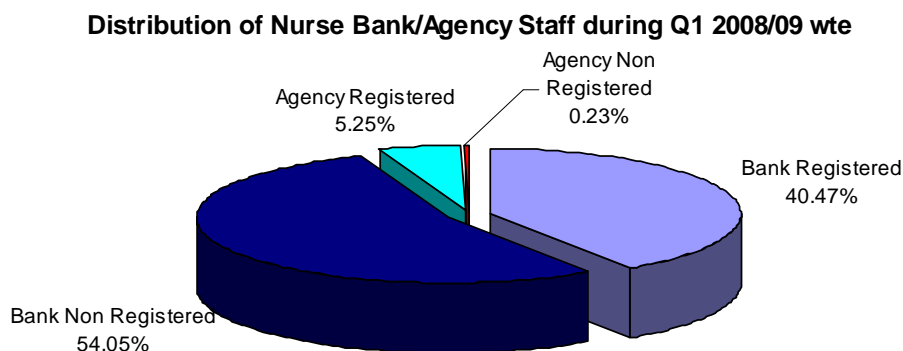
The table has been included to ascertain length of service of locum medical staff and has been taken from the June 2008 pay roll file and date of grade.

## 6.2 Nurse Bank and Agency Utilisation

The total bank and agency expenditure for Q1 2008/09 period is c£6.6m at this time due to concerns of the accuracy of the data received. Workforce planning will continue to provide this information on Nurse Bank/Agency when more accurate data is available.

The following chart details the distribution of bank and agency utilisation.

**Chart 26**



Source – NHS Lothian Nurse Bank system

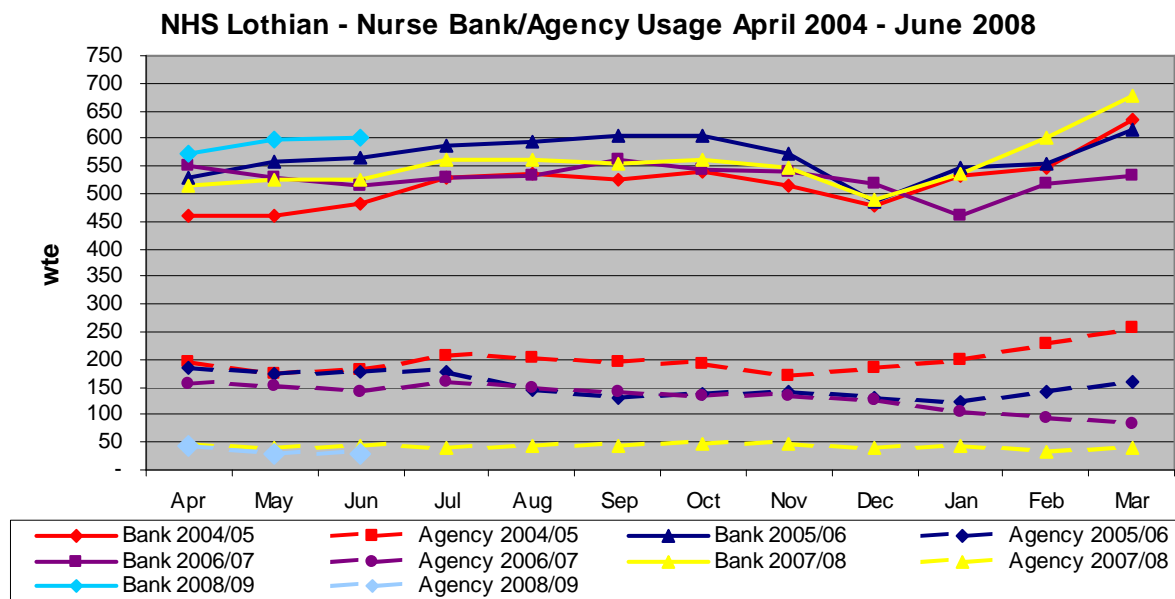
The ratio of bank to agency is 95%:5% for the financial year to date this contrasts with 92%:8% for the same period in the last financial year showing a slight change in last quarters comparison figures. The reduction in agency staffing has continued to be the main focus for action within Divisions. Overall during the Q1 2008/09 period there as been an increase of 59.44 wte when compared with the Q1 2006/07 figures, this is an increase of 68.49 wte in bank usage and a decrease of 9.05 wte in Agency usage. A comparison between the Q1 2007/08 and Q1 2008/09 can be found in the table below:

**Table 31: Comparison of Nurse Bank/Agency usage Q1 2007/08 and Q1 2008/09**

Staff Category	Q1 2007/08	Q1 2008/09	Difference +/-	% of difference
Bank Registered	205.31	252.56	47.25	23%
Bank Non Registered	316.10	337.34	21.24	7%
Agency Registered	41.26	32.80	-8.46	-21%
Agency Non Registered	2.01	1.43	-0.59	-29%
	564.68	624.11	59.44	11%

Combined bank and agency utilisation has increased by an average of 59.44 wte in Q1 2008/09, reflecting the 9.05 wte reduction in Agency utilisation. The following chart and table provide a comparison of the utilisation between April 2004 and June 2008.

Chart 27



The expenditure for Q1 2008/09 is shown in the table below

**Table 32: Breakdown of Agency/Bank Expenditure**

Staff Category	East Lothian							West Lothian	Grand Total
	Acute	Corporate & Facilities	Lothian CHP	Edinburgh CHP	Mid Lothian CHP	REAS	CHP		
Agency Non Reg	8,788	-	-	-	-	-	-	8,788	
Agency Reg	229,040	3,380	29,318	-	-	-	-	261,739	
Nurse Bank Non Reg	1,268,969	61,459	152,049	358,133	265,452	539,465	78,996	2,724,523	
Nurse Bank Reg	1,871,566	108,137	219,614	436,864	369,320	512,385	79,175	3,597,061	
<b>Grand Total</b>	<b>3,378,363</b>	<b>172,976</b>	<b>400,981</b>	<b>794,998</b>	<b>634,772</b>	<b>1,051,850</b>	<b>158,171</b>	<b>6,592,111</b>	

**Table 33: Comparison of Agency/Bank Expenditure**

Staff Category	Q1 2007/08	Q1 2008/09	Difference +/-	% of difference
Agency	558,000	270,527	-287,473	-52%
Bank	4,244,000	6,321,584	2,077,584	49%
<b>Total</b>	<b>4,802,000</b>	<b>6,592,111</b>	<b>1,790,111</b>	<b>37%</b>

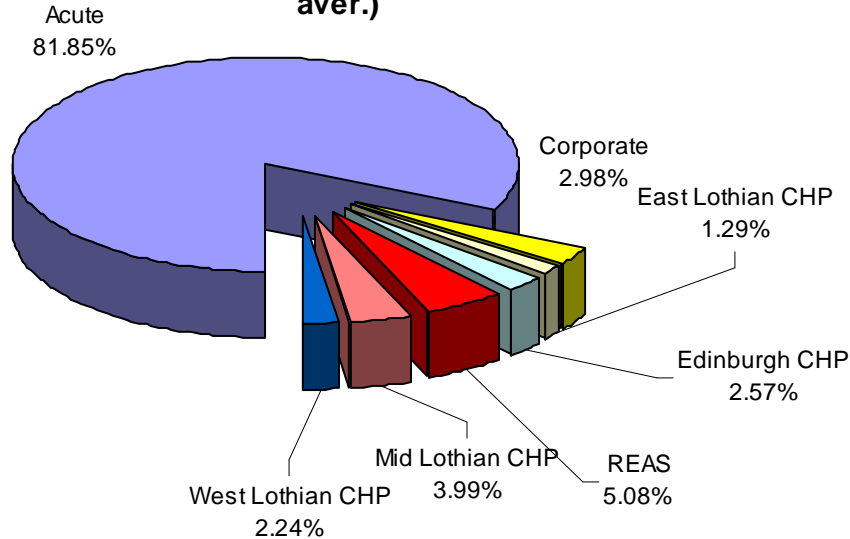
The above table shows a continued decline in Agency Nursing expenditure and an increase in the usage and expenditure on Bank Nursing Staff.

## 7. Consultant Medical Staffing

The following chart illustrates the distribution of the 670 wte consultant medical workforce; this does not include University employed honorary staff.

**Chart 28**

**Distribution of Consultants from April 2008 to June 2008 (wte aver.)**



The following tables detail Consultant workforce and costs by month.

**Table 34: NHS Lothian Consultant wte Q1 2008/09**

Division/Service	Apr-08	May-08	Jun-08	YTD Average
Acute	552.81	544.71	548.32	548.61
Corporate	20.09	19.80	19.96	19.95
East Lothian CHP	8.68	8.68	8.68	8.68
Edinburgh CHP	16.55	17.55	17.55	17.22
REAS	34.28	34.27	33.69	34.08
Mid Lothian CHP	26.64	26.64	27.00	26.76
West Lothian CHP	15.02	15.10	14.84	14.99
<b>Total</b>	<b>674.07</b>	<b>666.75</b>	<b>670.04</b>	<b>670.29</b>

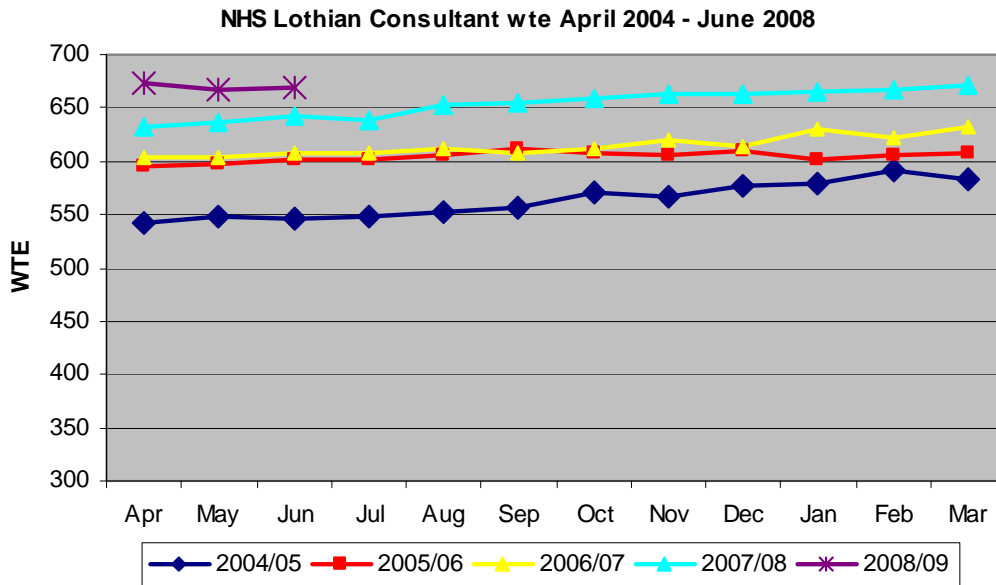
**Table 35: NHS Lothian Consultant Costs Q1 2008/09**

Division/CHP	Apr-08	May-08	Jun-08	Total
Acute	6,154,370	6,205,545	6,422,872	18,782,786
Corporate	210,702	224,352	211,924	646,977
East Lothian CHP	88,047	88,188	93,728	269,963
Edinburgh CHP	176,763	210,986	191,393	579,143
REAS	364,214	404,172	380,990	1,149,376
Mid Lothian CHP	242,261	331,587	257,167	831,016
West Lothian CHP	152,160	152,843	157,923	462,927
<b>Total</b>	<b>7,388,517</b>	<b>7,617,674</b>	<b>7,715,997</b>	<b>22,722,188</b>



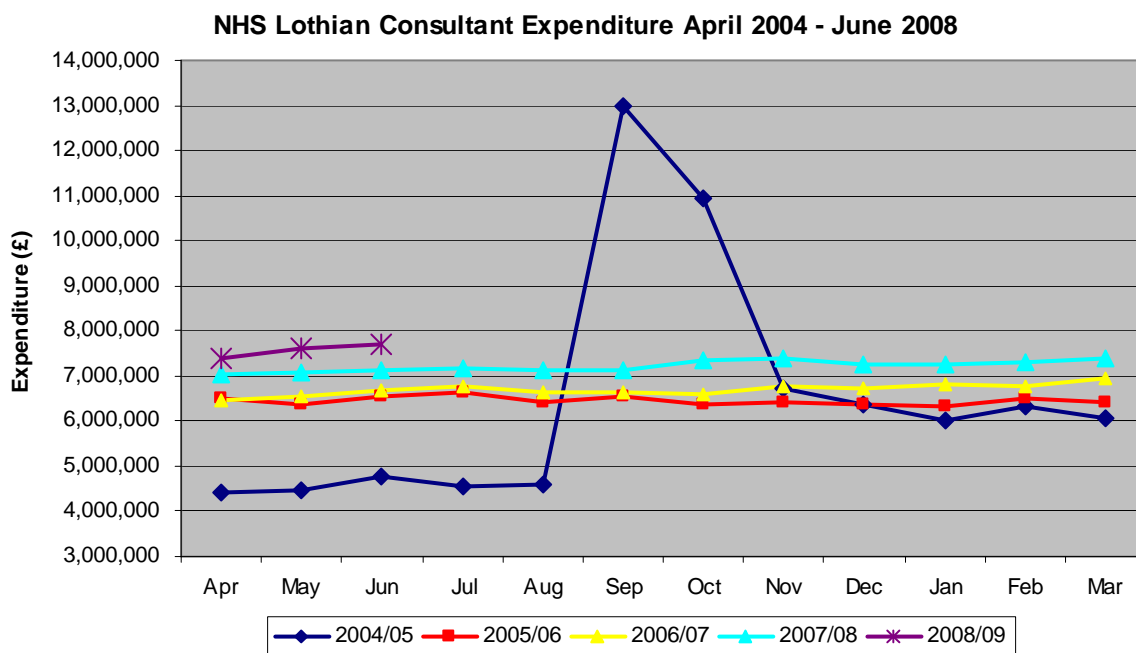
The following charts provide a comparison of utilisation and expenditure between April 2004 and June 2008.

**Chart 29**



The Consultant workforce has increased by 33.01wte (5.19%) when compared with Q1 2008/09.

**Chart 30**



In line with the increase in wte of 33.51 (5.19%), the expenditure shows an increase of 7% (c£1.5m). The total expenditure on consultants for this financial year to date is c£22.7m this compares with Q1 2007/08 expenditure of c£21.2m.

The above figures represent all consultant medical staff paid on both new and old consultant contracts. As at June 2008, 648 wte (96.74%) have been placed on the new contract, the remaining few are located with throughout all divisions/CHP's, though less significant within the Acute division and West Lothian CHP.

The table below shows a comparison between all consultants' wte and expenditure between Q1 2007/08 and Q1 2008/09.

**Table 36: Comparing wte and Expenditure of Consultants by Division/CHP**

Division/CHP	Expenditure (£)		Difference		Q1 2007/08	Q1 2008/09	Difference	
	Q1 2007/08 (£)	Q1 2008/09 (£)	Difference	% of Difference	wte	wte	Difference	% of Difference
Acute	17,217,113	18,782,786	1,565,673	9.09	509.32	548.61	39.29	7.71
Corporate	809,626	646,977	-162,649	-20.09	21.30	19.95	-1.35	-6.32
East Lothian CHP	276,631	269,963	-6,668	-2.41	9.18	8.68	-0.50	-5.45
Edinburgh CHP	563,059	579,143	16,084	2.86	18.55	17.22	-1.33	-7.19
REAS	1,102,634	1,149,376	46,742	-	34.01	34.08	0.07	-
Mid Lothian CHP	773,404	831,016	57,612	7.45	28.35	26.76	-1.59	-5.61
West Lothian CHP	492,353	462,927	-29,426	-5.98	16.51	14.99	-1.52	-9.23
<b>Total</b>	<b>21,234,822</b>	<b>22,722,188</b>	<b>1,487,367</b>	<b>7.00</b>	<b>637.22</b>	<b>670.29</b>	<b>33.07</b>	<b>5.19</b>

In addition to this information the Workforce Planning Team is now able to provide details of Programmed Activities (PA's) and Extra Programmed Activities (EPA's). In accordance with the consultants contract as at 1<sup>st</sup> April 2005, a consultant is now contracted to work 10 PA's during a week (a PA is made up of a 4 hour period). These PA's are split between:

**Direct Clinical Care Duties** include emergency duties, operating sessions, pre and post operative care, ward rounds, outpatient clinics, clinical diagnostic work, other patient treatment, public health duties, multi-disciplinary meeting about direct patient care, administration directly related to patient care, on-site medical cover and any other worked linked to the direct clinical care of NHS patients.

**Supporting professional duties** includes continuing professional development, teaching and training, management of doctors in training, audit, job planning, appraisal, revalidation, research, contribution to service management and planning and any other supporting professional activities.

**Additional Responsibilities** including Caldicott guardians, clinical audit leads, clinical governance leads, undergraduate and postgraduate deans, clinical tutors, regional education advisers, formal medical management responsibilities and other additional responsibilities agreed between a consultant and their employer which can not be completed in the supporting professional duties.

**Other External Duties** comprises work not directly for the NHS employer but relevant to and in the interests of the NHS for example:

- Trade Union and professional association duties
- Acting as an external member of an advisory appointments committee
- Undertaking assessments for NHS Education for Scotland, NHS Quality Improvement for Scotland or equivalent bodies
- Work for the Royal College
- Work for the GMC or other National Bodies concerned with professional regulation
- NHS disciplinary procedures
- NHS appeals procedures

Time for travelling in all these categories is also included.

Any hours over these 10 PA's (for a full time consultant) maybe worked as **Extra Programmed Activities** – these have to be agreed on and any EPA's that take the consultants working over 48 hours will have to sign a waiver opting out of the EWTD.

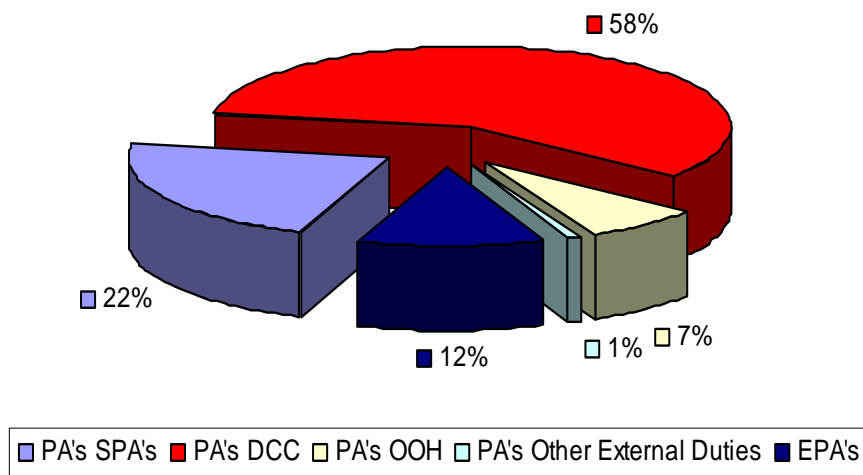
The following section details the number of PA's and EPA's utilised within each CMT/CHP in Lothian. The figures reflect the figures **as at September 2007** and as such will be used as a baseline to monitor progress in the current job planning process. A comparison of the data will be available as at September 2008.

**Table 37: Detailing Programmed Activities and Extra Programmed Activities by CMT and CHP as at September 2007**

Category	Total PA's	PA's				PA's Other External Duties	EPA's	EPA's as a Percentage of PA's
		SPA's	PA's DCC	PA's OOH				
Acute - Cancer	368.0	89.5	267.3	4.5	6.8	40.0	10.9	
Acute - Clinical Services	888.0	213.5	667.5	-	7.0	113.0	12.7	
Acute - Critical Care	60.0	15.0	39.0	6.0	-	6.0	10.0	
Acute - General Medicine	751.0	190.0	474.5	85.5	1.0	104.0	13.8	
Acute - General Surgery	570.0	135.5	331.5	103.0	-	110.0	19.3	
Acute - Head & Neck	544.0	138.0	354.8	48.8	2.5	69.0	12.7	
Acute - Musculoskeletal	289.0	74.5	204.5	10.0	-	29.5	10.2	
Acute - Theatres and Anaesthetics	724.5	175.0	456.5	73.0	20.0	75.0	10.4	
Acute - Women & Children	867.0	217.3	508.8	131.8	9.3	135.0	15.6	
East Lothian CHP	66.0	16.5	48.5	1.0	-	8.0	12.1	
Edinburgh CHP	97.0	23.0	73.3	0.8	-	9.0	9.3	
Mid Lothian CHP	78.0	19.0	54.0	-	5.0	4.0	5.1	
REAS	395.5	103.0	281.5	11.0	-	54.0	13.7	
West Lothian CHP	174.5	44.0	117.0	11.5	2.0	12.0	6.9	
<b>Grand Total</b>	<b>5,872.5</b>	<b>1,453.8</b>	<b>3,878.5</b>	<b>486.8</b>	<b>53.5</b>	<b>768.5</b>	<b>13.1</b>	

**Chart 31.**

**Distribution of PA's and EPAs - Overall**



From the above chart it is possible to see that 58% of PA's usage relates to Direct Clinical Care – The distribution between the Divisions/CHP is detailed in the following charts.

Chart 32

Distribution of PA's and EPAs - Acute

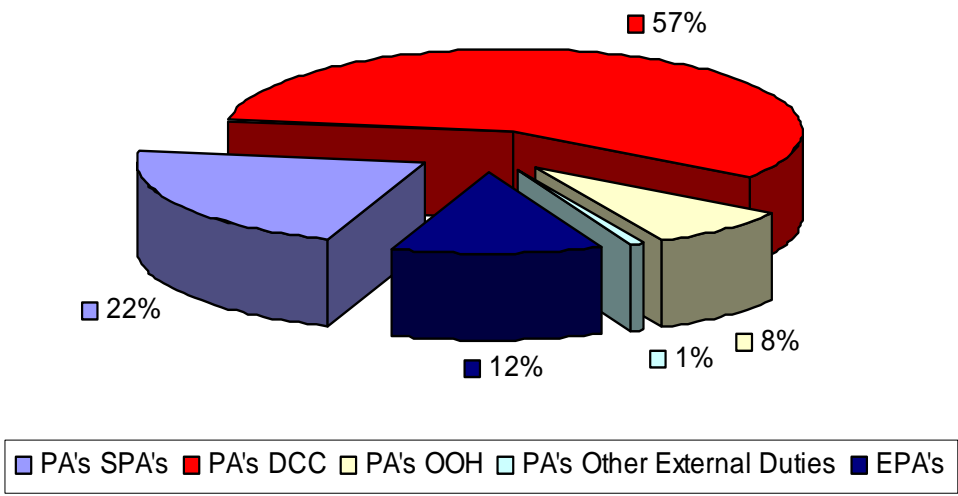


Chart 33

Distribution of PA's and EPAs - East Lothian CHP

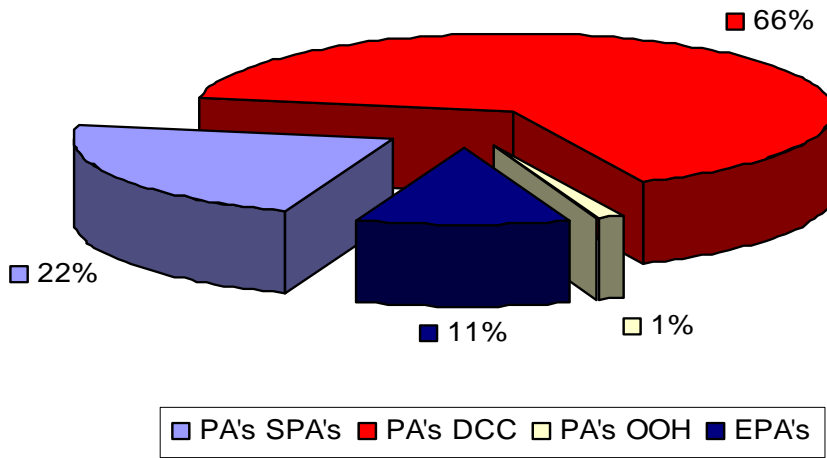


Chart 34:

Distribution of PA's and EPAs - Edinburgh CHP

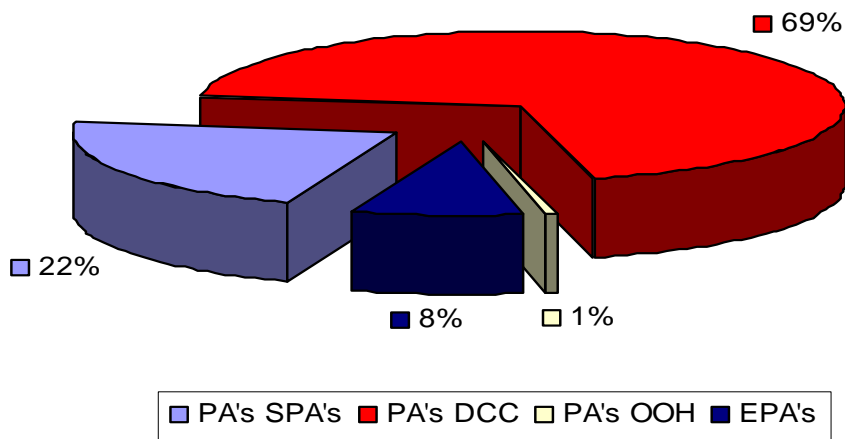


Chart 35:

Distribution of PA's and EPAs - Mid Lothian CHP

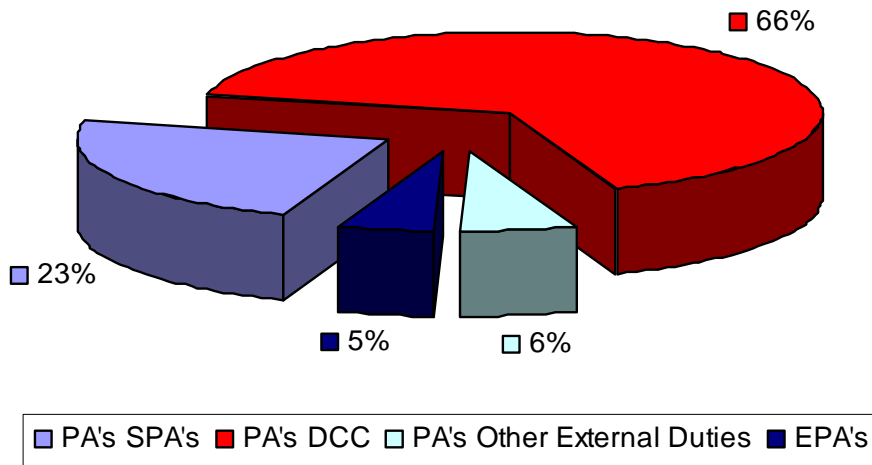


Chart 36:

Distribution of PA's and EPAs - REAS

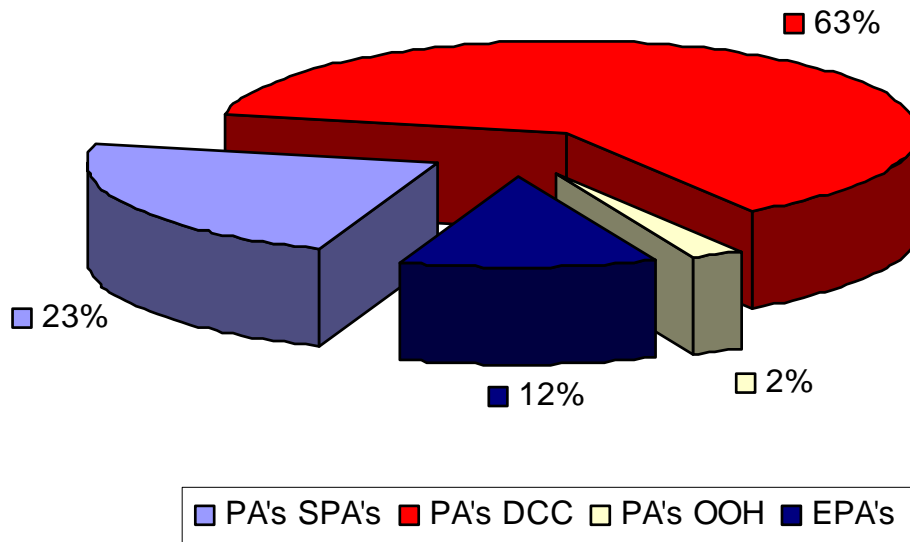
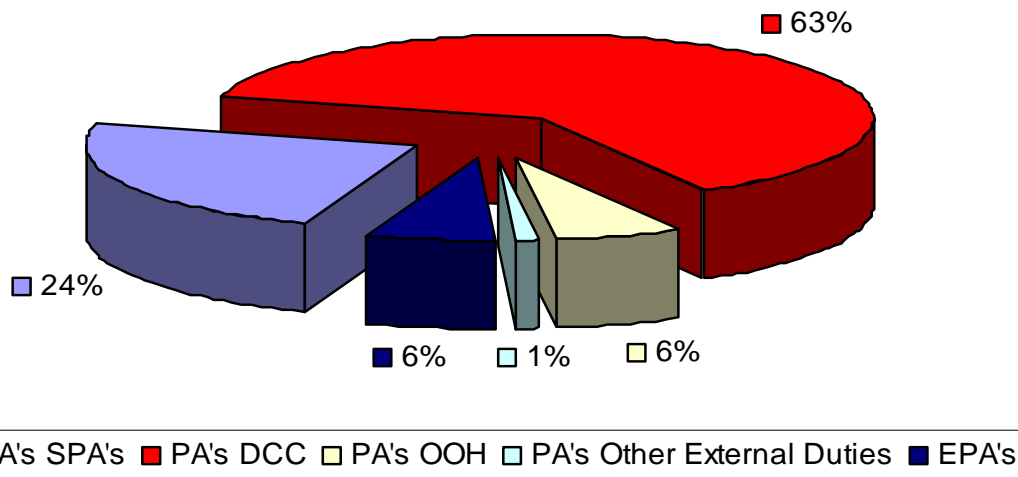


Chart 37:

Distribution of PA's and EPAs - West Lothian CHP



## 8 Temporary Staffing Measures

### 8.1 Fixed Term Contracts

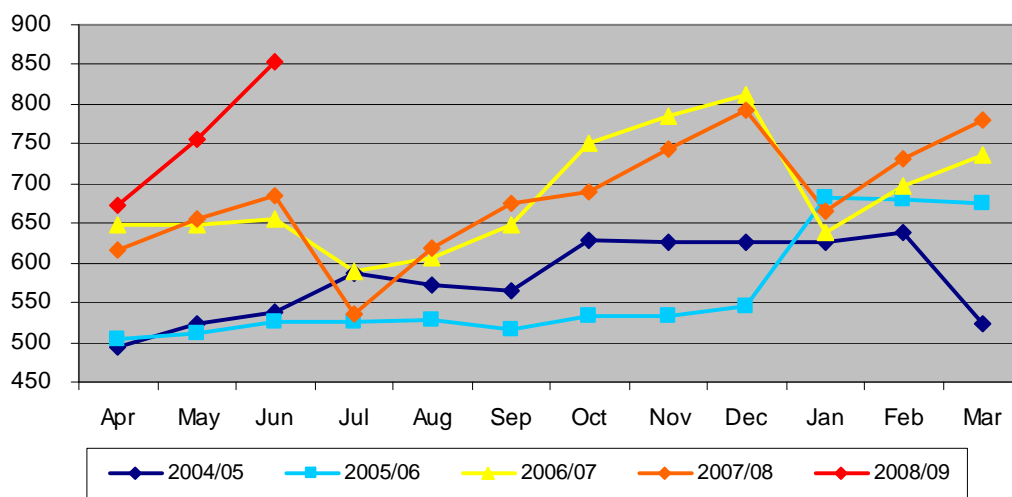
The following table and chart detail the usage of fixed term contracts.

**Table 38: Fixed Term Contracts April 2004 – June 2008**

Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2004/05	494	523	539	586	573	564	628	626	627	627	638	524
2005/06	505	510	526	527	528	515	532	534	546	683	681	676
2006/07	649	649	655	590	607	649	750	785	812	639	697	736
2007/08	617	655	684	536	620	674	689	744	793	664	730	779
2008/09	673	756	854									

**Chart 38.**

**Comparison fixed term contracts for April 2004 and June 2008**



The utilisation of fixed term contracts has increased by 17% in Q1 2008/09 when compared with the same period in the previous year. The table below details this information broken down by staff group.

**Table 39: Breakdown Fixed Contracts for April 2008 to June 2008 by Staff Group**

Staff Group	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Medical	8	8	11	-	-	-	-	-	-	-	-	-
Nursing Reg	308	329	380	-	-	-	-	-	-	-	-	-
Nursing Non Reg	38	42	50	-	-	-	-	-	-	-	-	-
P&T A	92	110	126	-	-	-	-	-	-	-	-	-
P&T B	45	60	60	-	-	-	-	-	-	-	-	-
A&C/SM	165	189	210	-	-	-	-	-	-	-	-	-
Ancillary	18	18	18	-	-	-	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>673</b>	<b>756</b>	<b>854</b>	-	-	-	-	-	-	-	-	-

## 8.2 Secondments

The table below gives details of staff on secondment within NHS Lothian as at June 2008.

**Table 40: Staff on Secondment by Category**

Quarter	Area Seconded To	Secondment Type	Active		Completed		Total	
			Heads	wte	Heads	wte	Heads	wte
<b>Pre 2008/09</b>			<b>173</b>	<b>156.41</b>	<b>186</b>	<b>160.36</b>	<b>359</b>	<b>316.78</b>
Q1	NHS Lothian	higher grade	7	6.80	-	-	7	6.80
		same grade	6	5.30	-	-	6	5.30
	Outwith NHS Lothian	higher grade	1	0.70	-	-	1	0.70
		same grade	4	2.40	-	-	4	2.40
<b>Q1 Total</b>			<b>18</b>	<b>15.20</b>	<b>-</b>	<b>-</b>	<b>18</b>	<b>15.20</b>
<b>2008/09 Total</b>			<b>18</b>	<b>15.20</b>	<b>-</b>	<b>-</b>	<b>18</b>	<b>15.20</b>

The table below details the length of Secondment of those staff still Actively on Secondment.

**Table 41: Length of Secondment**

Data	Under 12 months	12 months	12 months plus	2 years	2 years plus	Grand Total
	Heads	56	4	59	12	
wte	51.80	3.50	52.90	11.17	52.23	171.61

Source Recruitment, NHS Lothian

The seconded staff under the “Active” heading are those who are currently in seconded post and those staff under the “Completed” heading – completed their seconded period – during the year to date.

There are occasions where staff are still on the NHS Lothian payroll but are recharged to other divisions/organisations and therefore may not be included in the figures above. Since the introduction of the NHS Lothian Secondment Policy, a single process and template contract has ensured a common approach to the management of secondments.

## 9. Staff Turnover

### 9.1 Leavers by Staff Group

The following table and chart details the number of staff who terminated their employment with their employing Division by staff group. Note from October 2004 onwards changes between Divisions are no longer dealt with as leavers.

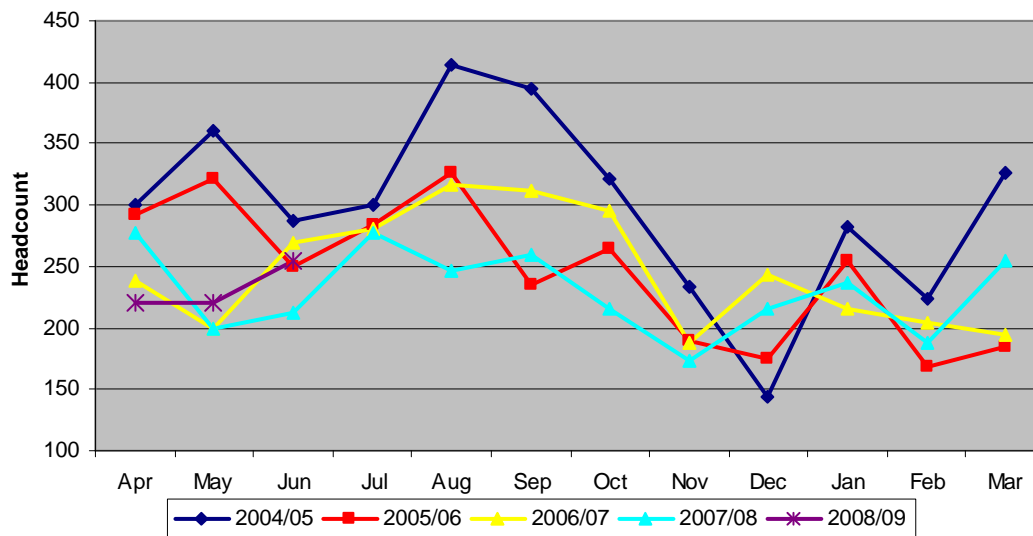
**Table 42: Leavers by Staff Group 2004/05 – 2008/09 comparison**

Staff Group	Q1 2004/05	Q1 2005/06	Q1 2006/07	Q1 2007/08	Q1 2008/09	% of leavers current quarter
Medical	134	89	59	56	60	8.63
Nursing - Reg	230	267	182	224	192	27.63
Nursing - Non Reg	103	146	87	82	76	10.94
P&T A	89	63	77	70	76	10.94
P&T B	40	28	47	18	47	6.76
A&C/SM	175	124	108	124	129	18.56
Ancillary	173	143	131	111	112	16.12
Maintenance	4	2	1	4	3	0.43
<b>Total</b>	<b>948</b>	<b>862</b>	<b>692</b>	<b>689</b>	<b>695</b>	<b>100</b>

*Note – excludes FY1, FY2, , SHOs, HOs and Nurse Bank staff*

**Chart 39.**

**NHS Lothian - Leavers April 2004 - June 2008**



Within the Q1 2008/09 period staff turnover in NHS Lothian has increased by a headcount of 88 compared to the Q1 2007/08. When comparing the Q4 2007//08 and Q1 2008/09 period it is possible to identify an increase of 79 heads following the trend seen in the chart above. The comparison table below shows, which staff groups, have been affected.



**Table 43: Detailing Leavers by Staff Group and Period**

Staff Group	Q4 2007/08	Q1 2008/09	Difference between Q4 and Q1		Q1 2007/08	Q1 2008/09	Difference between 2007/08 and 2008/09	
				% of difference				% of difference
Medical	26	60	86	330.8%	56	60	4	7.1%
Nursing - Registered	204	192	-12	-5.9%	224	192	-32	-14.3%
Nursing - Unregistered	130	76	-54	-41.5%	82	76	-6	-7.3%
P&T A	76	76	0	0.0%	70	76	6	8.6%
P&T B	29	47	18	62.1%	18	47	29	161.1%
A&C/SM	104	129	25	24.0%	124	129	5	4.0%
Ancillary	108	112	4	3.7%	111	112	1	0.9%
Maintenance	3	3	0	0.0%	4	3	-1	-25.0%
<b>Grand Total</b>	<b>680</b>	<b>695</b>	<b>15</b>	<b>2.2%</b>	<b>689</b>	<b>695</b>	<b>6</b>	<b>0.9%</b>

## 9.2 Leavers by Division

The following table details the number by staff group for both acute and primary care services of leavers for the Q4 2007/08. Note bank staff and Junior Doctors are excluded.

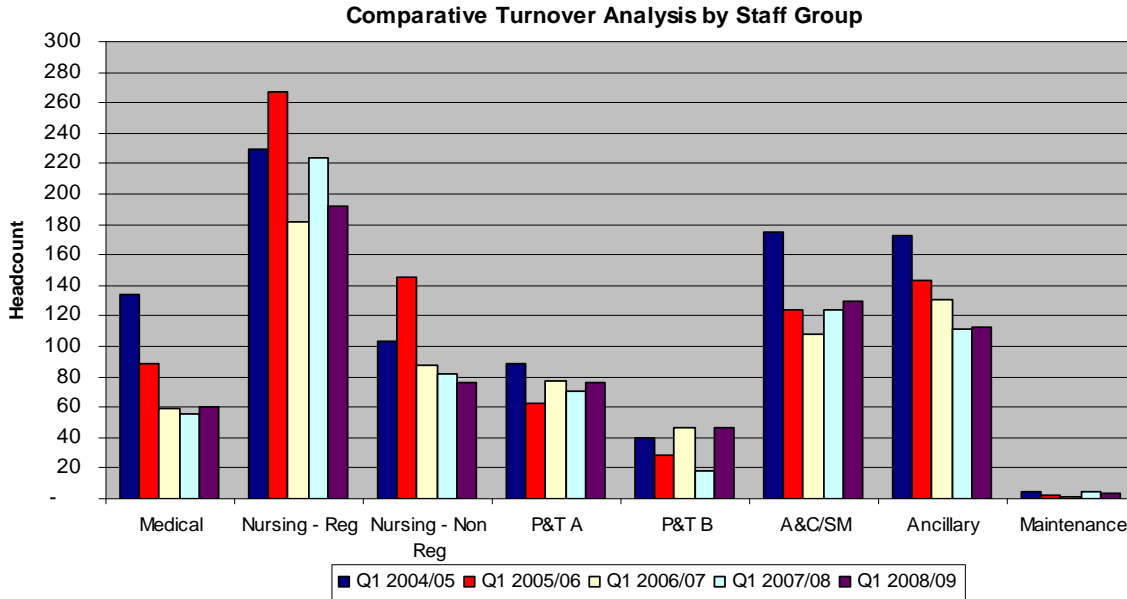
**Table 44: NHS Lothian Leavers by Division/CHP and staff group Q1 2008/09 breakdown**

Staff Group	Acute	Corporate & Facilities	East			Midlothian Chp	West Lothian CHP	Grand Total
			Lothian CHP	Edinburgh CHP	REAS			
Medical	43	4	-	6	2	3	2	60
Nursing - Reg	111	16	5	27	15	5	13	192
Nursing - Non Reg	40	6	-	9	5	4	12	76
P&T A	46	-	1	15	5	2	7	76
P&T B	30	1	1	2	-	-	13	47
A&C/SM	48	39	12	15	4	1	10	129
Ancillary	1	109	-	2	-	-	-	112
Maintenance	-	3	-	-	-	-	-	3
<b>Grand Total</b>	<b>319</b>	<b>178</b>	<b>19</b>	<b>76</b>	<b>31</b>	<b>15</b>	<b>57</b>	<b>695</b>

**Table 45: Detailing turnover by Staff Group and Division/CHP (leavers against staff in post.) in percentages – Year to date**

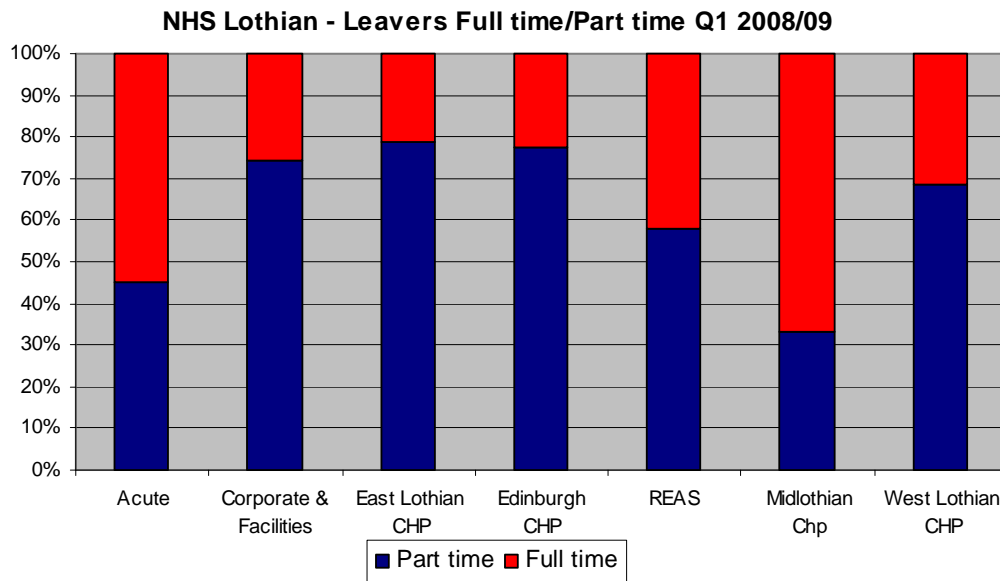
Staff Group	Acute	Corporate & Facilities	East			Midlothian Chp	West Lothian CHP	Grand Total
			Lothian CHP	Edinburgh CHP	REAS			
Medical	2.92	4.76	-	4.26	1.87	3.75	1.04	2.78
Nursing - Reg	2.40	5.06	1.25	2.57	3.12	1.16	2.72	2.47
Nursing - Non Reg	2.82	10.34	-	1.90	1.68	2.04	4.63	2.62
P&T A	3.59	-	1.35	3.13	1.98	1.46	2.90	3.00
P&T B	3.19	2.00	-	6.67	-	-	4.56	3.59
A&C/SM	3.38	2.48	7.32	4.23	3.54	1.41	5.29	3.32
Ancillary	0.67	4.86	-	7.69	-	-	-	4.50
Maintenance	-	1.36	-	-	-	-	-	1.36
<b>Total</b>	<b>2.82</b>	<b>3.86</b>	<b>1.94</b>	<b>2.97</b>	<b>2.47</b>	<b>1.62</b>	<b>3.45</b>	<b>2.98</b>

**Chart 40.**



**9.3 Divisional Leavers by Contract Type**

**Chart 41.**



Within the Corporate and Facilities, East Lothian CHP, Edinburgh CHP and West Lothian CHP the majority of leavers are part time.

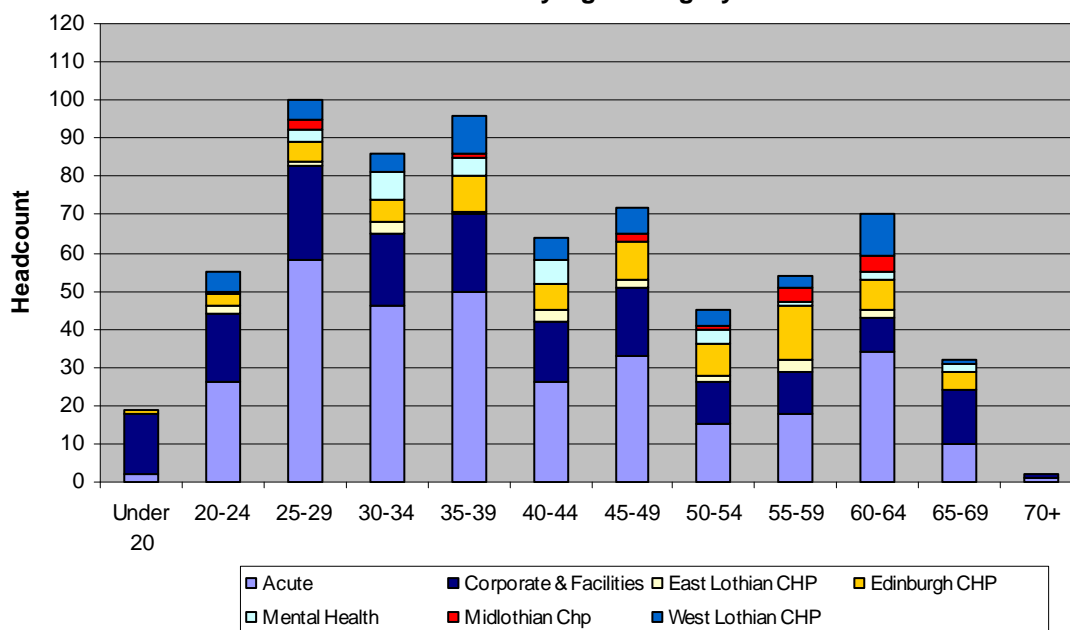
Within the Acute division 57.97% of leavers are full time.

Acute show the highest levels of leavers 38.76% - with Nursing staff amounting to 45.65% of leavers within the Acute services. Corporate and Facilities overall show the second highest at 35.39%.

## 9.4 Divisional leavers by Age Category

Chart 42.

NHS Lothian - Leavers by Age Category Q1 2008-09



## 9.5 Reasons for Leaving

It is difficult to determine specific reasons for leaving as in a third of cases the reason "Other" is given. In order to more accurately determine if there are specific reasons for leaving it will be necessary to undertake exit interviews for all leavers. At present exit interviews are conducted by line managers and are not consistent. However the reasons that are supplied are shown in the tables below

Table 46: Reason for leaving by Staff Group

Reason for Leaving	Nursing								Grand Total
	Medical	Nursing Reg	Nursing Non Reg	P&T A	P&T B	A&C	Ancillary	Maintenace	
Death in Service	2	2	-	1	-	1	-	-	6
Dismissal capability	-	1	1	-	-	4	-	-	6
Dismissal	-	3	3	1	-	1	10	-	18
End of fixed term contract	5	4	-	9	3	7	1	-	29
Ill health	-	8	6	2	-	6	2	-	24
New employment with NHS outwith Scotland	-	12	-	2	-	4	-	-	18
New employment with NHS within Scotland	22	29	5	13	7	11	3	-	90
Non Occupational illness	-	-	-	1	1	1	-	-	3
Other	15	52	22	11	18	19	36	1	174
Pregnancy	-	1	-	-	-	1	-	-	2
Redundancy voluntary	1	1	-	-	-	-	-	-	2
Retirement - age	3	19	16	10	10	24	17	-	99
Retirement other	-	2	1	2	-	3	-	-	8
Voluntary Early retirement - actualial reduction	4	1	1	1	1	-	-	-	8
Voluntary Early retirement - no actualial reduction	1	-	-	-	-	-	-	-	1
Voluntary resignation - lack of opportunity	-	-	-	1	1	2	-	-	4
Voluntary resignation - lateral move	-	3	2	-	1	6	2	-	14
Voluntary resignation - other	7	52	18	22	5	33	41	2	180
Voluntary resignation - promotion	-	2	1	-	-	6	-	-	9
<b>Grand Total</b>	<b>60</b>	<b>192</b>	<b>76</b>	<b>76</b>	<b>47</b>	<b>129</b>	<b>112</b>	<b>3</b>	<b>695</b>

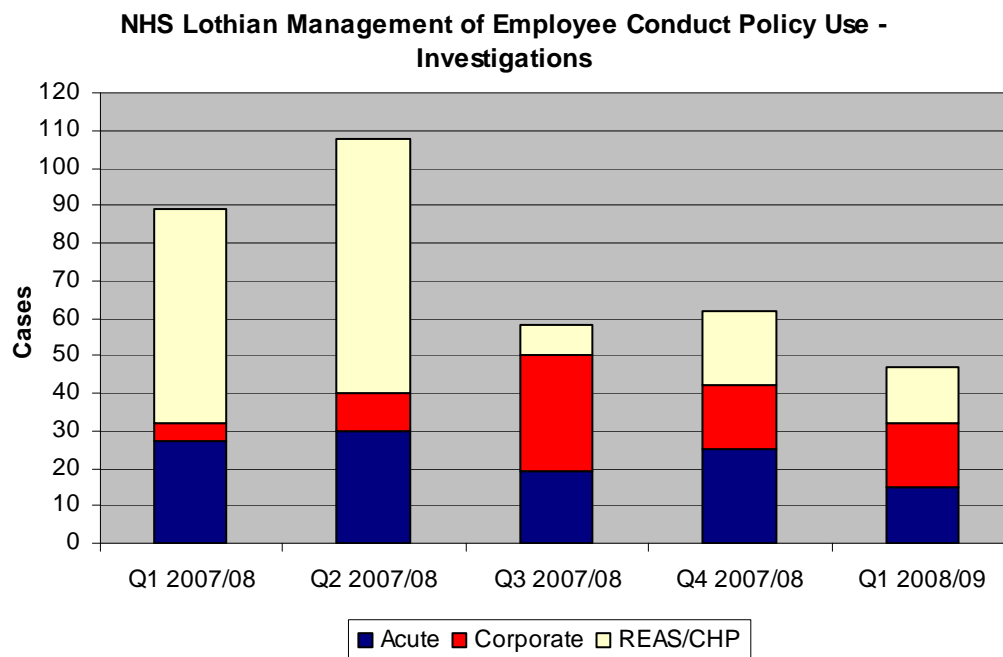
**Table 47: Detailing the reason and Division/CHP split for the Q1 2008/09 period**

Reason for Leaving	Division/CHP							Grand Total
	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	REAS	Midlothian Chp	West Lothian CHP	
Death in Service	1	1	-	2	2	-	-	6
Dismissal capability	2	2	-	-	2	-	-	6
Dismissal	4	10	-	1	1	-	2	18
End of fixed term contract	15	6	-	4	4	-	-	29
Ill health	7	4	1	5	4	2	1	24
New employment with NHS outwith Scotland	14	2	-	2	-	-	-	18
New employment with NHS within Scotland	64	9	3	5	1	2	6	90
Non Occupational illness	3	-	-	-	-	-	-	3
Other	70	57	2	13	6	1	25	174
Pregnancy	2	-	-	-	-	-	-	2
Redundancy voluntary	1	1	-	-	-	-	-	2
Retirement - age	37	23	3	18	4	3	11	99
Retirement other	2	1	-	2	-	2	1	8
Voluntary Early retirement - actuarial reduction	5	-	-	1	-	2	-	8
Voluntary Early retirement - no actuarial reduction	1	-	-	-	-	-	-	1
Voluntary resignation - lack of opportunity	2	-	-	2	-	-	-	4
Voluntary resignation - lateral move	8	4	-	2	-	-	-	14
Voluntary resignation - other	78	55	7	19	7	3	11	180
Voluntary resignation - promotion	3	3	3	-	-	-	-	9
<b>Grand Total</b>	<b>319</b>	<b>178</b>	<b>19</b>	<b>76</b>	<b>31</b>	<b>15</b>	<b>57</b>	<b>695</b>

## 10. Disciplinary & Grievance

Information on policy monitoring and compliance is now being collated across NHS Lothian's former divisions. During the Quarter HR has developed a plan and timescale for recording and reporting the discipline and grievance information within the Empower HR System. This will improve the quality and accuracy of the data collected. In the meantime Workforce Planning are collating information received from HR Departments throughout NHS Lothian.

**Chart 43**



The information above reflects both ongoing investigations during the current year. Almost all investigatory hearings in Lothian have been conducted in compliance with the policy timescales. Continuing to expand policy awareness sessions will address areas where a lack of understanding exists.

Using the information provided by the HR Department, Workforce Planning are able to determine which of these cases fall into the categories as detailed in the table below according to the outcome.

**Table 48: Detailing Disciplinary Outcomes**

Outcome Category	Q1	Q2	Q3	Q4	Grand Total
Summary Dismissal	-	-	-	-	-
Dismissal	1	-	-	-	1
Final Warning	3	-	-	-	3
Written Warning	3	-	-	-	3
Verbal Warning	3	-	-	-	3
Formal Counselling	8	-	-	-	8
Alternatives	1	-	-	-	1
No Further Action	15	-	-	-	15
Resignation	2	-	-	-	2
<b>Grand Total</b>	<b>36</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36</b>

\*Final Warning also includes First and Final Warning

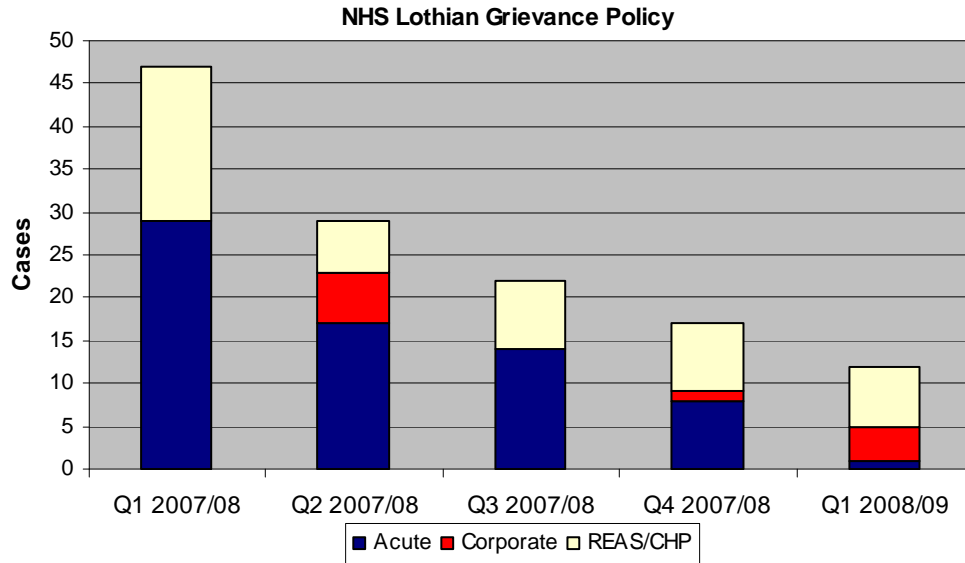
Alternatives to dismissal are within the policy stated as:

- Demotion – permanent or temporary
- Relocation to another department or post or
- Period of retraining.

The most common disciplinary action in cases where dismissal is not considered appropriate is formal counseling. However, it is clear that all policy options short of dismissal, where considered appropriate, are being utilized as detailed in the table above.

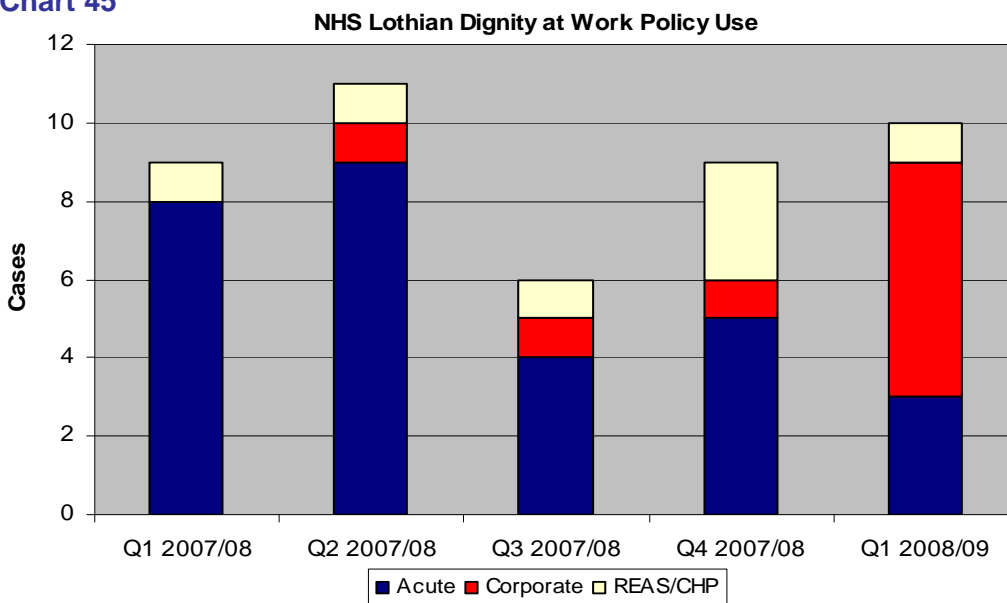
The chart below shows the number of cases reporting the occasions of Grievance Policy

**Chart 44**



Below are the reported Dignity at Work cases (Bullying and Harassment)

**Chart 45**



It is hoped that by monitoring these different aspects within NHS Lothian will comply with the principles and values as stated in the NHS Lothian Employment Policies and Procedures: Management of Employee Conduct: Disciplinary Policy and Procedure document.

## 11. Agenda for Change Transition

This section of the Quarterly report seeks to keep the Board up to date on the progress of the transition to Agenda for Change (AfC).

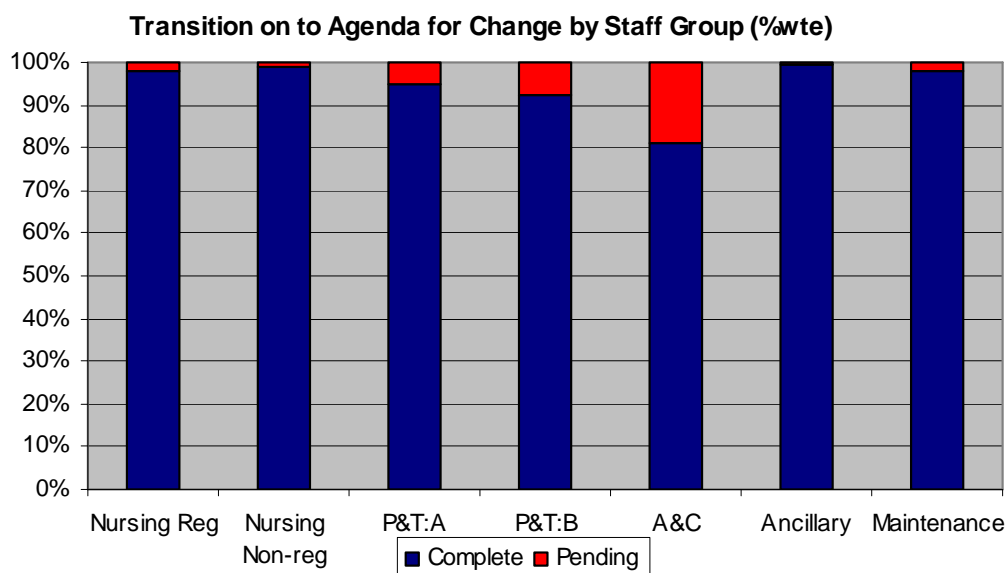
In workforce planning terms this transitional phase poses challenges, as there will be a 'mixed economy' making historical reporting at grade level difficult, it will also impact on the workforce plans as the projected costs and profile of staff may change.

In the Q1 2008/09 period there continues to be a steady increase in the number of staff assimilated to Agenda for Change reaching 15,848 wte as of June 2008. The following table details the progression for Q1 2008/09 and a comparison with Q4 2007/08.

**Table 49: Agenda for Change Assimilation**

Staff Category	NHS Lothian wte as at March 2008	AfC wte transition March 2008	March % complete	NHS Lothian wte as at June 2008	AfC wte transition June 2008	June % complete
Nursing Reg	6,627	6,368	96.10	6,609	6,470	97.90
Nursing Non-reg	2,651	2,527	95.33	2,624	2,592	98.81
P&T:A	1,771	1,633	92.20	1,670	1,582	94.73
P&T:B	959	809	84.36	988	913	92.35
A&C	2,959	2,095	70.81	2,958	2,396	81.00
Ancillary	1,685	1,656	98.29	1,687	1,681	99.65
Maintenance	211	207	98.10	218	214	98.17
<b>Total</b>	<b>16,862</b>	<b>15,295</b>	<b>90.71</b>	<b>16,753</b>	<b>15,848</b>	<b>94.59</b>

**Chart 46:**



Between the months of April and June 2008 the staff who have been assimilated have received c£4.2m in pay arrears and other payments. These payments have an impact on all expenditure categories including Overtime, Enhanced and Total Gross Charge.

Members of staff who have left NHS Lothian have been paid c£631k in pay arrears this amount is not included in the above figure and was paid out during the months of April to June 2008.

## 12. Human Resources Policy Development

### **NHS Lothian HR Policy Group Policy Update as at 30 June 2008**

Policies completed, approved by Lothian Partnership Forum and issued

Adoption Leave (*revised*)

Adverse Weather/Major Transport Disruption

Alcohol and Substance Use

Annualised Hours

Facilitating Breastfeeding on Return to Work

Management of Employee Capability

Car Leasing

Career Breaks (*revised*)

Carer Leave

Leave for Civil and Public Duties

Compassionate Leave

Compressed Working Weeks

Dignity at Work

Management of Employee Conduct (Disciplinary Policy) (*revised*)

Equal Opportunities

Facilities Agreement

Fixed Term Contracts

Flexible Working for Working Parents and Carers (*revised*)

Flexi-Time Systems

Freedom of Speech

Grievance Policy (*revised*)

Home Working

Job Sharing

Lone Working

Maternity Leave (*revised*)

Maternity Support (Paternity) Leave (*revised*)

Organisational Change

Over/Underpayment of Salaries (*revised*)

Parental Leave

Personal Development Planning and Review

Probationary Periods

Promoting Attendance (*revised*)

Race Equality

Redeployment (*revised*)

Removal Expenses

Secondment

Special Leave

Team Based Self Rostering

Dealing Positively with Stress at Work

Temporary Reduction in Working Hours

Term Time Working

Management of Violence and Aggression (*revised*)

### **Salary Sacrifice Schemes completed, approved by Lothian Partnership Forum and implemented**

Home Computing Initiative

Childcare Vouchers

### **Policies awaiting approval of Lothian Partnership Forum**

Absence Recording

Career Breaks (*update*)

Compensatory Rest



Travel Costs on Transfer of Services

**Policies at final draft stage**

HAI: Screening of Staff  
Management of Employee Capability (*update*)  
Verification of Registration  
Zero Hours Working Arrangements

**Policies at Consultation Stage**

Exit Interviews  
Management of Staff with Personal Relationships  
Recruitment and Selection

**Policies at first draft stage**

Night Worker Assessments

**Policies currently in preparation/to be developed during 2008/9**

Domestic Abuse  
Long Service Awards  
Time Off in Lieu  
Working Time Regulations Compliance

**Salary Sacrifice Schemes:**

Cycle to Work

**Flexible Working Options:**

Phased Retiral

**Policies to be reviewed in 2008/9:**

Promoting Attendance

**Revised PIN Guidelines (requiring review of existing policies):**

Facilities Arrangements  
Supporting the Work-Life Balance (covers 16 policies)

**Note:**

Employment Policy Manuals containing all the policies and revisions implemented from April 2005 have been distributed to all departments across NHS Lothian; the policies are also accessible on the intranet site.

Awareness sessions have been conducted for the majority of these policies. Further training on developing associated skills is provided through the People Management Module of the Management in Practice programme (ongoing).

### 13. Training and Development

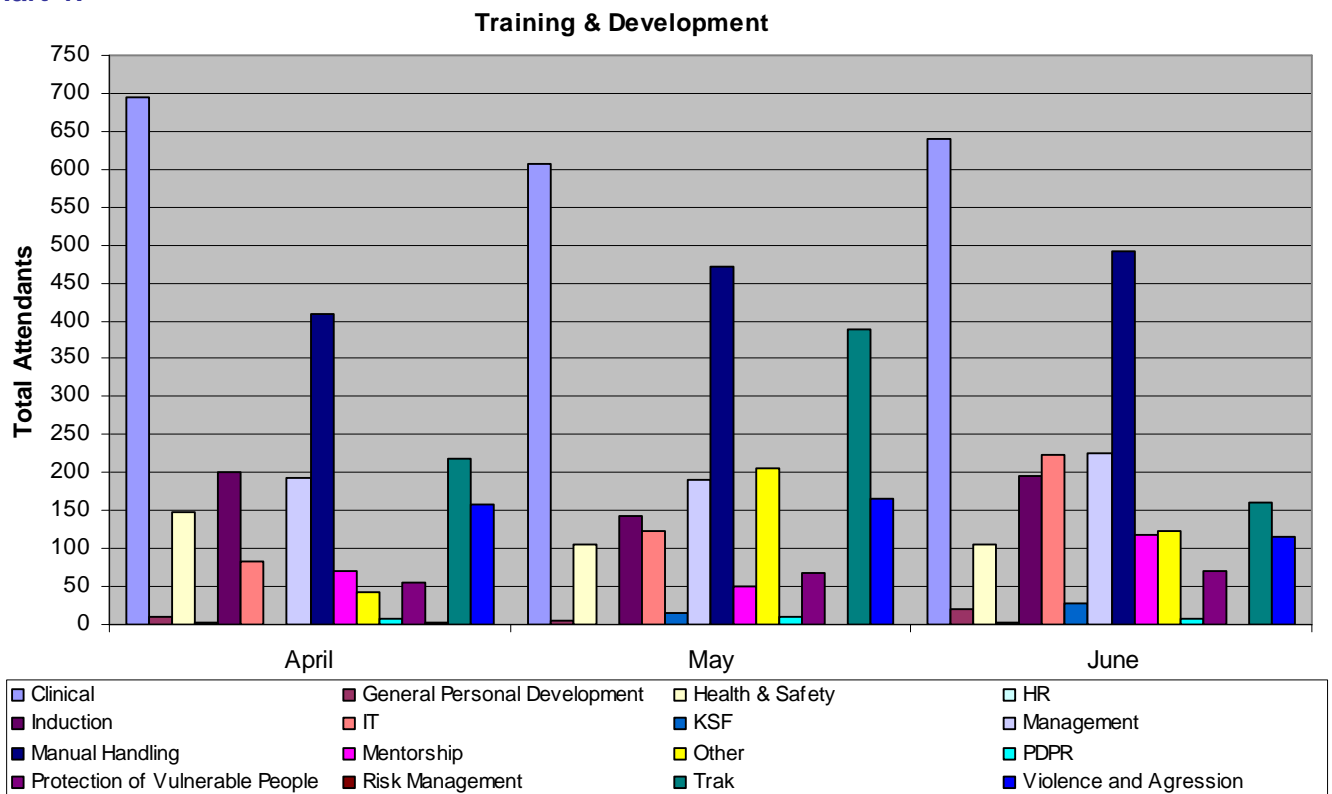
The following table outlines the reported activity that has taken place for Q1 2008/09 this report not only details courses provided by Learning and Development but also many other areas including Health and Safety and HR Systems.

The data has been categorised and is detailed in the table below – (a full list of courses and the appropriate category number of attendees has been attached in Appendix 2.)

**Table 50: Training Details April 2008 – June 2008**

Category	April	May	June	Grand Total
Clinical	695	606	639	1940
General Personal Development	9	4	19	32
Health & Safety	149	106	105	360
HR	2		2	4
Induction	201	142	196	539
IT	83	122	223	428
KSF		15	28	43
Management	194	191	225	610
Manual Handling	409	471	491	1371
Mentorship	69	50	117	236
Other	43	206	122	371
P DPR	7	11	7	25
Protection of Vulnerable People	54	68	70	192
Risk Management	2		1	3
Trak	219	390	161	770
Violence and Agression	159	165	115	439
<b>Grand Total</b>	<b>2295</b>	<b>2547</b>	<b>2521</b>	<b>7363</b>

**Chart 47**



## 14. Diversity Monitoring

Northgate Empower HR system now includes Electronic Staff Records (ESR) for all staff within NHS Lothian. This enables reporting of ethnic profiles covering all staff and staff groups. Ethnic monitoring is recorded for all new staff via recruitment processes. There is however a large majority of staff for whom there is no information as they have been in-post for a significant period of time. Considerable efforts have been made to improve the data collection via National SWISS exercises, however significant gaps remain. The following information is sourced from Empower.

The following section builds on the previously shown data. Also shown within this section is a breakdown by staff group of those who have declared themselves as being disabled.

The figures confirm that 44% of the workforce has responded to the questions previously asked about Ethnic Diversity by staff group the following chart outlines the response by Division and CHP this is an increase of 1% compared to the March 2008 figures

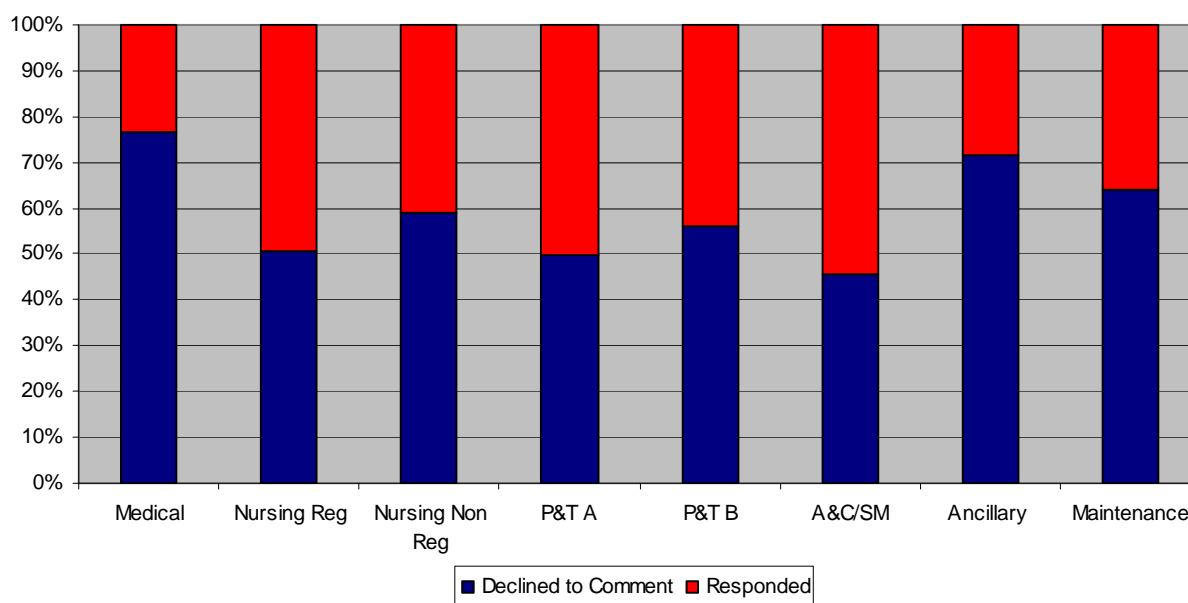
**Table 50: Responses to ethnic monitoring as at June 2008**

	Medical	Nursing Reg	Nursing Non reg	P&T A	P&T B	A&C/SM	Ancillary	Mainte n-ance	Total
Declined to Comment	2039	3992	1731	1894	881	936	1781	99	13,353
<b>Declined to Comment (%)</b>	<b>89%</b>	<b>51%</b>	<b>60%</b>	<b>94%</b>	<b>55%</b>	<b>25%</b>	<b>76%</b>	<b>66%</b>	<b>58%</b>
Responded	624	3864	1195	1895	694	1122	709	56	10,159
<b>Responded (%)</b>	<b>27%</b>	<b>49%</b>	<b>42%</b>	<b>94%</b>	<b>43%</b>	<b>30%</b>	<b>30%</b>	<b>37%</b>	<b>44%</b>

The figures are for headcount and exclude those staff working within Nurse Bank and with more than one job with NHS Lothian and amounts to a total of 23,512.

**Chart 48.**

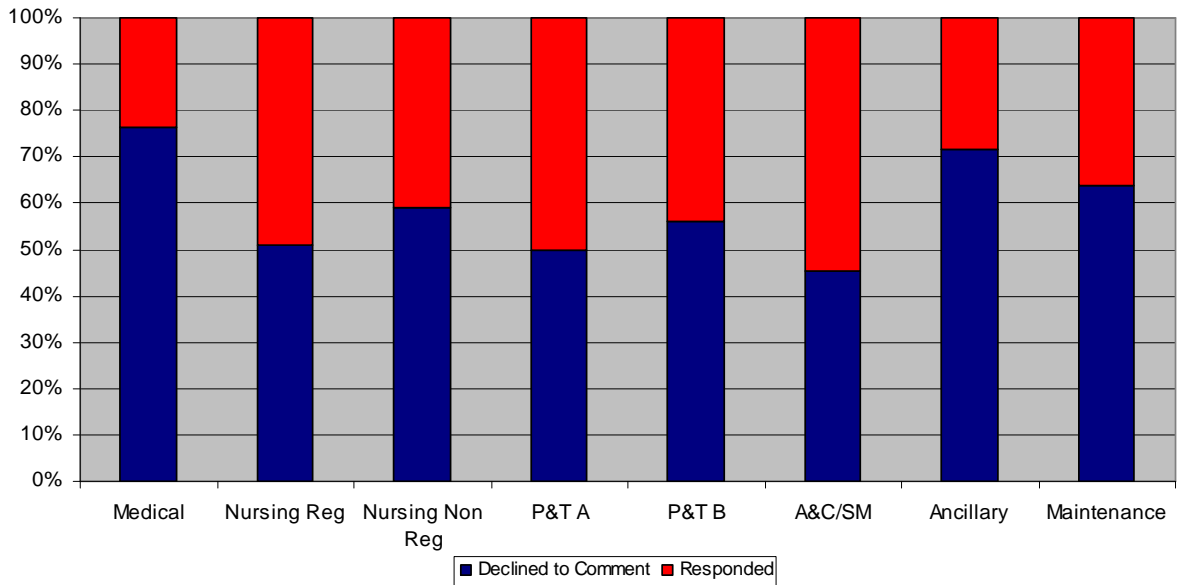
**Breakdown of Ethnic Response by Staff Group as at June 2008**



It is possible to see from the above figures that there is a higher level of response from those who work within Acute Services, this is in the main due to the fact that there is higher turnover and information on new starts has been obtained as part of the recruitment process. The chart below details responses by staff group.

**Chart 49**

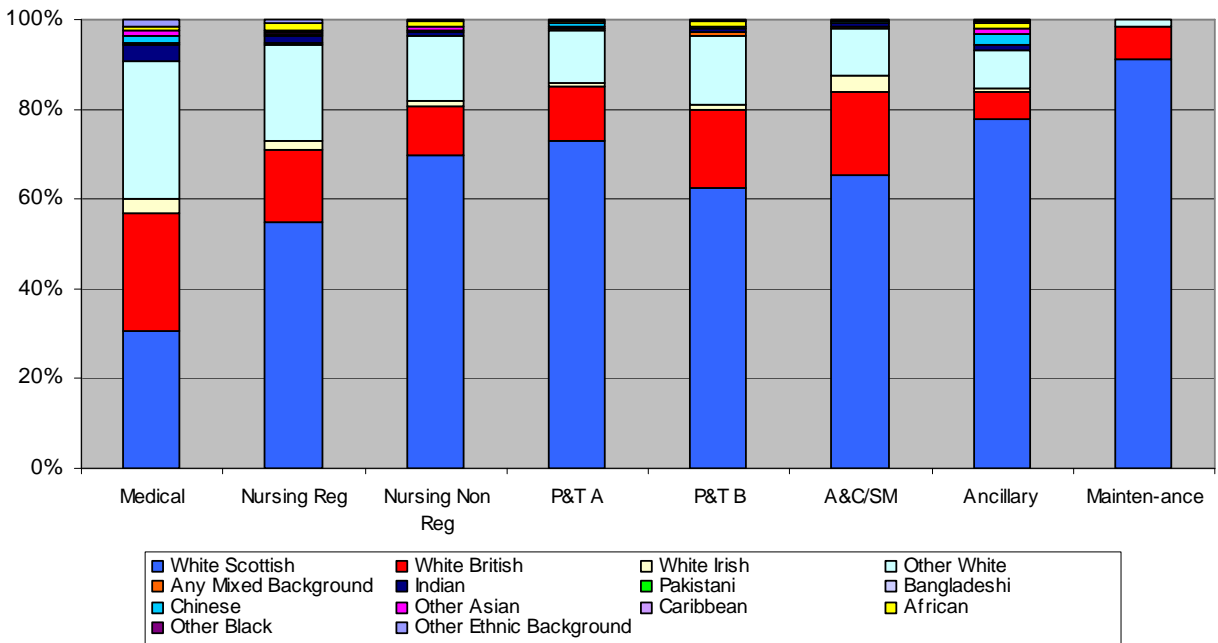
**Breakdown of Ethnic Response by Staff Group as at June 2008**



The ethnic background of those who have responded is shown in the table and chart below.

**Chart 50.**

**Breakdown of Ethnic Background by those who responded as at June 2008**



**Table 52: Identifying Ethnic Backgrounds of those who responded**

Ethnic Group	Nursing		Nursing	P&T A	P&T B	A&C/SM	Ancillary	Mainten- ance	Total
	Medical	Reg	Non Reg						
White Scottish	181	2,054	768	712	441	1,343	511	49	6,059
White British	148	609	134	197	121	231	42	4	1,486
White Irish	17	71	12	39	8	16	4	-	167
Other White	194	851	161	113	106	218	54	1	1,698
Any Mixed Background	2	13	3	7	4	5	-	-	34
Indian	18	66	7	7	3	9	7	-	117
Pakistani	3	3	1	-	2	6	1	-	16
Bangladeshi	-	2	-	-	-	-	-	-	2
Chinese	10	12	5	4	1	10	15	-	57
Other Asian	6	12	4	-	1	3	10	-	36
Caribbean	1	4	1	-	-	3	-	-	9
African	2	63	10	4	6	10	6	-	101
Other Black	2	7	3	-	1	-	1	-	14
Other Ethnic Background	10	33	4	5	3	4	4	-	63
<b>Grand Total</b>	<b>594</b>	<b>3,800</b>	<b>1,113</b>	<b>1,088</b>	<b>697</b>	<b>1,858</b>	<b>655</b>	<b>54</b>	<b>9,859</b>

Below are a series of tables detailing ethnic, gender and age for:

- The number of Candidates and successful applicants April to June 2008
- New Starts – between the months of April and June 2008-
- Staff Participating in Training between the months of April and June 2008
- Staff who booked and attended course between April and June 2008
- Staff who have left between April and June 2008
- Staff who have progressed in their career during April to June 2008

All of the above by staff group, in addition to these are details regarding Discipline and Grievance cases.

The report also details by age and gender information on Agenda for Change Bandings and Job Families.

**Table 53: Ethnic Breakdown of Applicants and Successful Candidates for Quarter 1 2008/09**

Quarter 1 2008/09 Heads	White Scottish	White British	White Irish	Other White	Any Mixed Background	Indian	Pakistani	Bangladeshi
Staff Category	Appli- cants	Appli- cants	Appli- cants	Appli- cants	Appli- cants	Appli- cants	Appli- cants	Appli- cants
Medical	23	1	-	1	-	2	-	-
Nursing Reg	1355	159	69	252	41	75	8	2
Nursing Non Reg	815	83	29	105	16	37	3	2
P & T A	728	123	93	112	27	146	17	-
P&T B	436	47	6	66	29	22	11	1
A&C	2114	287	30	261	45	61	38	6
Ancillary	154	6	1	13	1	3	3	1
Maintenance	30	-	-	1	-	-	-	-
<b>Grand Total</b>	<b>5655</b>	<b>706</b>	<b>228</b>	<b>811</b>	<b>159</b>	<b>346</b>	<b>80</b>	<b>12</b>

	Chinese	Other Asian	Caribbean	African	Other Black	Other Ethnic Background	Declined to Comment	Total
Staff Category	Appli- cants	Appli- cants	Appli- cants	Appli- cants	Appli- cants	Appli- cants	Appli- cants	Appli- cants
Medical	-	-	-	1	-	-	-	28
Nursing Reg	29	92	4	93	4	10	70	2263
Nursing Non Reg	6	27	2	24	1	10	32	1192
P & T A	24	31	3	24	1	4	24	1357
P&T B	10	8	-	29	-	11	16	692
A&C	26	20	-	46	4	14	54	3006
Ancillary	1	-	-	-	1	-	1	185
Maintenance	-	-	-	1	-	1	2	35
<b>Grand Total</b>	<b>96</b>	<b>178</b>	<b>9</b>	<b>218</b>	<b>11</b>	<b>50</b>	<b>199</b>	<b>8758</b>

Note – The figures for applicants represent those who have applied during monitoring period, in some cases where the candidates are successful this will not show up until the next quarter, reflecting the time frame over which the recruitment process takes place.

From those people who have applied for positions within NHS Lothian 2.27% declined to comment – out of those who were successful 4.7% declined to comment.

**Table 54: Gender and Age Category for Booked and Attended Courses for Quarter 1 2008/09 (Headcount)**

Status	Staff Category	Under 20	21 - 25	26 - 30	31- 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	60+	Female	Male
Booked	Medical	12	77	66	56	66	55	42	14	6	11	232	179
	Nursing Reg	346	525	570	681	940	775	499	209	64	4	4,099	506
	Nursing Non-reg	95	112	74	115	203	179	145	96	38	4	888	173
	P&T:A	38	83	81	80	48	50	49	15	3	2	400	49
	P&T:B	17	24	32	46	73	52	42	18	3	5	181	131
	A&C/SM	32	48	41	90	98	88	68	37	21	6	459	72
	Ancillary	13	19	21	15	51	28	38	19	13	1	131	87
	Maintenance	-	-	1	-	3	3	1	2	-	-	-	-
<b>Booked Total</b>		<b>553</b>	<b>888</b>	<b>886</b>	<b>1,083</b>	<b>1,482</b>	<b>1,230</b>	<b>884</b>	<b>410</b>	<b>148</b>	<b>33</b>	<b>6,390</b>	<b>1,207</b>
Attended	Medical	12	76	73	44	47	56	31	14	8	9	206	165
	Nursing Reg	244	383	420	468	652	563	344	146	47	1	2,947	320
	Nursing Non-reg	71	102	57	80	132	129	97	76	26	3	648	125
	P&T:A	34	73	59	58	37	30	38	9	2	2	309	33
	P&T:B	11	20	26	35	55	35	32	12	2	5	139	94
	A&C/SM	24	36	33	73	82	66	46	26	18	6	353	57
	Ancillary	13	16	15	14	40	23	34	13	10	1	107	72
	Maintenance	-	-	-	-	3	2	1	1	-	-	-	-
<b>Attended Total</b>		<b>409</b>	<b>706</b>	<b>683</b>	<b>772</b>	<b>1,048</b>	<b>904</b>	<b>623</b>	<b>297</b>	<b>113</b>	<b>27</b>	<b>4,709</b>	<b>873</b>

**Table 55: Ethnic Breakdown for Staff Booked and Attended Courses for Quarter 1 2008/09 (Headcount)**

Staff Category	White Scottish		White British		White Irish		Other White		Any Mixed Background		Indian		Pakistani		Bangladeshi	
	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees
Medical	36	31	21	19	3	2	23	22	1	1	1	-	-	-	-	-
Nursing Reg	1,345	1,000	370	287	51	28	395	287	7	5	30	24	1	1	2	2
Nursing Non-reg	358	287	58	51	6	4	65	48	5	5	6	4	-	-	-	-
P&T:A	174	136	41	30	13	13	28	20	3	3	1	1	-	-	-	-
P&T:B	103	73	20	16	1	1	22	16	2	1	2	2	-	-	-	-
A&C/SM	218	175	42	29	1	1	40	35	3	2	-	-	1	1	-	-
Ancillary	79	74	3	2	-	-	4	4	-	-	-	-	-	-	-	-
Maintenance	9	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>2,322</b>	<b>1,782</b>	<b>555</b>	<b>434</b>	<b>75</b>	<b>49</b>	<b>577</b>	<b>432</b>	<b>21</b>	<b>17</b>	<b>40</b>	<b>31</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

Staff Category	Chinese		Other Asian		Carribbean		African		Other Black		Other Ethnic Background		Declined to Comment		Total	
	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees	Booked	Attendees
Medical	3	2	2	2	-	-	-	-	1	1	3	3	317	288	411	371
Nursing Reg	8	6	14	7	-	-	31	24	5	2	9	8	2,341	1,586	4,609	3,267
Nursing Non-reg	7	6	3	3	1	1	7	4	-	-	-	-	541	360	1,057	773
P&T:A	-	-	-	-	-	-	-	-	-	-	1	1	188	138	449	342
P&T:B	-	-	1	1	-	-	2	2	-	-	1	1	158	120	312	233
A&C/SM	1	1	3	2	-	-	1	1	-	-	-	-	221	163	531	410
Ancillary	2	2	-	-	-	-	4	4	-	-	-	-	126	93	218	179
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	1	1	10	7
<b>Grand Total</b>	<b>21</b>	<b>17</b>	<b>23</b>	<b>15</b>	<b>1</b>	<b>1</b>	<b>45</b>	<b>35</b>	<b>6</b>	<b>3</b>	<b>14</b>	<b>13</b>	<b>3,893</b>	<b>2,749</b>	<b>7,597</b>	<b>5,582</b>

Note – The figures for 'Booked' represent those who have applied during monitoring period, in some cases the course/training instance will take place in the following monitoring period and as such will not show up as an attendee until the following period.

From the figures above it is possible to see that for Quarter 1 2008/09, the ethnic origin of 51.2% of staff booked on courses was not known. For staff who attended courses, the ethnic origin was not known for 49.2%. These figures were 53.92% and 52.55%, respectively, in Quarter 4 2007/08.



**Table 56: Gender and Age Category for Staff Participating in Training for Quarter 1 2008/09 (Headcount)**

Month	Staff Category	Under 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	60+	Female	Male
April	Medical	9	23	12	27	20	18	14	4	2	4	87	46
	Nursing Reg	109	158	157	206	239	247	166	76	18	-	1,218	158
	Nursing Non-reg	42	76	39	27	46	40	37	26	26	7	272	69
	P&T:A	11	21	16	24	27	18	11	4	4	2	125	9
	P&T:B	3	6	6	15	21	15	14	3	3	2	53	32
	A&C/SM	7	22	19	34	46	23	26	10	10	3	157	37
	Ancillary	6	4	4	8	8	9	22	3	3	6	49	21
Maintenance	-	-	-	-	4	-	-	-	-	-	-	-	4
<b>April Total</b>		<b>187</b>	<b>310</b>	<b>253</b>	<b>341</b>	<b>411</b>	<b>370</b>	<b>290</b>	<b>126</b>	<b>40</b>	<b>9</b>	<b>1,961</b>	<b>376</b>
May	Medical	2	27	26	24	28	24	18	12	2	5	103	65
	Nursing Reg	122	234	178	241	299	226	140	76	15	-	1,383	148
	Nursing Non-reg	25	33	30	35	59	41	39	27	13	-	255	47
	P&T:A	22	51	28	26	18	25	27	5	2	2	192	13
	P&T:B	4	14	15	12	21	13	12	15	-	-	71	35
	A&C/SM	16	36	17	23	23	43	22	12	12	9	165	37
	Ancillary	4	5	4	2	16	9	6	7	7	2	27	29
Maintenance	-	-	-	-	2	2	2	1	1	1	-	-	8
<b>May Total</b>		<b>195</b>	<b>400</b>	<b>298</b>	<b>363</b>	<b>466</b>	<b>383</b>	<b>266</b>	<b>155</b>	<b>44</b>	<b>8</b>	<b>2,196</b>	<b>382</b>
June	Medical	6	24	29	14	23	32	17	11	6	97	151	108
	Nursing Reg	105	172	198	182	317	236	136	55	26	-	1,263	164
	Nursing Non-reg	46	38	16	54	79	77	43	38	9	2	340	62
	P&T:A	14	41	32	22	18	15	8	5	2	-	138	19
	P&T:B	7	9	11	20	20	10	14	5	5	-	60	41
	A&C/SM	14	15	10	52	35	26	13	16	16	6	150	37
	Ancillary	2	8	7	6	19	8	9	4	4	3	36	30
Maintenance	-	-	-	-	-	2	2	4	4	-	-	-	6
<b>June Total</b>		<b>194</b>	<b>307</b>	<b>303</b>	<b>350</b>	<b>511</b>	<b>406</b>	<b>240</b>	<b>138</b>	<b>52</b>	<b>104</b>	<b>2,138</b>	<b>467</b>
<b>Grand Total</b>		<b>576</b>	<b>1,017</b>	<b>854</b>	<b>1,054</b>	<b>1,388</b>	<b>1,159</b>	<b>796</b>	<b>419</b>	<b>136</b>	<b>121</b>	<b>6,295</b>	<b>1,225</b>

**Table 57: Staff Participating in Training by Ethnic Group for Quarter 1 2008/09 (Headcount)**

Month	Staff Category	White Scottish	White British	White Irish	Other White	Any Mixed Background	Indian	Pakistani	Bangla-deshi	Chinese	Other Asian	Caribbean	African	Other Black	Other Ethnic Background	Declined to Comment	Total
April	Medical	21	20	-	10	-	-	-	-	3	1	-	-	-	4	74	133
	Nursing Reg	451	118	7	138	3	6	1	1	5	5	1	13	-	3	624	1,376
	Nursing Non-Reg	138	25	3	20	-	1	1	-	4	1	2	1	-	-	145	341
	P&T:A	42	13	9	9	4	-	-	-	-	-	-	-	-	-	57	134
	P&T:B	26	4	1	9	1	-	-	-	-	1	-	-	2	-	41	85
	A&C/SM	93	10	1	6	-	-	-	3	1	-	-	1	1	-	79	194
	Ancillary	42	-	-	-	-	-	-	-	-	-	-	-	1	-	27	70
Maintenance	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	
<b>April Total</b>		<b>817</b>	<b>190</b>	<b>21</b>	<b>192</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>13</b>	<b>8</b>	<b>3</b>	<b>18</b>	<b>-</b>	<b>7</b>	<b>1,047</b>	<b>2,337</b>
May	Medical	13	20	1	23	1	1	-	-	1	1	-	1	-	2	104	168
	Nursing Reg	482	127	25	110	1	10	-	1	1	2	-	12	2	3	755	1,531
	Nursing Non-Reg	121	22	2	18	4	2	-	-	-	1	-	1	-	1	130	302
	P&T:A	85	16	9	9	1	1	-	-	-	-	-	-	-	1	83	205
	P&T:B	26	11	-	7	-	2	-	-	-	-	-	-	-	-	60	106
	A&C/SM	93	14	-	17	1	-	-	6	-	2	-	1	-	-	68	202
	Ancillary	24	-	-	3	-	-	-	-	-	2	-	-	1	-	26	56
Maintenance	4	-	-	-	-	-	-	-	-	-	-	-	-	-	4	8	
<b>May Total</b>		<b>848</b>	<b>210</b>	<b>37</b>	<b>187</b>	<b>8</b>	<b>16</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>6</b>	<b>-</b>	<b>16</b>	<b>2</b>	<b>7</b>	<b>1,230</b>	<b>2,578</b>
June	Medical	28	18	2	15	-	1	-	-	1	-	-	-	1	1	192	259
	Nursing Reg	427	142	10	123	2	10	-	-	2	3	-	10	-	5	693	1,427
	Nursing Non-Reg	178	28	2	21	4	3	-	-	5	4	-	3	1	-	153	402
	P&T:A	66	16	6	7	1	-	-	-	-	-	-	-	-	-	61	157
	P&T:B	34	7	-	3	1	1	-	-	-	-	-	3	-	1	51	101
	A&C/SM	76	14	1	16	1	-	-	2	-	-	-	-	-	-	77	187
	Ancillary	17	2	-	1	-	-	-	-	-	-	-	-	2	-	44	66
Maintenance	1	-	-	-	-	-	-	-	-	-	-	-	-	-	5	6	
<b>June Total</b>		<b>827</b>	<b>227</b>	<b>21</b>	<b>186</b>	<b>9</b>	<b>15</b>	<b>2</b>	<b>-</b>	<b>8</b>	<b>7</b>	<b>-</b>	<b>18</b>	<b>2</b>	<b>7</b>	<b>1,276</b>	<b>2,605</b>
<b>Grand Total</b>		<b>2,492</b>	<b>627</b>	<b>79</b>	<b>565</b>	<b>25</b>	<b>38</b>	<b>13</b>	<b>2</b>	<b>25</b>	<b>21</b>	<b>3</b>	<b>52</b>	<b>4</b>	<b>21</b>	<b>3,553</b>	<b>7,520</b>

These figures differ from Booked and Attended figures due to inclusion of staff attending externally run training.

From the figures above it is possible to see that for Quarter 1 2008/09, the ethnic origin of 47.2% of participants was not known.

**Table 58: Gender and Age Category for New Starts between April and June 2008**

Month	Staff Category	Under 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	60+	Female	Male
April	Medical	6	25	5	-	-	-	-	-	-	17	29	24
	Nursing Reg	23	19	17	21	15	11	3	-	1	1	95	16
	Nursing Non-reg	20	29	6	5	9	7	6	2	1	-	69	16
	P&T:A	3	6	1	5	4	3	-	-	-	-	19	3
	P&T:B	3	-	-	-	-	2	-	-	-	-	4	1
	A&C/SM	4	7	12	3	6	6	-	-	1	-	38	7
	Ancillary	6	7	4	1	13	1	5	2	1	-	20	20
	Maintenance	-	-	-	-	2	-	-	-	-	-	-	-
<b>April Total</b>		<b>65</b>	<b>93</b>	<b>45</b>	<b>35</b>	<b>49</b>	<b>30</b>	<b>20</b>	<b>4</b>	<b>4</b>	<b>18</b>	<b>274</b>	<b>89</b>
May	Medical	1	3	2	-	-	-	-	-	-	2	5	3
	Nursing Reg	12	22	13	11	9	10	7	4	1	-	80	9
	Nursing Non-reg	11	14	13	9	18	6	2	3	-	-	65	11
	P&T:A	5	11	3	1	3	1	-	-	-	-	24	-
	P&T:B	2	2	1	1	1	-	-	-	-	-	5	2
	A&C/SM	6	7	10	3	6	2	4	2	-	-	35	5
	Ancillary	3	3	3	3	7	16	3	1	1	-	29	11
	Maintenance	-	-	-	-	1	-	1	-	-	-	-	-
<b>May Total</b>		<b>40</b>	<b>62</b>	<b>45</b>	<b>28</b>	<b>45</b>	<b>35</b>	<b>17</b>	<b>10</b>	<b>2</b>	<b>2</b>	<b>243</b>	<b>43</b>
June	Medical	3	2	2	-	2	-	-	-	-	-	5	4
	Nursing Reg	-	15	14	16	18	10	7	6	3	1	77	13
	Nursing Non-reg	25	21	11	7	14	14	5	4	1	1	83	20
	P&T:A	-	7	8	3	2	4	2	1	-	-	24	3
	P&T:B	3	3	6	-	2	-	1	-	-	-	10	5
	A&C/SM	14	9	7	-	10	3	5	3	2	3	41	15
	Ancillary	15	10	8	4	5	9	7	2	-	2	39	23
	Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
<b>June Total</b>		<b>60</b>	<b>67</b>	<b>56</b>	<b>30</b>	<b>53</b>	<b>40</b>	<b>27</b>	<b>16</b>	<b>6</b>	<b>7</b>	<b>279</b>	<b>83</b>
<b>Grand Total</b>		<b>165</b>	<b>222</b>	<b>146</b>	<b>93</b>	<b>147</b>	<b>105</b>	<b>64</b>	<b>30</b>	<b>12</b>	<b>27</b>	<b>796</b>	<b>215</b>

**Table 59: Detail of New Starts between April and June 2008 by Ethnic Category**

Month	Staff Category	White			White Irish	Other White	Any Mixed Background	Indian	Pakistani	Chinese	Asian	Caribbean	African Background	Other Ethnic	Declined	Total
		Scottish	British	White												
April	Medical	2	-	-	-	-	-	-	1	-	-	-	-	50	53	
	Nursing Reg	70	15	4	8	-	-	-	-	-	2	-	-	7	111	
	Nursing Non-Reg	56	3	1	9	-	-	1	-	2	2	1	-	8	85	
	P&T:A	11	4	1	1	-	-	-	-	-	-	-	-	-	5	22
	P&T:B	1	-	-	1	-	-	1	-	-	-	-	-	-	1	5
	A&C/SM	32	7	-	2	-	-	-	-	-	-	-	-	-	4	45
	Ancillary	23	-	-	3	-	-	-	-	2	-	-	-	-	11	40
Maintenance	2	-	-	-	-	-	-	-	-	-	-	-	-	-	2	
<b>April Total</b>		<b>197</b>	<b>30</b>	<b>6</b>	<b>24</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>86</b>	<b>363</b>	
May	Medical	-	-	-	-	-	-	-	-	-	-	-	-	7	8	
	Nursing Reg	55	12	8	5	-	-	1	-	-	-	-	-	7	89	
	Nursing Non-Reg	51	5	1	8	-	-	1	-	-	-	-	-	1	76	
	P&T:A	16	1	2	1	-	-	-	-	-	-	-	-	-	4	24
	P&T:B	2	2	-	1	-	-	1	-	-	-	-	-	-	1	7
	A&C/SM	25	3	-	7	-	-	1	-	-	-	-	-	-	4	40
	Ancillary	27	1	-	1	-	-	-	-	-	-	-	-	-	11	40
Maintenance	1	-	-	-	-	-	-	-	-	-	-	-	-	1	2	
<b>May Total</b>		<b>177</b>	<b>24</b>	<b>11</b>	<b>23</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>42</b>	<b>286</b>	
June	Medical	4	1	-	-	-	-	-	-	-	-	-	-	28	33	
	Nursing Reg	55	11	-	5	-	-	-	-	-	-	-	1	7	81	
	Nursing Non-Reg	59	6	1	4	-	-	1	-	3	4	-	2	6	88	
	P&T:A	15	4	1	1	-	-	-	-	-	-	-	-	-	27	
	P&T:B	7	2	1	-	-	-	1	-	-	-	-	-	-	2	15
	A&C/SM	33	6	1	4	-	-	-	-	-	-	-	-	-	11	56
	Ancillary	36	2	-	4	-	-	-	-	-	-	-	-	-	18	62
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>June Total</b>		<b>209</b>	<b>32</b>	<b>4</b>	<b>18</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>1</b>	<b>78</b>	<b>362</b>	
<b>Grand Total</b>		<b>583</b>	<b>86</b>	<b>21</b>	<b>65</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>1</b>	<b>17</b>	<b>2</b>	<b>206</b>	<b>1,011</b>	

In this period the percentage of New Starts who have "declined to comment" is 20%, compared to 28% in Q4 2007/08.

**Table 60: Gender and Age Category of Staff progressing within their career**

Month	Staff Category	Under 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	60+	Female	Male
April	Medical	-	-	-	-	-	-	-	-	1	-	-	1
	Nursing Reg	-	1	3	2	5	5	2	-	-	-	16	2
	Nursing Non-reg	-	-	1	-	-	-	-	-	-	-	1	-
	P&T:A	-	1	1	1	1	-	-	1	-	-	5	-
	P&T:B	-	-	1	2	2	-	-	-	-	-	5	-
	A&C/SM	-	2	1	-	3	-	2	-	-	1	6	3
	Ancillary	-	-	-	-	-	-	-	-	-	1	1	-
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>April Total</b>		-	4	7	5	11	5	4	1	3	-	<b>34</b>	<b>6</b>
May	Medical	-	-	-	1	-	-	-	-	-	-	1	-
	Nursing Reg	-	-	3	3	-	1	3	1	1	-	11	1
	Nursing Non-reg	-	2	-	-	-	-	1	-	-	-	3	-
	P&T:A	-	1	3	4	3	-	-	-	1	-	12	-
	P&T:B	-	-	3	1	1	1	-	-	-	-	4	2
	A&C/SM	-	-	-	1	1	-	1	1	1	-	4	1
	Ancillary	-	-	-	-	-	-	-	-	-	1	-	1
Maintenance	-	-	-	1	-	-	-	-	-	-	1	-	
<b>May Total</b>		-	3	9	11	5	2	5	2	4	-	<b>36</b>	<b>5</b>
June	Medical	-	-	-	-	-	-	-	-	-	-	-	-
	Nursing Reg	-	-	1	2	3	5	2	1	1	-	14	1
	Nursing Non-reg	-	-	1	-	-	1	-	-	-	-	1	1
	P&T:A	-	-	-	-	-	1	-	-	-	-	1	-
	P&T:B	-	2	1	-	-	-	-	-	-	-	2	1
	A&C/SM	-	2	1	2	3	-	2	1	1	-	9	3
	Ancillary	-	-	1	-	-	-	-	-	-	-	1	-
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	
<b>June Total</b>		-	4	5	4	6	7	4	2	2	-	<b>28</b>	<b>6</b>
<b>Grand Total</b>		-	11	21	20	22	14	13	5	9	-	<b>98</b>	<b>17</b>

**Table 61: Breakdown of staff progressing within their career by ethnic category**

Month	Staff Group	White Scottish	White British	Other White	Other Asian	Declined to Comment	Total
April	Medical	-	-	1	-	-	1
	Nursing Reg	3	1	3	-	11	18
	Nursing Non-reg	1	-	-	-	-	1
	P&T:A	2	2	-	-	4	8
	P&T:B	-	-	1	-	1	2
	A&C/SM	3	1	-	-	5	9
	Ancillary	1	-	-	-	-	1
<b>April Total</b>		<b>10</b>	<b>4</b>	<b>5</b>	<b>-</b>	<b>20</b>	<b>40</b>
May	Medical	-	-	-	1	-	1
	Nursing Reg	3	-	1	-	8	12
	Nursing Non-reg	2	-	-	-	1	3
	P&T:A	2	1	2	-	7	12
	P&T:B	2	-	1	-	3	6
	A&C/SM	1	-	-	-	4	5
	Ancillary	-	-	-	-	1	1
Maintenance	-	-	-	-	1	1	
<b>May Total</b>		<b>10</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>25</b>	<b>41</b>
June	Nursing Reg	5	1	1	-	8	15
	Nursing Non-reg	-	-	1	-	1	2
	P&T:A	-	-	-	-	1	1
	P&T:B	-	1	1	-	1	3
	A&C/SM	3	2	2	-	5	12
Ancillary	1	-	-	-	-	1	
<b>June Total</b>		<b>9</b>	<b>4</b>	<b>4</b>	<b>-</b>	<b>14</b>	<b>34</b>
<b>Grand Total</b>		<b>29</b>	<b>9</b>	<b>13</b>	<b>-</b>	<b>59</b>	<b>115</b>

From the data above it is possible to see that within the staff that have progressed in their career the ethnic origin of 51.30% has been given as unknown or declined to comment.

**Table 62: Gender and Age Category of Leavers by Staff category**

Month	Staff Category	Under 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	60+	Female	Male
April	Medical	6	7	5	1	1	-	-	-	-	2	17	5
	Nursing Reg	6	9	12	11	10	6	8	7	5	2	72	4
	Nursing Non-reg	3	6	5	3	2	2	1	1	1	-	23	1
	P&T:A	7	4	1	1	2	-	1	1	-	-	17	-
	P&T:B	1	1	-	5	-	2	4	4	1	-	7	7
	A&C/SM	4	1	3	7	6	1	1	3	2	2	30	4
	Ancillary	9	11	3	-	1	1	1	4	4	-	19	15
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>April Total</b>		<b>36</b>	<b>39</b>	<b>29</b>	<b>28</b>	<b>22</b>	<b>14</b>	<b>14</b>	<b>20</b>	<b>13</b>	<b>6</b>	<b>185</b>	<b>36</b>
May	Medical	-	10	6	3	-	1	1	1	1	1	14	10
	Nursing Reg	7	9	8	6	5	2	7	3	2	1	41	9
	Nursing Non-reg	6	4	7	3	1	2	2	1	1	-	26	1
	P&T:A	6	8	1	2	1	2	3	-	1	-	20	4
	P&T:B	1	2	-	1	-	-	1	2	-	-	6	1
	A&C/SM	1	7	3	4	18	6	1	3	2	1	36	10
	Ancillary	4	3	8	7	6	4	-	3	4	-	30	9
Maintenance	-	1	-	-	-	-	-	1	1	-	-	-	3
<b>May Total</b>		<b>25</b>	<b>44</b>	<b>33</b>	<b>26</b>	<b>31</b>	<b>17</b>	<b>16</b>	<b>14</b>	<b>11</b>	<b>3</b>	<b>173</b>	<b>47</b>
June	Medical	1	-	3	1	6	-	2	-	1	-	8	6
	Nursing Reg	-	9	8	7	8	11	7	7	8	1	64	2
	Nursing Non-reg	4	1	1	2	1	1	1	1	4	9	23	2
	P&T:A	-	8	3	8	3	3	4	-	5	1	30	5
	P&T:B	-	7	-	2	2	5	1	3	3	3	22	4
	A&C/SM	2	9	4	11	2	5	2	1	10	3	43	6
	Ancillary	9	8	4	4	2	4	2	1	2	3	26	13
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>June Total</b>		<b>16</b>	<b>42</b>	<b>23</b>	<b>35</b>	<b>24</b>	<b>29</b>	<b>19</b>	<b>13</b>	<b>33</b>	<b>20</b>	<b>216</b>	<b>38</b>
<b>Grand Total</b>		<b>77</b>	<b>125</b>	<b>85</b>	<b>89</b>	<b>77</b>	<b>60</b>	<b>49</b>	<b>47</b>	<b>57</b>	<b>29</b>	<b>574</b>	<b>121</b>

**Table 63: Leavers by Staff category and Ethnic Breakdown**

Month	Staff Group	White										Other Ethnic Declined to				Total
		Scottish	British	White Irish	White	Other White	Any Mixed Background	Indian	Chinese	Asian	African	Other Background	Comment			
April	Medical	3	-	-	1	-	-	1	-	-	-	-	-	-	17	22
	Nursing Reg	12	6	2	6	-	-	-	1	-	-	-	-	-	49	76
	Nursing Non Reg	8	1	-	-	-	-	-	-	-	-	-	-	-	15	24
	P&T A	7	5	-	2	-	-	-	-	-	-	-	-	-	3	17
	P&T B	4	1	-	1	-	-	-	-	-	-	-	-	-	8	14
	A&C/SM	14	2	-	1	-	-	-	-	-	-	-	-	-	17	34
	Ancillary	7	-	-	-	-	-	-	-	-	-	-	-	-	27	34
<b>April Total</b>		<b>55</b>	<b>15</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>136</b>	<b>221</b>	
May	Medical	1	-	-	-	-	-	-	-	-	-	-	-	-	23	24
	Nursing Reg	16	2	1	2	-	-	-	-	1	-	-	-	-	27	50
	Nursing Non Reg	6	2	-	3	-	-	-	-	-	-	-	-	-	16	27
	P&T A	6	1	-	2	-	1	-	-	-	-	-	-	-	13	24
	P&T B	1	1	-	-	-	-	-	-	-	-	-	-	-	5	7
	A&C/SM	14	3	-	1	-	-	-	-	-	-	-	-	-	28	46
	Ancillary	12	2	-	-	-	-	-	-	-	-	-	-	-	25	39
Maintenance	1	-	-	-	-	-	-	-	-	-	-	-	-	2	3	
<b>May Total</b>		<b>57</b>	<b>11</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>139</b>	<b>220</b>	
June	Medical	-	-	1	-	-	-	-	-	-	-	-	-	-	13	14
	Nursing Reg	17	4	-	5	-	-	-	-	-	1	-	-	-	37	66
	Nursing Non Reg	11	-	-	1	-	-	-	-	-	-	-	-	-	11	25
	P&T A	8	4	1	2	-	-	-	-	-	-	-	-	-	19	35
	P&T B	8	-	-	1	-	-	-	-	-	-	-	-	-	17	26
	A&C/SM	14	3	1	5	-	1	-	-	-	1	-	-	-	24	49
	Ancillary	14	-	-	-	-	-	-	-	-	1	-	-	-	24	39
<b>June Total</b>		<b>72</b>	<b>11</b>	<b>3</b>	<b>14</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>145</b>	<b>254</b>	
<b>Grand Total</b>		<b>184</b>	<b>37</b>	<b>6</b>	<b>33</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>420</b>	<b>695</b>	

Of the leavers detailed in the table above, the ethnic origin of 60.4% was unknown compared to 58% of the last report. Please note this data does not include Nurse Bank or SHO's, HO's, FY1's, and FY2's.

**Table 64: Ethnic Profile of Staff with regards to Disciplinary and Grievance for Q1 2008/09**

Month	Grievance Category	White Scottish	White British	Other White	Asian	African	Declined to comment	Total
April 2008/Q1	Bullying and Harrassment	-	-	8	-	-	2	10
	Dismissals	-	-	-	-	-	4	4
	Grievances	1	-	-	-	-	3	4
	Investigatories Closed	7	1	4	-	-	7	19
	Investigatories Ongoing	4	2	-	-	-	11	17
April 2008/Q1 Total		12	3	12	-	-	27	54
May 2008/Q1	Bullying and Harrassment	-	-	-	-	-	4	4
	Disciplinaries Appeals	-	-	-	-	-	3	3
	Dismissals	1	-	1	-	-	2	4
	Grievances	3	-	-	-	-	1	4
	Investigations ongoing	1	1	2	-	-	14	18
	Investigatories Closed	1	2	1	-	-	11	15
	Suspension	-	-	-	-	-	2	2
May 2008/Q1 Total		6	3	4	-	-	37	50
June 2008/Q1	Bullying and Harrassment	-	-	-	-	-	1	1
	Disciplinaries Appeals	-	-	1	-	-	-	1
	Dismissals	-	-	2	-	1	9	12
	Grievances	-	-	2	-	-	1	3
	Investigatories Closed	-	-	1	1	-	9	11
	Investigatories Ongoing	1	-	3	-	-	6	10
	Suspension	-	-	-	-	-	2	2
June 2008/Q1 Total		1	-	9	1	1	28	40
Grand Total		19	6	25	1	1	92	144

Please note the ethnic category various is where a grievance may have been brought to the attention of HR by more than one party of differing ethnic origin.

**Table 65: Age of Staff with regards to Disciplinary and Grievance for Q1 2008/09**

Month	Grievance Category	Under										not known	Total
		20	20-24	25- 29	30-34	35-39	40-44	45-49	50-54	55-59	60+		
April 2008/Q1	Bullying and Harrassment	-	-	-	2	2	1	2	-	2	-	1	10
	Dismissals	-	-	-	-	-	-	2	-	-	-	2	4
	Grievances	-	-	-	-	1	1	-	-	-	1	1	4
	Investigatories Closed	-	1	1	5	1	4	2	2	1	-	2	19
	Investigatories Ongoing	-	1	3	1	1	1	1	3	1	-	5	17
April 2008/Q1 Total		-	2	4	8	5	7	5	7	4	1	11	54
May 2008/Q1	Bullying and Harrassment	-	-	-	-	-	1	-	-	-	1	2	4
	Disciplinaries Appeals	-	-	-	-	-	-	1	1	-	-	1	3
	Dismissals	-	2	-	-	-	-	-	-	-	-	2	4
	Grievances	-	-	-	1	1	1	-	-	-	1	-	4
	Investigations ongoing	-	-	-	6	1	2	1	-	1	1	3	15
	Investigatories Closed	-	-	-	6	3	2	1	1	-	-	5	18
	Suspension	-	-	-	-	-	-	-	-	-	-	2	2
May 2008/Q1 Total		-	2	-	13	5	6	3	2	1	3	15	50
June 2008/Q1	Bullying and Harrassment	-	-	-	-	-	-	-	-	1	-	-	1
	Disciplinaries Appeals	-	1	-	-	-	-	-	-	-	-	-	1
	Dismissals	1	2	-	-	1	1	1	3	2	-	1	12
	Grievances	-	-	-	-	-	1	1	-	-	-	1	3
	Investigatories Closed	1	1	-	3	-	2	-	2	-	1	1	11
	Investigatories Ongoing	-	1	-	-	1	2	-	3	2	1	-	10
	Suspension	1	-	-	-	-	-	-	-	-	1	-	2
June 2008/Q1 Total		3	5	-	3	2	6	2	8	5	3	3	40
Grand Total		3	9	4	24	12	19	10	17	10	7	29	144



**Table 66: Gender of Staff with regards to Disciplinary and Grievance for Q1 2008/09**

Month	Grievance Category	Male	Female	Various	Not known	Total
April 2008/Q1	Bullying and Harrassment	9	1	-	-	10
	Dismissals	1	3	-	-	4
	Grievances	1	2	-	1	4
	Investigatories Closed	12	5	-	2	19
	Investigatories Ongoing	10	5	-	2	17
April 2008/Q1 Total		33	16	-	5	54
May 2008/Q1	Bullying and Harrassment	2	1	-	1	4
	Disciplinaries Appeals	2	1	-	-	3
	Dismissals	-	3	-	1	4
	Grievances	3	1	-	-	4
	Investigations ongoing	8	5	-	2	15
	Investigatories Closed	10	6	1	1	18
Suspension	-	-	-	2	2	
May 2008/Q1 Total		25	17	1	7	50
June 2008/Q1	Bullying and Harrassment	1	-	-	-	1
	Disciplinaries Appeals	-	1	-	-	1
	Dismissals	7	5	-	-	12
	Grievances	2	-	-	1	3
	Investigatories Closed	2	9	-	-	11
	Investigatories Ongoing	3	6	-	1	10
	Suspension	-	2	-	-	2
June 2008/Q1 Total		15	23	-	2	40
Grand Total		73	56	1	14	144

**Table 67: Ethnic Breakdown of Senior Manager and Executive Level Staff showing outcome of Performance Appraisals 2004/05 to 2006/07**

Year	Performance	White Scottish	White British	White Irish	Other White	Declined to Comment	Grand Total
2004-5	Effective	33	10	1	10	46	100
	Outstanding	3	1	-	-	9	13
<b>2004-5 Total</b>		<b>36</b>	<b>11</b>	<b>1</b>	<b>10</b>	<b>55</b>	<b>113</b>
2005-6	Effective	33	16	1	9	47	106
	Incomplete	2	-	-	-	2	4
	Outstanding	1	-	-	-	-	1
	Superior	7	-	-	1	7	15
<b>2005-6 Total</b>		<b>43</b>	<b>16</b>	<b>1</b>	<b>10</b>	<b>56</b>	<b>126</b>
2006-7	Effective	43	14	1	8	46	112
	Incomplete	-	-	-	1	-	1
	Outstanding	1	1	-	-	-	2
	Superior	10	4	-	-	13	27
<b>2006-7 Total</b>		<b>54</b>	<b>19</b>	<b>1</b>	<b>9</b>	<b>59</b>	<b>142</b>
<b>Grand Total</b>		<b>133</b>	<b>45</b>	<b>3</b>	<b>29</b>	<b>171</b>	<b>381</b>

Staff rated as **Effective** receive an inflationary increase, performance increase (consolidated).

Staff rated as **Superior/Outstanding** receive an inflationary increase, performance increase (consolidated) and non-consolidated bonus.

Staff rates as **Incomplete** receive inflationary increase only.

**Table 68: Detailing Age and Gender Breakdown re: Agenda for Change Bandings**

Medic/AfC	Band / Grade	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60+	Female	Male
AfC	1	101	184	154	162	147	220	226	225	205	183	1,241	566
	2	114	305	318	307	432	648	755	676	656	551	3,756	1,006
	3	9	57	78	70	107	126	140	150	101	77	755	160
	4	6	62	106	99	169	231	255	245	189	145	1,296	211
	5	-	368	1,054	888	840	859	753	546	279	141	4,959	769
	6	-	20	246	433	551	691	616	449	261	85	2,906	446
	7	-	4	33	130	209	279	308	242	137	54	1,135	261
	8A	-	-	1	17	49	62	67	53	20	5	220	54
	8B	-	-	-	1	5	8	16	15	8	3	37	19
	8C	-	-	1	1	-	2	5	4	6	1	12	8
	8D	-	-	-	-	-	4	1	1	1	3	2	7
AfC Total		230	1,000	1,991	2,108	2,509	3,126	3,145	2,606	1,863	1,248	16,319	3,507
Executive Level		-	-	1	4	6	9	22	13	11	8	34	40
Medics		-	74	538	450	389	345	285	227	168	92	1,266	1,302
Awaiting AfC		8	29	86	114	170	249	241	197	121	102	989	328
Grand Total		238	1,103	2,616	2,676	3,074	3,729	3,693	3,043	2,163	1,450	18,608	5,177

**Table 69: Detailing Age and Gender Breakdown by Agenda for Change Job Families**

Medic/AfC	Sub Families	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60+	Female	Male
AfC	Administrative Services	53	133	196	209	306	413	486	483	451	312	2,685	357
	Allied Health Profession	1	79	338	288	283	263	249	211	128	53	1,742	151
	Health Science Services	7	39	87	102	87	119	132	129	86	45	551	282
	Medical and Dental Support	12	38	25	24	48	43	43	24	14	8	268	11
	Nursing/Midwifery	51	472	1,051	1,188	1,459	1,855	1,741	1,296	799	448	9,003	1,357
	Other Therapeutic	1	36	103	100	86	85	88	51	26	14	493	97
	PD TBA	1	6	5	3	7	9	7	6	3	3	35	15
	Personal and social care	-	-	1	5	9	16	24	13	8	1	66	11
	Support Services*	104	197	185	189	224	323	375	393	348	364	1,476	1,217
AfC Total	Grand Total	230	1,000	1,991	2,108	2,509	3,126	3,145	2,606	1,863	1,248	16,319	3,507
Executive Level		-	-	1	4	6	9	22	13	11	8	34	40
Medics		-	74	538	450	389	345	285	227	168	92	1,266	1,302
Awaiting Agenda for Change		8	29	86	114	170	249	241	197	121	102	989	328
Grand Total		238	1,103	2,616	2,676	3,074	3,729	3,693	3,043	2,163	1,450	18,608	5,177

Support Services includes Emergency Staff

**Table 70: Detailing Breakdown Gender and Age Re: Contract Type**

Contract Type	Staff Group	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60+	Female	Male	Grand Total	
Part time	Medical	-	1	91	142	128	135	125	89	63	48	512	310	822	
	Nursing Reg	-	27	131	347	580	735	576	403	218	129	3,017	129	3,146	
	Nursing Non Reg	16	67	123	133	189	253	263	214	230	212	1,560	140	1,700	
	P&T A	-	16	115	192	238	238	216	160	87	56	1,247	71	1,318	
	P&T B	1	18	27	33	75	82	93	45	34	42	422	28	450	
	A&C/SM	25	56	77	107	179	279	267	244	242	211	1,604	83	1,687	
	Ancillary	96	164	144	149	145	207	212	214	215	215	1,297	464	1,761	
	Maintenance	-	-	-	-	-	-	-	2	-	1	1	1	3	4
	Part time Total		138	349	708	1,103	1,534	1,929	1,754	1,369	1,090	914	9,660	1,228	10,888
	Whole time	Medical	-	73	447	308	261	210	160	138	105	44	754	992	1,746
Nursing Reg		-	252	718	646	620	745	777	557	253	71	3,813	826	4,639	
Nursing Non Reg		37	132	101	89	122	198	216	182	121	53	934	317	1,251	
P&T A		1	88	316	210	142	118	132	123	80	27	1,033	204	1,237	
P&T B		19	80	117	114	92	112	102	123	76	34	549	320	869	
A&C/SM		36	96	166	166	224	302	389	370	307	153	1,688	521	2,209	
Ancillary		6	30	41	32	65	99	134	130	89	103	174	555	729	
Maintenance		1	3	2	8	14	16	29	51	42	42	51	3	214	
Whole time Total			100	754	1,908	1,573	1,540	1,800	1,939	1,674	1,073	536	8,948	3,949	12,897
Grand Total			238	1,103	2,616	2,676	3,074	3,729	3,693	3,043	2,163	1,450	18,608	5,177	23,785

**Table 71: Length of Service by Gender and Contract Type**

Gender	Whole/Part Time	Under 1 year	1-4	5-9	10-14	15-19	20-24	25-29	30-35	+35	Grand Total
Female	Part time	822	2,478	2,238	1,322	1,101	819	570	252	58	9,660
	Whole time	1,017	2,772	1,791	921	770	713	601	316	47	8,948
Female Total		1,839	5,250	4,029	2,243	1,871	1,532	1,171	568	105	18,608
Male	Part time	201	509	275	117	53	41	15	11	6	1,228
	Whole time	479	1,068	762	484	381	303	271	163	38	3,949
Male Total		680	1,577	1,037	601	434	344	286	174	44	5,177
Grand Total		2,519	6,827	5,066	2,844	2,305	1,876	1,457	742	149	23,785

## 14. 2 Disabled Employees

The table below shows those members of staff, during the recruitment process, who have declared themselves as having a disability when asked “Do you have a physical or mental health disability that: has a substantial effect on you ability to carry out day to day activities and has lasted or is expected to last 12 months or more?”

**Table 72: Employees who have declared themselves as having a disability in March 2008 and June 2008**

Staff Group	31-Mar-08		30-Jun-08	
	Headcount	wte	Headcount	wte
Medical	-	-	6	4.37
Nursing Reg	37	33.56	36	30.66
Nursing Non-reg	20	17.77	21	17.21
P&T:A	19	16.25	12	9.85
P&T:B	2	1.37	11	9.26
A&C/SM	37	30.75	39	34.71
Ancillary	9	5.92	8	5.65
Maintenance	2	2.00	2	2.00
<b>Totals</b>	<b>126</b>	<b>107.62</b>	<b>135</b>	<b>113.71</b>

This report shows that between March 2008 and June 2008 the number of disabled employees who confirm they comply to the above statement has increased by 7.14%.

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## Appendix 1 – New Arrangements for Flexible Working

Basic pay under the new flexible arrangement is determined by the actual hours of work undertaken by the flexible trainee. As with full time trainees, a supplement is payable to reflect the level and frequency of out of hours work and this is calculated as a proportion of the basic salary determined by the hours worked.

Table 1, illustrates the new flexible working arrangements and the proportion of salary that will be paid in accordance to the hours of work.

**Table 1: Detailing the New Flexible Grade and proportion paid.**

Band	F5 is 20 or less than 24 hours of work	F6 is 24 or more and less than 28 hours of work	F7 is 28 or more and less than 32 hours of work	F8 is 32 or more and less than 36 hours of work	F9 is 36 or more and less than 40 hours of work
<b>FA</b>	$0.5+(0.5*0.5)=0.75$	$0.6+(0.6*0.5)=0.9$	$0.7+(0.7*0.5)=1.05$	$0.8+(0.8*0.5)=1.2$	$0.9+(0.9*0.5)=1.35$
<b>FB</b>	$0.5+(0.5*0.4)=0.7$	$0.6+(0.6*0.4)=0.84$	$0.7+(0.7*0.4)=0.98$	$0.8+(0.8*0.4)=1.12$	$0.9+(0.9*0.4)=1.2$
<b>FC</b>	$0.5+(0.5*0.2)=0.6$	$0.6+(0.6*0.2)=0.72$	$0.7+(0.7*0.2)=0.84$	$0.8+(0.8*0.2)=0.96$	$0.9+(0.9*0.2)=1.08$

Band 'F' as illustrated above is split into Band FA, FB and FC, according to hours and patterns of work.

- Band FA – Trainees working at high intensity and at the most unsocial times.
- Band FB – Trainees working at less intensity at less unsocial times.
- Band FC – All other trainees with duties outside the period 8am to 7pm Monday to Friday.



## Appendix 2

Table detailing all courses undertaken by staff April 2007 to March 2008

Clinical	April	May	June	Grand Total
Acupuncture Course	1	-	-	1
Advance Trauma Life Support Observer	-	-	1	1
Advanced Life Support (Provider)	-	-	3	3
Advanced Neonatal Resuscitation	3	-	-	3
Anaphylaxis	72	34	45	151
Anaphylaxis For Primary Care Staff	4	-	-	4
Aromatherapy course	-	-	1	1
Arterial Blood Gas Sampling	1	-	-	1
Asena	5	2	-	7
Assess/Care Plan for Adults-Urinary Dys	7	-	-	7
Automated External Defibrillator	2	-	11	13
Basic Life Support	-	1	-	1
Basic Life Support - AHP's	9	11	12	32
Basic Life Support - Community Staff	-	9	9	18
Basic Life Support - Link Trainers Updat	-	8	-	8
Basic Life Support - Onsite Update	4	3	24	31
Basic Life Support - Paediatric	17	16	23	56
Basic Life Support - Ward Staff	7	-	-	7
Basic Life Support & Defibrillator FR2	3	1	3	7
Basic Life Support Orchard Clin Only	6	1	2	9
Basic Life Support REH Staff Only	-	1	-	1
BCS Equal Skills	1	-	-	1
Behavioural Family Therapy	-	1	-	1
Bladder Scanning	12	3	3	18
Blood Glucose Monitoring	6	-	-	6
Bowel Management For Registered Nurses	-	1	-	1
Breast Feeding Management Training Day 1	-	13	-	13
Breast Feeding Management Training Day 2	-	10	-	10
Breast Feeding Management Update	14	-	-	14
Breastfeeding Management	-	1	-	1
Cancer Care	1	1	-	2
Cancer Update for Health Professionals	2	-	-	2
Cannulation Programme	2	1	-	3
Cardiology Cardiac Output	-	1	-	1
Cardiovascular Interventional Society	-	-	2	2
Caring For People With MS In The Comm.	-	-	10	10
Case/Care Management Course	-	-	1	1
Catheterisation	17	24	22	63
Child Protect. Info Sharing/Record Keep.	1	-	-	1
CIS Basics	4	-	-	4
CIS Refresher	5	-	-	5
Cleanliness Champions Course	15	13	5	33
Clinical activities	4	3	2	9
Clinical Coding Administration	1	-	-	1
Clinical Supervision	-	-	3	3
Clinical Support Worker - Course	-	-	1	1
Clinical Update	1	1	1	3
Clinical update for registered nurses	1	-	2	3
Consultant CPR Update	-	7	-	7
Cont Promo for Children and Young Adults	10	-	-	10
Continence Awareness For Carers	-	5	7	12
Continence Products Training	-	-	1	1
COSHH	-	-	1	1
Counselling Certificate	-	1	-	1
Critical Care Delivery Team	6	-	-	6

Clinical	April	May	June	Grand Total
Dementia - Enhancing Communication	-	-	9	9
Dementia - Therapeutic Activities	-	-	4	4
Dementia Awareness	-	1	-	1
Dementia Awareness - 2 Day Course	4	13	-	17
Diabetes Course	3	4	4	11
Diabetes-Management (Registered Nurses)	-	1	20	21
Diabetic Foot	1	-	1	2
Difficult Behaviour In Dementia	9	-	-	9
Disability Discrimination Act Workshop	-	-	1	1
Domestic Abuse Awareness	1	-	-	1
Domestic Abuse Training	-	1	1	2
EAssess Basic	54	25	50	129
Eating Drinking & Swallowing Difficultie	-	-	1	1
Emergency Care Summary	43	16	-	59
Enteral Tube Feeding For Carers	9	-	-	9
Enteral Tube Feeding Training For Nurses	14	18	1	33
Enteral feeding	-	4	-	4
Epidural Top Up's	5	7	-	12
Family planning certificate	1	-	-	1
Grasby MS26	5	2	-	7
Haemofiltration Study Day	10	-	-	10
Immediate Life Support	10	13	4	27
Immediate Life Support - Recertification	7	15	8	30
Immunisation	-	14	-	14
Incident Reporting & Investigation Trgn	-	1	1	2
Incremental Discharge System	-	-	1	1
Infection Control	1	8	3	12
Intensive Care Nursing	17	15	1	33
IV Therapy Programme	30	41	28	99
Jnr Doctors Clinical Systems	8	-	96	104
Larvae Therapy	-	6	-	6
Learning Clinic	2	2	1	5
Lecturer/Practice Educator	1	-	-	1
Leg Ulcer	6	-	1	7
Leg Ulcer (Advanced)	14	-	-	14
Leg Ulcer (Introduction/Refresher)	-	11	-	11
Leg Ulcer Practical Skills	-	-	3	3
Management Of Central Lines	-	-	3	3
Management Of Diabetes Registered Nurse	2	-	-	2
Mandatory Study Day	31	18	23	72
Medical Device Pump	7	2	-	9
Medical Devices Training	20	1	11	32
Mental Health Act	-	1	1	2
Minor Injuries Course	1	-	-	1
Nature of Cancer - Palliative Care	-	-	2	2
neonatal resuscitation	1	-	2	3
Obstetric Emergencies Study Day	-	-	6	6
One Stop Dispensing Training - RN	1	-	-	1
Organ Donation & Transplantation	-	-	1	1
Orthopaedic Study Day	-	1	-	1

Clinical	April	May	June	Grand Total
Pain Management	-	-	2	2
Palliative care	-	-	3	3
Palliative Care (2 Day)	5	-	-	5
Palliative Care For Nursing Assistants	5	-	9	14
Palliative Care For People With Cancer	3	-	-	3
Perineal Repair	5	5	-	10
PGD7 Prescribing Acetylcysteine	-	-	5	5
Radiology Assistant Practitioner	-	-	1	1
Radiology Equipment	-	-	2	2
Radiology Ultrasound Conference	2	5	-	7
Radiology X-Ray Reporting	1	3	-	4
Rapid Sequence Intubation	-	10	-	10
RECERT FR2/AED DEFIB	-	-	3	3
Recording A Standard 12 Lead ECG	25	33	-	58
Resuscitation Room Training	-	1	3	4
RHSC - International Burn Conference	-	-	2	2
RHSC - Man Child Protection	-	8	-	8
RHSC - Oncology Module	1	-	-	1
RHSC Basic Life Support Open Session	9	6	-	15
RHSC E.P.L.S	-	-	2	2
RHSC ENT Training	2	-	-	2
RHSC Gastrostomy	-	2	-	2
RHSC Stage A training	3	-	-	3
RIE Manual Defib Training	8	7	-	15
RIE Resuscitation Study Day	-	7	-	7
Safe Blood Transfusion	1	-	-	1
Skills For Clinical Supervision	14	12	-	26
Spinal Study Day	-	-	10	10
Substance Abuse and Families	-	1	-	1
Support Breast Feeding Supporters	-	-	1	1
Supporting Bereaved Parents	1	-	-	1
SVQ Level 3 - Study Day	1	2	1	4
Syringe Driver Training MS26	-	-	11	11
Time/Chronic Wounds	-	-	11	11
Tissue Viability	-	-	1	1
Tracheostomy & Suctioning Techniques	-	7	-	7
Vaccination/Immunisation	-	3	-	3
Vascular Access Devices	7	-	-	7
Venepuncture & Cannulation Course	37	33	30	100
Venepuncture Programme	2	-	-	2
Venous Access Devices Theory	-	-	1	1
Verification Of Expected Death	-	29	8	37
Verification Of Expected Death - Update	-	9	17	26
Weaning And Health Eating	-	-	5	5
When a Baby Dies	-	-	16	16
Working With People Who Self-Harm	1	-	-	1
Wound Management	-	2	12	14
Wound Management Update	-	7	-	7
<b>Clinical Total</b>	<b>695</b>	<b>606</b>	<b>639</b>	<b>1940</b>

<b>General Personal Development</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Groupwork Skills	-	-	1	1
Listening Skills: Listening Challenges	1	-	-	1
Listening Skills: The Fundamentals of Li	1	1	-	2
Presentation skills	-	-	1	1
Scottish Vocational Qualification (SVQII	-	1	1	2
Study & Writing Skills Workshop	-	-	16	16
Telephone Skills: Professionalism Throug	-	1	-	1
Train the Trainer	-	1	-	1
UK - Correcting Performance Problems: Ad	1	-	-	1
UK - Interpersonal Communication: Effect	1	-	-	1
UK - Interpersonal Communication: Listen	1	-	-	1
UK - Stress Management: Fundamentals for	1	-	-	1
UK - Team Conflict: Overcoming Conflict	1	-	-	1
UK - Time Management: Overcoming Time Ma	1	-	-	1
UK - Time Management: Planning Your Day	1	-	-	1
<b>General Personal Development</b>	<b>9</b>	<b>4</b>	<b>19</b>	<b>32</b>

<b>Health &amp; Safety</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Fire - Half Day Practical	37	22	16	75
Fire Awareness Session-Talk	5	3	6	14
Fire Lectures	3	10	-	13
Fire Mandatory Update	17	-	-	17
Fire Open Sessions - No Need to Book	-	18	6	24
Fire Training Onsite	1	2	-	3
First Aid Course	-	3	-	3
Health & Safety COSHH	24	17	23	64
Health & Safety Incident Investigation	15	8	22	45
Health & Safety Risk Management	40	17	28	85
Health And Saftey Risk Management	3	-	2	5
Health Related Degree	-	-	1	1
Health, Safety And Clinical Risk Manager	-	-	1	1
Intermediate Food Hygeine 1 Day Per Week	-	6	-	6
NHS006 - Health & Safety: Structure & Pu	1	-	-	1
NHS007 - Health & Safety: Health & Safet	1	-	-	1
NHS008 - Health & Safety: Hazard & Risk	1	-	-	1
NHS009 - Health & Safety: Incident Repor	1	-	-	1
<b>Health &amp; Safety Total</b>	<b>149</b>	<b>106</b>	<b>105</b>	<b>360</b>

<b>HR</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
01 Foster Equality/Diversity/Rights	1	-	-	1
Equal Opps In Recruitment & Selection	1	-	-	1
Fair For All Promoting Race Equality	-	-	2	2
<b>HR Total</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>4</b>

<b>Induction</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Induction St John's Hospital	-	1	-	1
Induction St. John's Hospital	45	37	51	133
Induction St. Johns Hospital	-	-	2	2
Induction Western General Hospital	112	78	110	300
Mandatory Fire Update	2	-	-	2
Net G Induction	1	-	-	1
NPH Induction REH	7	20	17	44
PH Induction REH	34	6	16	56
<b>Induction Total</b>	<b>201</b>	<b>142</b>	<b>196</b>	<b>539</b>

<b>IT</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
ECDL M1 Concepts of IT	2	2	-	4
ECDL M2 Using the Computer	4	2	-	6
ECDL M3 Word Processing	3	1	-	4
ECDL M4 Spreadsheets	-	2	-	2
ECDL M5 Database	2	-	-	2
ECDL M6 Presentation	4	-	-	4
ECDL M7 Sec1 Information	2	2	-	4
ECDL M7 Sec2 Communication	3	1	-	4
ECDL Module 2	2	2	-	4
ECDL Module 3	3	1	1	5
ECDL Module 4	-	1	1	2
ECDL Module 5	1	-	2	3
ECDL Module 6	2	1	-	3
ECDL Module 7	5	-	1	6
ECDL Module1	3	1	2	6
ECDL Tests	2	-	1	3
Full ECDL Certificate	-	1	2	3
Immediacy Intranet Training	6	1	7	14
Introduction To Computers	-	-	3	3
Introduction To Excel	2	1	-	3
Introduction To Word	-	-	1	1
IT - File Management	5	1	2	8
IT - Internet Introduction	-	-	1	1
IT - Outlook - Calendar/Contacts/Tasks	-	-	1	1
IT - Outlook Email	-	-	1	1
ITM-Mod 2 Performance Mgmt & Review	-	-	1	1
KAZ Keyboarding A-Z	1	-	-	1
MS Excel 2000 Fundamentals	1	-	-	1
MS Excel 2002 Fundamentals	-	1	-	1
MS Excel 2002 Proficient User	-	1	-	1
Ntroduction To Outlook	-	-	2	2
Outlook Migration Training Workshops	1	1	-	2
PAC'S End USer Training	-	7	126	133
PACS Key User Training	-	-	19	19
PC BOOKING	1	17	6	24
PWA - Empower Intranet Managers Training	28	74	43	145
PWA Intranet	-	1	-	1
<b>IT Total</b>	<b>83</b>	<b>122</b>	<b>223</b>	<b>428</b>

<b>KSF</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
KSF Train The Trainer	-	15	25	40
KSF Training	-	-	3	3
<b>KSF Total</b>	<b>-</b>	<b>15</b>	<b>28</b>	<b>43</b>

<b>Management</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
A & C Update For RHSC, WGH, RVH	-	-	7	7
Alcohol Awareness	-	6	-	6
Appraisal Workshop	-	-	1	1
Employee Perf - Providing Feedback	-	1	-	1
Employee Performance: Managing Difficult	2	-	-	2
ILM Award 1st Line Management Unit 1	-	-	10	10
ILM Award 1st Line Management Unit 2	8	-	-	8
ILM Award 1st Line Management Unit 3	5	-	-	5
ILM Award 1st Line Management Unit 4	-	5	-	5
ILM Award 1st Line Management Unit 5	-	5	-	5
ILM Award 1st Line Management Unit 6	-	-	4	4
IMMEDIACY 1-2-1 TRAINING	2	4	-	6
Intro Cert In 1st Line Management -Mod 1	-	1	-	1
Intro Cert In 1st Line Management -Mod 2	-	-	1	1
Intro Cert In 1st Line Management -Pres	-	-	1	1
Leading Into The Future	8	7	-	15
Learning Centre - Staff Development	-	-	1	1
Management Development Course	-	2	4	6
Management In Practice 1- People Mgmt	-	13	12	25
Management In Practice2 Recruit & Select	-	5	14	19
Professional Leave	159	129	155	443
Study Leave	10	13	15	38
<b>Management Total</b>	<b>194</b>	<b>191</b>	<b>225</b>	<b>610</b>

<b>Manual Handling</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
0.5 Day Course For Non Patient Handlers	-	5	-	5
1 Day PH Induction	65	63	38	166
Mandatory	2	7	5	14
Mandatory Manual Handling	2	1	2	5
Mandatory Module 1 & 2	-	-	1	1
Mandatory Procedural Update	-	4	-	4
Mandatory Professional Update	-	-	2	2
Mandatory Topics Primary Care	3	1	-	4
Mandatory Update Programme	255	295	358	908
Manual Han Non-Pat On-Site Phone To Book	3	8	8	19
Manual Handling Mental Health	-	-	2	2
Manual Handling Ref ICU Patient Handlers	9	12	-	21
Manual Handling Ref Midwives & Baby Hand	5	-	11	16
Manual Handling Ref Non Patient Handlers	17	18	22	57
Manual Handling Ref Office Staff	-	5	13	18
Manual Handling Ref Patient Handlers	4	4	-	8
Manual Handling Ref Physio And OT	-	5	-	5
Manual Handling-1/2Day Refresher - PH	-	2	-	2
Mh-Non Patient Handling Induction	41	41	29	111
Moving & Handling	3	-	-	3
<b>Manual Handling Total</b>	<b>409</b>	<b>471</b>	<b>491</b>	<b>1,371</b>

<b>Mentorship</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
1/2 day mentorship update	-	-	1	1
Flying Start Mentor Master Class	-	-	1	1
Mentor - Sign-Off Mentor Sessions	2	-	-	2
mentor self assessment complete	-	-	1	1
Mentor self assessment form complete	-	-	1	1
Mentor Update - Half Day Adult Services	26	14	25	65
Mentor Update - Half Day Child Health	13	13	7	33
Mentor Update - Half Day Mental Health	12	-	5	17
Mentor Update Adult Services	1	-	-	1
Mentor Update Adult Services Ad hoc	-	-	20	20
Mentor Update Child Health	4	1	1	6
Mentor Update Child Health Ad hoc	9	-	-	9
Mentor Update -Half Day Learn Disability	-	15	-	15
Mentorship - Half Day Adult Services	-	2	2	4
Mentorship Local Update Session	2	2	-	4
Mentorship Update	-	2	9	11
Self Directed Mentor Update	-	-	1	1
Self Directed Mentor Update Fomr	-	-	1	1
Self Directed Mentor Update Form	-	-	7	7
Self directed mentorship update completed	-	-	1	1
Self directed mentorship update	-	-	7	7
Self directed mentorship update compete	-	-	1	1
self directed mentorship update complet	-	-	1	1
self directed mentorship update complete	-	-	25	25
visited mentor centre	-	1	-	1
<b>Mentorship Total</b>	<b>69</b>	<b>50</b>	<b>117</b>	<b>236</b>

<b>Other</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Community Information Services	2	7	1	10
discussion with PEF	1	-	-	1
DNAR Awareness Session	-	100	53	153
Duty Leave	1	1	1	3
MIDAS Training	3	-	-	3
No Description Given	2	-	-	2
Onsite Training	18	32	24	74
Other	4	6	8	18
Other Type Of Course	-	-	1	1
Outside Agency	-	-	2	2
SDMU form completed	-	1	-	1
SDMU - Self Directed	-	1	-	1
SDMU - Self Directed Mentor Update	-	1	-	1
SDMU - Self Directed Mentor Update Form	-	24	-	24
SDMU form completed	2	11	-	13
SDMU -Self Directed Mentor Update - Form	-	1	-	1
SDMU -Self Directed Mentor Update form	-	1	-	1
SDMU Self Directed Mentor Update form	-	2	-	2
Seld directed update	-	1	-	1
self assessment completed	-	-	1	1
self assessment form complete	-	-	1	1
Self directed update complete	-	-	1	1
self directed update completed	-	-	2	2
SKILLSOFT INDUCTION	-	-	11	11
TAP Training	-	5	-	5
TNCC	-	-	1	1
Undefined	10	12	15	37
<b>Other Total</b>	<b>43</b>	<b>206</b>	<b>122</b>	<b>371</b>

<b>Personal Development Planning and Review (PDPR)</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Personal Development Plan	7	7	7	21
Personal Development Reviewers Workshop	-	4	-	4
<b>Personal Development Planning and Review (PDPR) Total</b>	<b>7</b>	<b>11</b>	<b>7</b>	<b>25</b>

<b>Protection of Vulnerable People</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Child Protection	7	20	19	46
Child Protection - Care Of Elderly	-	-	6	6
Child Protection - Legal Processes L2	1	1	-	2
Child Protection - Level 2	23	-	26	49
Child Protection Basic Awareness	1	1	8	10
Child Protection Family Planning	9	33	-	42
Child Protection Inter-Agency Workshop	1	-	1	2
Child Protection Sub.Misuse P/Cols Pract	-	1	-	1
Child Protection Training	4	3	1	8
Protecting Vulnerable Adults Level 2	1	-	3	4
Protection of Vulnerable Adults - 1	3	5	3	11
Protection Of Vulnerable Adults Level 1	1	1	1	3
Protection Of Vulnerable Adults-Level 2	3	3	2	8
<b>Protection of Vulnerable People Total</b>	<b>54</b>	<b>68</b>	<b>70</b>	<b>192</b>

<b>Risk Management</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Risk Management	2	-	1	3
<b>Risk Management Total</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>3</b>

<b>Trak</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Trak Admissions, Discharges and Transfer	14	12	1	27
Trak For ADT Key Users	-	1	-	1
Trak For ADT Users On-Line	2	8	19	29
Trak For General Enquiries	48	63	36	147
Trak For Inpatient Waiting List Managers	5	6	-	11
Trak For Medical Secretaries	4	3	5	12
Trak For Outpatient Admin(A)	10	9	9	28
Trak For Outpatient Admin(B)	5	6	6	17
Trak For Patient Search		13	3	16
TRAK GE 1 To 1 Session	1	-	-	1
Trak Inpatient Key User Session	-	1	-	1
Trak Inpatients Ward ADT Session	19	16	18	53
Trak Inpatients Ward OCS Session	88	247	62	397
TRAK OCS 1 To 1 Training Session	4	4	2	10
TRAK Ward ADT & OCS Combined	19	1	-	20
<b>Trak Total</b>	<b>219</b>	<b>390</b>	<b>161</b>	<b>770</b>



<b>Violence and Agression</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Grand Total</b>
Violence & Agg - Assertiveness Course	13	13	-	26
Violence & Agg Tactical Decision Making	-	6	2	8
Violence & Aggression Ref Orchard Clinic	1	-	1	2
Violence & Aggression	6	1	-	7
Violence & Aggression 2 Day	-	1	-	1
Violence & Aggression Kids Course	-	9	-	9
Violence & Aggression Mod 1 LD Service	-	9	-	9
Violence & Aggression Mod 3 LD Service	3	7	-	10
Violence & Aggression Mod2 LD Service	-	9	-	9
Violence & Aggression Module 1	47	58	51	156
Violence & Aggression Module 2 Breakaway	46	27	27	100
Violence & Aggression Module 3	15	-	21	36
Violence & Aggression Orch Clin Only	2	2	-	4
Violence & Aggression Ref LD Service	1	5	7	13
Violence & Aggression Refresher	23	16	6	45
Violence & Aggression Theory AM	-	2	-	2
Violence And Aggression	1	-	-	1
Violence And Aggression Breakaway	1	-	-	1
<b>Violence and Agression Total</b>	<b>159</b>	<b>165</b>	<b>115</b>	<b>439</b>
<b>Grand Total</b>	<b>2295</b>	<b>2547</b>	<b>2521</b>	<b>7363</b>