



Quarterly Workforce Report

Quarter 2

(July 2010 - September 2010)

Compiled by the Workforce Planning and
Modernisation Department
(December 2010)

Table of Contents

SECTION	HEADING/ SUB- HEADING	PAGE REFERENCE
Table of Contents		2
Introduction		3
Summary Tables and Charts	Summary Tables	5
	Summary Charts - Demographics	8
	Summary Charts - NHS Lothian	13
In-Post Staffing Figures	In-post Figures	16
	Medical Consultant Data	18
	Consultant PAs/EPAs	19
Vacancies	Vacancies Created	21
	Vacancies under recruitment	22
Staffing Costs	Workforce Costs	24
	Medical and Dental Consultant Costs	26
	Overtime	26
	Enhanced Pay Costs	28
	Training Grade Banding Payments	30
Staff Turnover	Number of Leavers/ Leaving Rate	31
	Reasons for Leaving	34
Staff Absence	Sickness Absence	36
	Other Leave	38
	All Absence	39
	Medical Absence	39
	Comparison with NHS Boards/ SHAs	40
	Comparison with other Industries/ Sectors	41
Supplementary Staffing	Directly Employed Locums	43
	Agency Locums	45
	Bank and Agency Staff	46
Temporary Staffing	Fixed Term Contracts	49
	Secondments	50
Training & Development	Attendance Statistics	53
Employee Relations	Disciplinary/ Grievance/ Bullying Cases	55
Appendix A	Table Comparing Staff Groups to Job Families	56

Introduction

NHS Lothian has been producing Quarterly Workforce Reports since 2004/05 as part of its approach to understanding and managing its workforce effectively. The purpose of this report is to provide staff members, directors, service managers, professional leads etc with a snapshot of the workforce, and its performance, following extensive data analysis from a wide range of sources. The data contained within the report can also be used as an evidence base for further work activity at various levels and across various sectors of the organisation.

This is the 2nd of this year's suite of Quarterly Workforce Reports for 2010/11. The data and information contained within this report refers to the Quarter 2 period only, ie July – September 2010.

While following the same format to that for Quarter 1, this report also contains an analysis of Scotland's population as well as that for the area served by NHS Lothian. In addition it includes data on sickness absence rates across other NHS Boards in Scotland, Strategic Health Authorities in England as well as that for various industries/sectors across the UK as a whole.

The timing of the publication of this report coincides with the unveiling by the Scottish Government of their spending plans and draft budget for 2011/12. Overall this suggests a cut of £1.2 Billion on that agreed for 2010/11. While the draft proposals suggest a real terms increase of 0.8% for Health, this is likely to be consumed due to increasing costs and demands for health services in the immediate future. As a result NHS Boards will still be required to demonstrate efficiencies while ensuring the delivery of quality services. Challenging times therefore remain for all NHS Boards in Scotland.

NHS Lothian will continue to deliver on its target for Local Reinvestment Plan (LRP) savings of £30m to be delivered in full in 2010/11.

The Quarterly Workforce Reports offer a wide array of data and information in support of further planning activity as well as the achievement of NHS Lothian's wider targets and objectives.

The Report will be saved on the intranet and internet and will be distributed as a web link. Previous reports can also be accessed via the web links below.

- <http://intranet.lothian.scot.nhs.uk/NHSLothian/Corporate/A-Z/WorkforcePlanning/Pages/NHSLothianQuarterlyReports.aspx>
- www.nhslothian.scot.nhs.uk/news/keydocuments/workforce_planning

The next Quarterly Report (Quarter 3) is due for publication in February 2011.

Summary Tables & Charts

The following tables and charts provide high level data and information for various components of the organisation. The tables are constructed in a way that not only provides basic data but allows for comparison across individual job family groups as well as across the Acute Sector and individual CHPs. More detailed information is contained within the individual chapters as referenced in the *Table of Contents* on page 2.

The following Summary Tables are provided:

- Table 1: Staffing Overview inc. Staffing Costs, Turnover and Absence by Job Family.
- Table 2: Staffing Overview incl. Staffing Costs, Turnover and Absence by Division/ CHP.
- Table 3: Supplementary Staffing Data by Job Family
- Table 4: Supplementary Staffing Data by Division/ CHLP
- Table 5: Temporary Staffing data and Employee Relations Cases by Job Family
- Table 6: Temporary Staffing Data and Employee Relation Cases by Division/ CHP

The following high level charts are also provided:

Population Profile

- Chart 1: Scotland's Population Profile (1999 -2009)
- Chart 2 : Projected percentage change in the population, by NHS board area, 2008-2033
- Chart 3: Estimated population of Scotland by age and sex
- Chart 4: NHS Lothian Board Area Gender population Profile by Age
- Chart 5: Projected Population for Scotland by Gender
- Chart 6: Projected Population for NHS Lothian Board Area, by Gender
- Chart 7: NHS Lothian Employee profile matched to Board Area Gender split

Workforce Profile

- Chart 8: NHS Lothian's Workforce Profile by Job Family
- Chart 9: NHS Lothian's Workforce Profile by Age Group and Gender
- Chart 10: NHS Lothian's Workforce Profile by Job Family and Gender
- Chart 11: NHS Lothian's Work Profile by Job Family
- Chart 12: NHS Lothian's Workforce Profile by Pay Band/ Group and Gender

SUMMARY TABLES

Table 1: Staffing Overview incl. Staffing Costs, Turnover and Absence by Job Family.

Job Family	Quarter 2 In - Post (Av WTE)	Vacancies Created in Quarter 2 (Av WTE)	Total Gross Charge	Overtime Costs	Enhanced Pay Costs	Turnover (%) for Quarter 2	Sickness Absence Rate (%)	All Absence Rate
Medic & Dental	1,841.10	12.85	£ 44,892,712	£ -	£ 8,278	3.32	1.12	2.72
Medical & Dental Support	211.27	5.43	£ 1,664,899	£ 25,035	£ 1,788,598	1.81	6.17	6.97
Nursing/Midwifery 1-4	2,562.25	16.44	£ 14,753,676	£ 33,014	£ 5,082,732	2.43	7.35	9.37
Nursing/Midwifery 5+	6,688.23	32.96	£ 65,622,009	£ 361,649	£ 42,320	1.66	4.65	7.27
Allied Health Profession	1,425.28	18.33	£ 13,467,934	£ 138,433	£ 26,015	3.68	2.64	4.96
Health Science Services	772.65	4.18	£ 7,477,723	£ 64,349	£ 14,295	1.45	2.83	3.67
Other Therapeutic	499.31	6.29	£ 5,167,247	£ 15,640	£ 237	4.69	2.67	4.27
Personal and Social Care	89.68	0.03	£ 1,078,620	£ -	£ 210,955	0.84	1.40	3.15
Administrative Services	2,978.33	8.90	£ 19,360,510	£ 133,234	£ -	2.66	3.74	4.82
Executive	168.95	0.03	£ 3,396,011	£ -	£ 986,078	1.72	1.62	2.24
Support Services	2,046.79	3.41	£ 11,491,120	£ 527,140	£ 5,262	2.33	6.91	8.22
Emergency Services	2.26	0.00	£ 15,720	£ -	£ -	28.57	2.18	2.18
Board	17.57	0.00	£ 57,586	£ -	£ -	0	0.00	0.00
Grand Total	19,303.67	109.45	£ 188,445,767	£ 1,298,494	£ 8,164,770	2.39	4.41	6.30

Table 2: Staffing Overview incl. Staffing Costs, Turnover and Absence by Division/ CHP.

Division/CHP	Quarter 2 In - Post (Av WTE)	Vacancies Created in Quarter 2 (Av WTE)	Total Gross Charge	Overtime Costs	Enhanced Pay Costs	Medical Trainee Banding Payments	Turnover (%) for Quarter 2	Sickness Absence Rate (%)	All Absence Rate	Medical Sickness Absence Rate (%)
Acute	9,844.96	51.91	£ 108,219,888	£ 653,197	£ 4,011,088	£ 3,327,156	2.31	3.97	5.94	0.80
Corporate and Facilities	4,158.06	11.44	£ 30,550,174	£ 576,938	£ 1,642,341	£ 16,299	2.44	5.20	6.49	0
East Lothian CHP	617.98	4.42	£ 6,088,009	£ 8,585	£ 528,808	£ 22,908	3.00	5.20	7.08	5.48
Edinburgh CHP	1,856.93	17.87	£ 16,827,927	£ 26,965	£ 743,246	£ 34,879	2.78	4.18	5.91	2.06
REAS	985.62	11.49	£ 9,676,481	£ 4,483	£ 553,328	£ 150,517	2.72	5.35	8.74	2.66
Mid Lothian CHP	802.43	5.38	£ 7,657,463	£ 17,829	£ 320,530	£ 34,399	1.56	3.85	5.34	3.71
West Lothian CHP	1,037.70	6.95	£ 9,425,825	£ 10,497	£ 365,429	£ 33,688	2.12	5.27	7.76	1.91
Grand Total	19,303.68	109.45	£ 188,445,767	£ 1,298,494	£ 8,164,770	£ 3,619,847	2.39	4.41	6.30	1.11

Table 3: Supplementary Staffing Data by Job Family

Job Family	Directly Employed Locums (Av WTE)	Directly Employed Locum Costs	Agency Locums (Av WTE)	Agency Locum Costs	Nurse Bank Expenditure*	Nurse Agency Expenditure*
Medic & Dental	33.00	£ 907,877	28.47	£ 1,089,091	£ -	£ -
Medical & Dental Support	0	£ -	0	£ -	£ -	£ -
Nursing/Midwifery 1-4	0	£ -	0	£ -	£ 1,295,687	£ 206
Nursing/Midwifery 5+	0	£ -	0	£ -	£ 1,580,067	£ 262,582
Allied Health Profession	0	£ -	0	£ -	£ -	£ -
Health Science Services	0	£ -	0	£ -	£ -	£ -
Other Therapeutic	0	£ -	0	£ -	£ -	£ -
Personal and Social Care	0	£ -	0	£ -	£ -	£ -
Administrative Services	0	£ -	0	£ -	£ 128,526	£ -
Executive	0	£ -	0	£ -	£ -	£ -
Support Services	0	£ -	0	£ -	£ -	£ -
Emergency Services	0	£ -	0	£ -	£ -	£ -
Grand Total	33.00	£907,877	28.47	£1,089,091	£ 3,004,280	£ 262,788

*Takes account of accrual

Table 4: Supplementary Staffing Data by Division/ CHLP

Division/CHP	Directly Employed Locums (Av WTE)	Directly Employed Locum Costs	Agency Locums (Av WTE)	Agency Locum Costs	Nurse Bank Expenditure*	Nurse Agency Expenditure
Acute	27.34	£ 770,204	23.37	£ 887,346	£ 1,382,330	£ 241,568
Corporate and Facilities	1.09	£ 24,466	0.00	£ -	£ 104,786	£ -
East Lothian CHP	1.33	£ 42,048	0.00	£ -	£ 205,469	£ 21,220
Edinburgh CHP	0.71	£ 14,641	0.00	£ -	£ 512,359	£ -
REAS	0.75	£ 21,062	4.47	£ 170,454	£ 366,642	£ -
Mid Lothian CHP	1.26	£ 28,485	0.63	£ 31,292	£ 328,329	£ -
West Lothian CHP	0.51	£ 6,972	0.00	£ -	£ 104,366	£ -
Grand Total	33.00	£ 907,877	28.47	£ 1,089,092	£ 3,004,280	£ 262,788

*Takes account of accrual

Table 5: Temporary Staffing data and Employee Relations Cases by Job Family

Job Family	Fixed Term Contracts (Q2 Av.)	Secondments	Disciplinary Cases	Grievance Cases	Dignity at WorkCases
Medic & Dental	6.97	0	0	2	0
Medical & Dental Support	10.20	0	1	0	1
Nursing/Midwifery 1-4	16.63	0	3	0	6
Nursing/Midwifery 5+	74.17	14.9	8	3	9
Allied Health Profession	33.15	2.03	0	0	4
Health Science Services	9.12	0.48	0	1	0
Other Therapeutic	30.45	0.4	3	0	0
Personal and Social Care	8.12	0	0	0	0
Administrative Services	76.37	0	8	1	3
Executive	2.00	0	0	0	0
Support Services	14.67	0	21	3	12
Emergency Services	0.00	0	0	0	0
Grand Total	281.85	17.81	44	10	35

Table 6: Temporary Staffing Data and Employee Relation Cases by Division/ CHP

Division/CHP	Fixed Term Contracts (Q2 Av.)	Secondments	Disciplinary Cases	Grievance Cases	Dignity at WorkCases
Acute	94.01	5.7	9	8	8
Corporate and Facilities	88.97	3	26	2	5
East Lothian CHP	10.13	0	0	0	0
Edinburgh CHP	33.77	7.18	4	0	8
REAS	27.20	1.08	3	0	14
Mid Lothian CHP	8.47	0.53	1	0	0
West Lothian CHP	19.30	0.32	1	0	0
Grand Total	281.85	17.81	44	10	35

SUMMARY CHARTS – Population Profile

The Population of Scotland

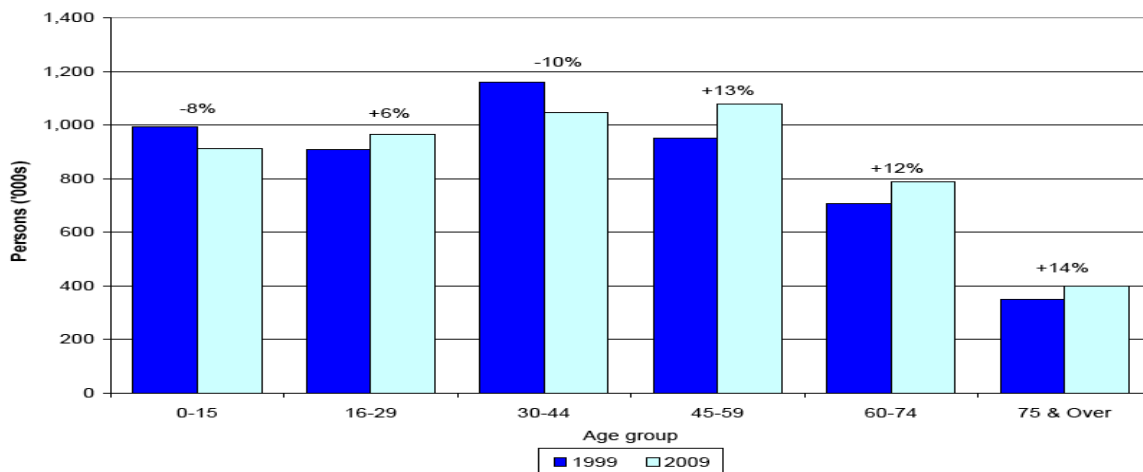
According to the General Register for Scotland (2010) the estimated population of Scotland on 30 June 2009 was 5,194,000, the highest since 1979. This represents an increase of 25,500 on the previous year.

This is the seventh year in a row that the Scottish population has increased and most of the increase was because more people migrated into Scotland from overseas and the rest of the UK than left.

The changing age structure of Scotland's population, 1999-2009

The chart below shows the change in age profile for Scotland in the last decade. Changes in different age groups will have different social and economic impacts. For example, increases in the elderly population are likely to place a greater demand on health and social services.

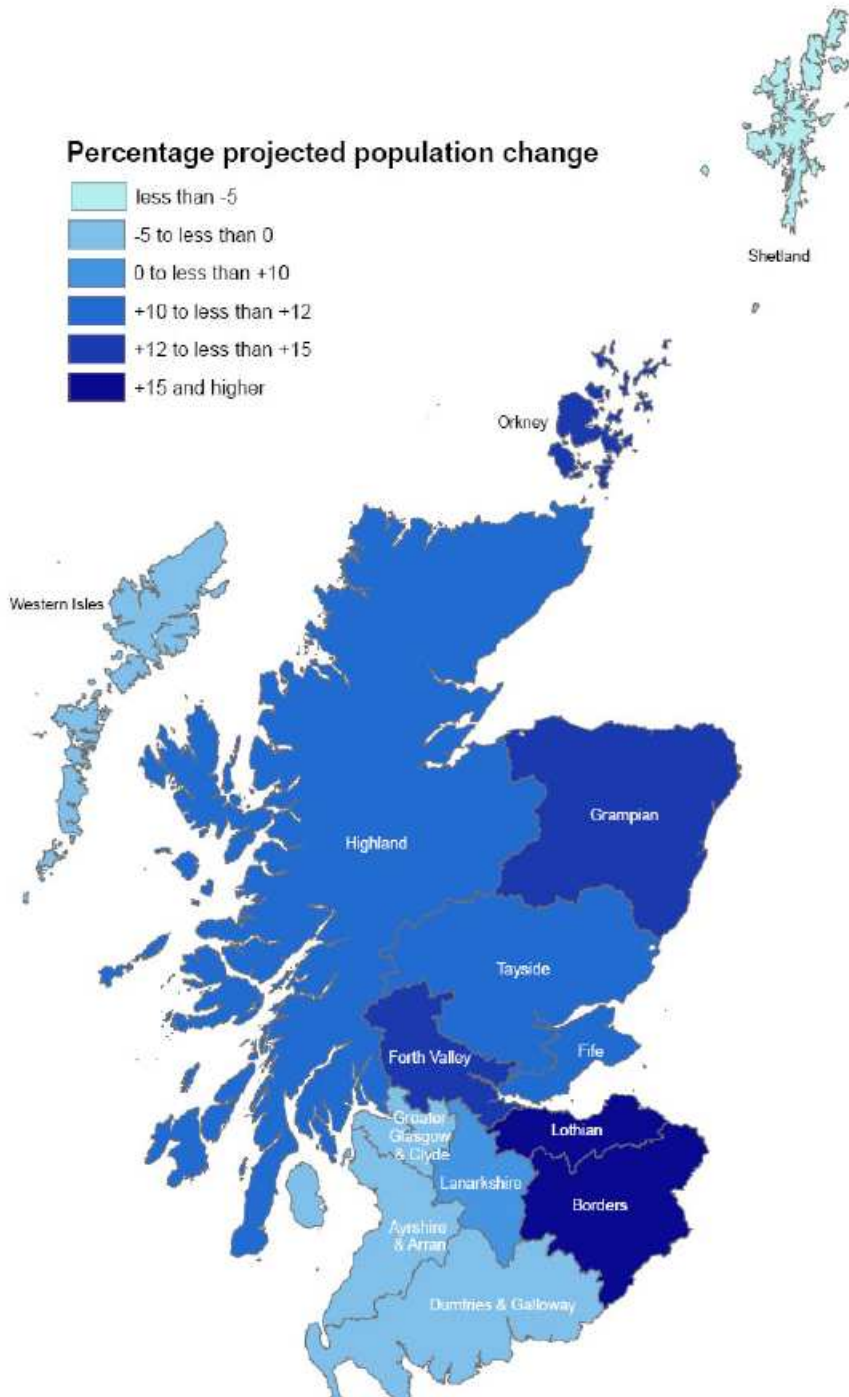
Chart 1: Scotland's Population Profile (1999 -2009)



Projected percentage change in the population

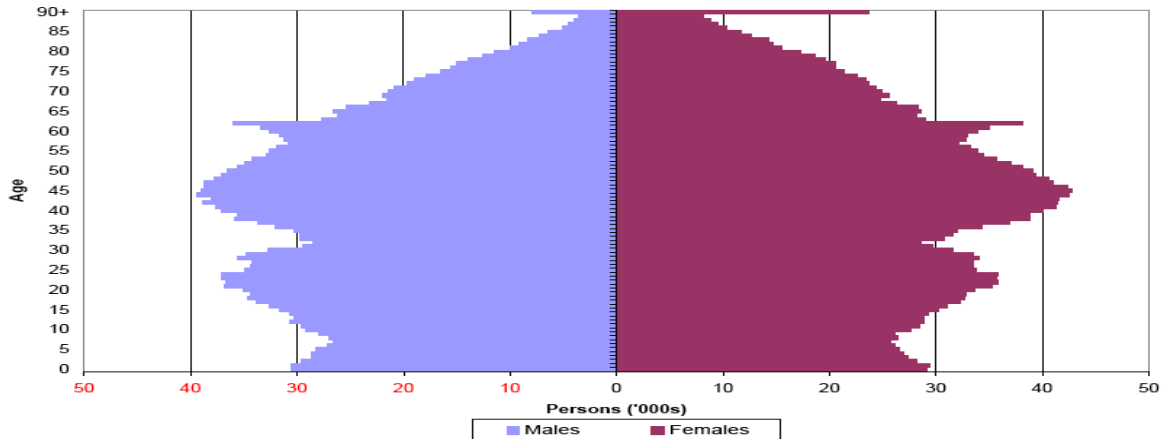
The map below indicates the predicted population changes across Scotland over the next 25 years. This shows significant future growth across the Lothian's and again this is likely to have a significant impact on future health service design as well as how and where future services are delivered

Chart 2: Projected percentage change in the population, by NHS board area, 2008-2033 (Map)



Understanding the gender composition of the population is an important aspect in support of future workforce planning. Scotland's current population profile is shown below.

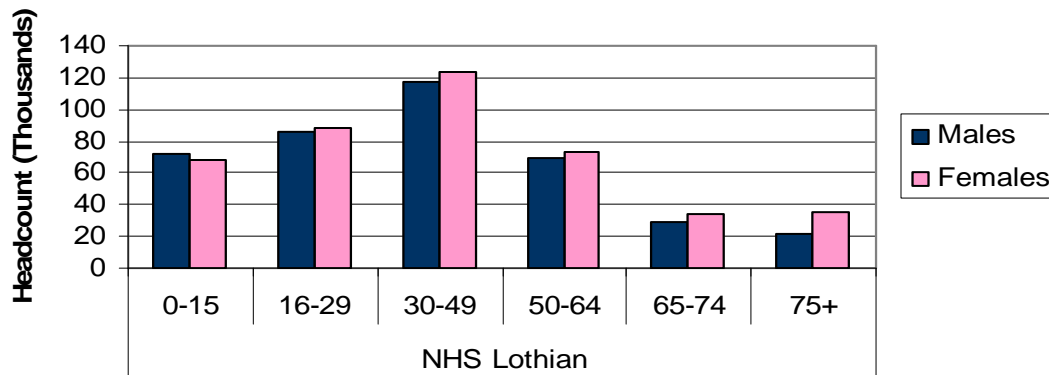
Chart 3: Estimated population of Scotland by age and sex, 30 June 2009



The current population profile served by NHS Lothian is outlined in the table below.

Chart 4: NHS Lothian Board Area Gender population Profile by Age

NHS Lothian Board Area Population by Age Group and Gender



The above charts clearly demonstrate that there are more women than men in Scotland and that Scotland's population as a whole is aging.

Future trends suggest that this will continue to place further pressure on health systems to implement service redesign as well as improved service delivery.

The projected population by gender for Scotland and for the NHS Lothian Board area are outlined in the following charts.

Chart 5: Projected Population for Scotland by Gender

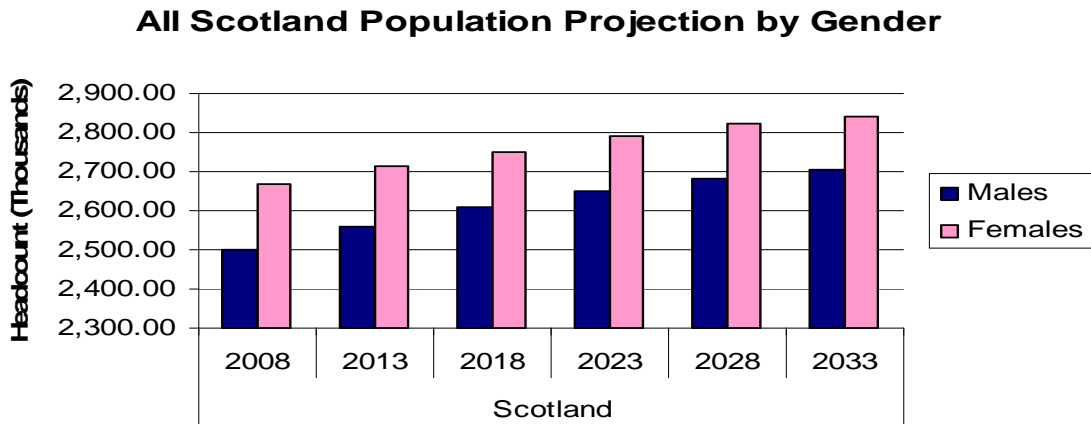
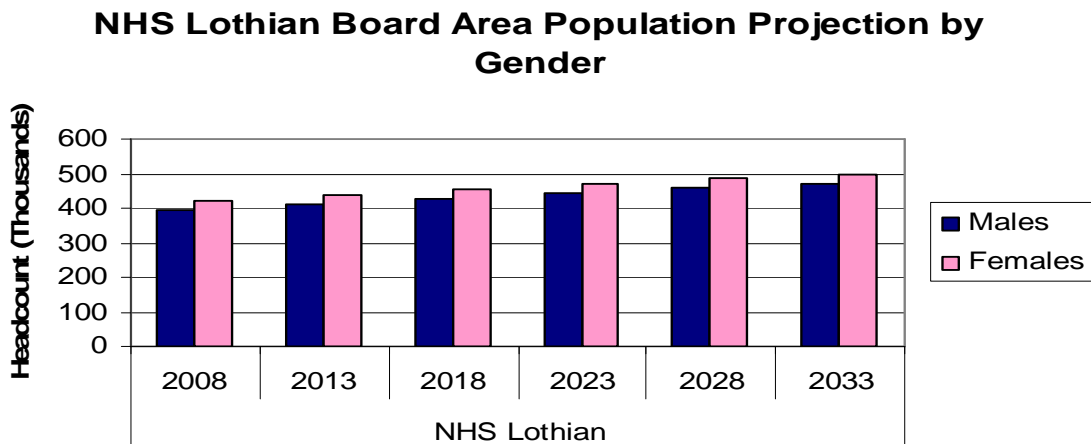


Chart 6: Projected Population for NHS Lothian Board Area, by Gender

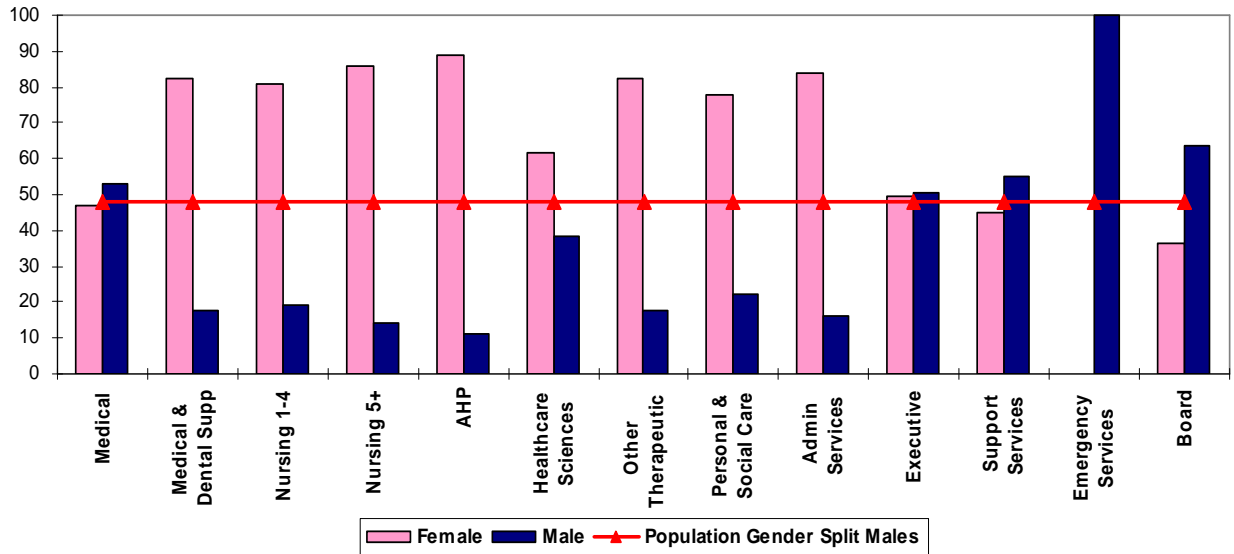


While both of the above charts suggest that there will continue to be more females than males over the next 25 years, the ratio of females to males within the NHS Lothian area is much closer that that for Scotland as a whole.

The male population across the Lothian area amounts to approximately 48% of the total population. The following chart plots this ratio against the employee profile for NHS Lothian which is expressed by individual Job Families.

Chart 7: NHS Lothian Employee profile matched to Board Area Gender split

NHS Lothian Gender Split by Job Family (with Board Area Gender split included) - June 2009



SUMMARY CHARTS – Workforce Profile

In addition to the above tables, the following charts detail NHS Lothian's workforce profile **as at September 2010**. As we work towards a step change in our approach to workforce planning, it is imperative that we understand our current baseline and trends so that we can begin to plan changes in the future. These charts will also be of interest to individual services, departments, professional groups etc, as they will be able to compare their local profile with that of the organisation overall.

Chart 8: NHS Lothian's Workforce Profile by job Family

A breakdown of NHS Lothian's In-post data as at September 2010 is shown below.

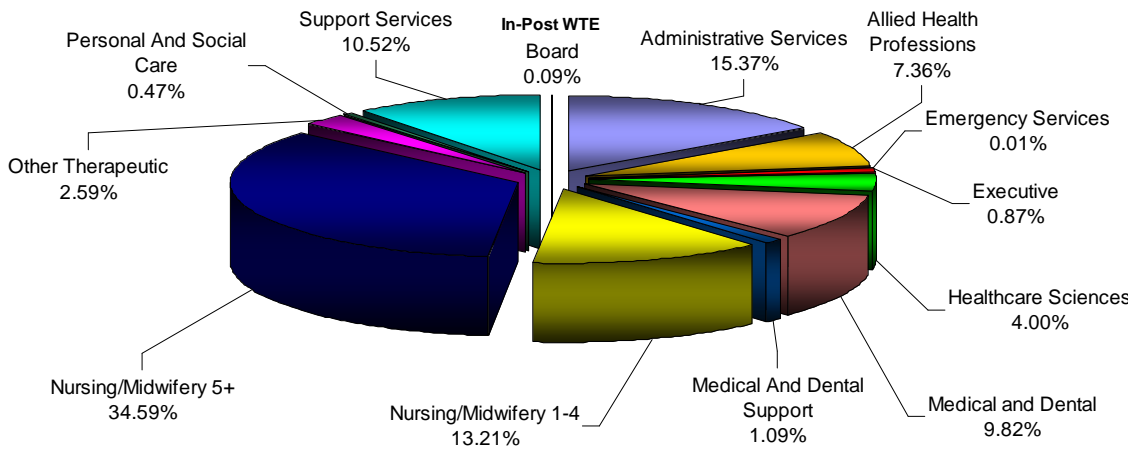


Chart 9: NHS Lothian's Workforce Profile by Age Group and Gender

The bar chart below shows that NHS Lothian's workforce is largely female in character forming 75% of the total workforce. In addition over 47% of the total workforce are aged 45 years and over (16% are aged 55 years +).

NHS Lothian - Age and Gender Profile as at Sep 2010

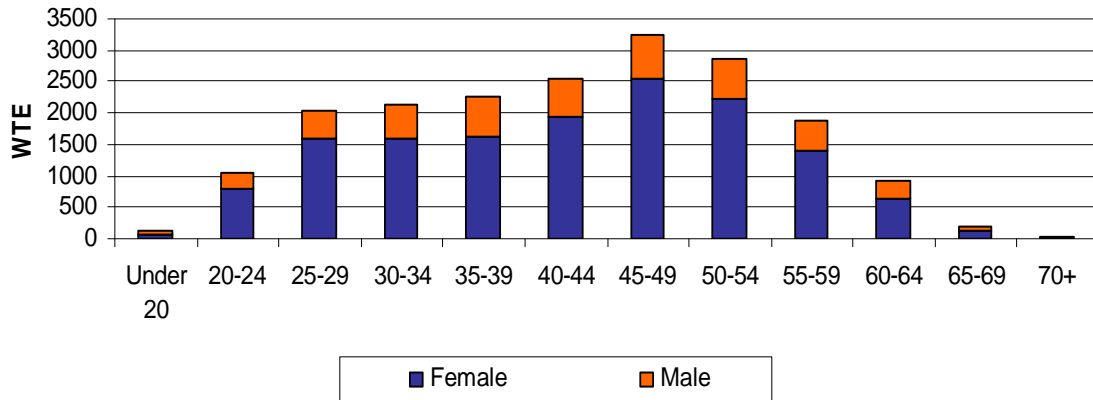


Chart 10: NHS Lothian's Workforce Profile by Job Family and Gender.

The Nursing and Midwifery 5+ Job Family is the largest and accounts for over 34% of the total workforce. The combined Nursing and Midwifery workforce accounts for approximately 47% of the total workforce. The next highest group is Administrative Services staff which accounts for 16% of the total workforce. The Medical & Dental and Support Services job families have a greater proportion of male to female employees at 52% and 54% respectively.

NHS Lothian - Gender Profile by Job Family (As at Sept 2010)

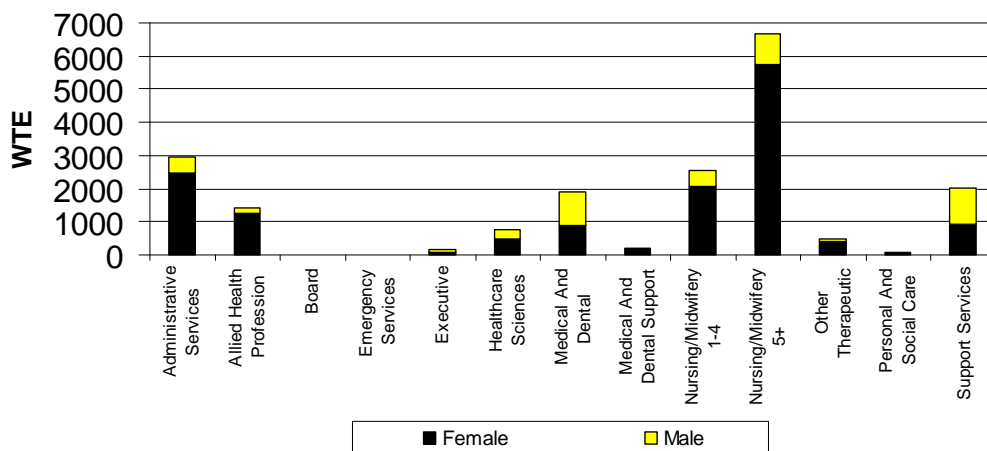


Chart 11: NHS Lothian's Work Profile by Job Family (Sept 2010)

The graph below illustrates the varying degrees of part time working within different Job Families across the organisation. For example it shows that 11% of Medical and Dental

staff work on a less than full time basis, whereas 53% of non-registered nurses work on a part time basis while 94% of Executive staff work on a full-time basis. Across all Agenda for Change Job Families, approximately 35% of that workforce work part time.

NHS Lothian Work Profile by Job Family

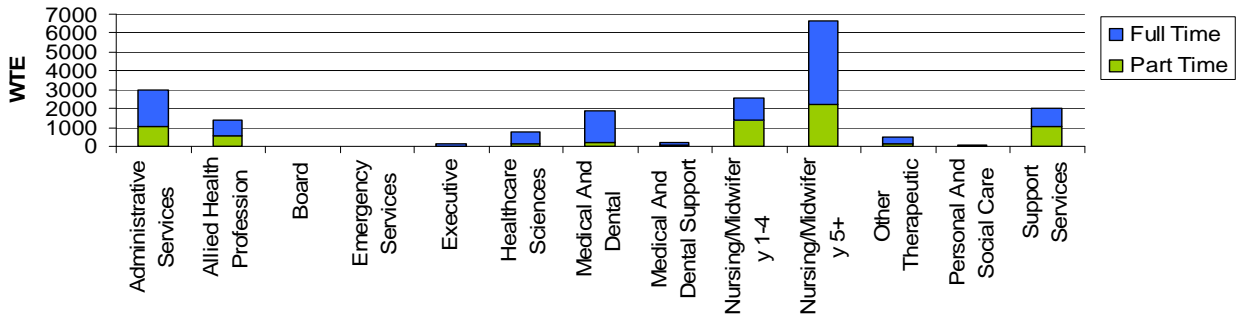
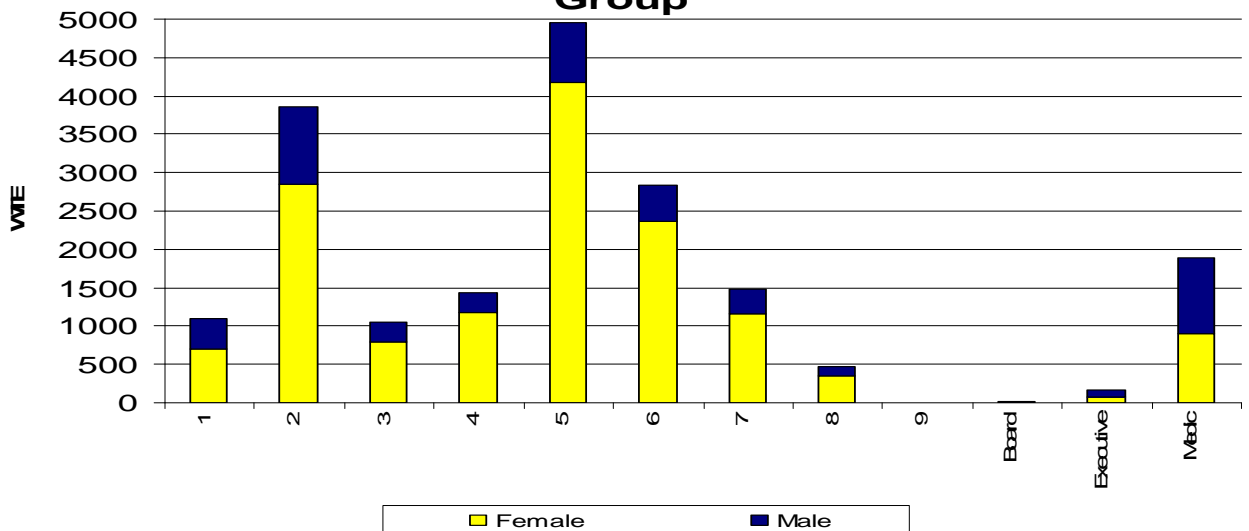


Chart 12: Workforce Profile by Pay Band/ Group and by Gender

Of the workforce on Agenda for Change contracts, almost 60% are employed at Band 5 and above. Staff paid on Executive grades form less than 1% of the total NHS Lothian workforce. The highest proportion of female employees falls within AfC Band 5, this being largely made up of registered nurses. The largest proportion of male employees falls within the 'Board' staff group which represents those Non-executive Board Members of NHS Lothian.

NHS Lothian Gender Profile by Pay Band/ Group



Chapter 1 In-Post Staffing

Headlines

- Q2 Average In-Post figure up by 157 WTE on same period last year.
- Q2 Average In-Post figure is down by 337 WTE compared with Q4 2009/10 period.

More specifically when comparing against Q4 2009/10 Data:

- Nursing 5+ Job Family down by 133 WTE
- Nursing 1-4 Job Family down by 102 WTE
- Admin Services workforce down by 51 WTE
- Medical & Dental Workforce up by 5 WTE
- The Acute Sector accounts for 50% of the overall in-post data.

1.1 Staffing In-Post Figures

NHS Lothian employed on average 19,303 whole time equivalent (WTE) during Quarter 2 of 2010/11.

The table below shows the workforce split by job family as well as by individual CHP/Division. This shows that just over 50% of the total workforce is employed within the Acute Division of NHS Lothian.

Table 7: Breakdown of Workforce by Job Family - Q2 Period – Av WTE (July – Sept)

Job Family	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	Quarter Average
Medic and Dental	1,525.46	35.96	35.89	55.11	81.76	39.55	67.37	1,841.10
Medical and Dental Support	83.01	-	-	-	-	-	128.26	211.27
Nursing/Midwifery 1-4	1,199.87	294.98	145.50	340.85	237.51	160.66	182.89	2,562.25
Nursing/Midwifery 5+	3,967.30	453.74	269.49	829.89	407.26	400.67	359.89	6,688.23
Allied Health Profession	744.43	37.65	18.23	302.85	71.60	104.33	146.19	1,425.28
Health Science Services	730.94	15.46	-	21.98	1.00	0.67	2.60	772.65
Other Therapeutic	309.87	9.54	13.35	23.38	98.91	22.51	21.75	499.31
Personal and social care	7.40	33.38	27.54	11.35	-	3.00	7.02	89.68
Administrative Services	1,133.96	1,262.01	82.15	240.74	85.58	61.06	112.82	2,978.33
Executive	12.77	138.38	1.00	8.96	1.00	2.00	4.83	168.95
Support Services	129.96	1,859.40	22.55	21.83	1.00	7.98	4.08	2,046.79
Emergency Services	-	-	2.26	-	-	-	-	2.26
Board	-	17.57	-	-	-	-	-	17.57
Total	9,844.96	4,158.06	617.98	1,856.93	985.62	802.43	1,037.70	19,303.67

(Note: Nurse Bank is recorded under 'Corporate and Facilities' before subsequently being re-charged.)

Chart 13: Staff in Post Data – Historical Trend 2004 – 2010.

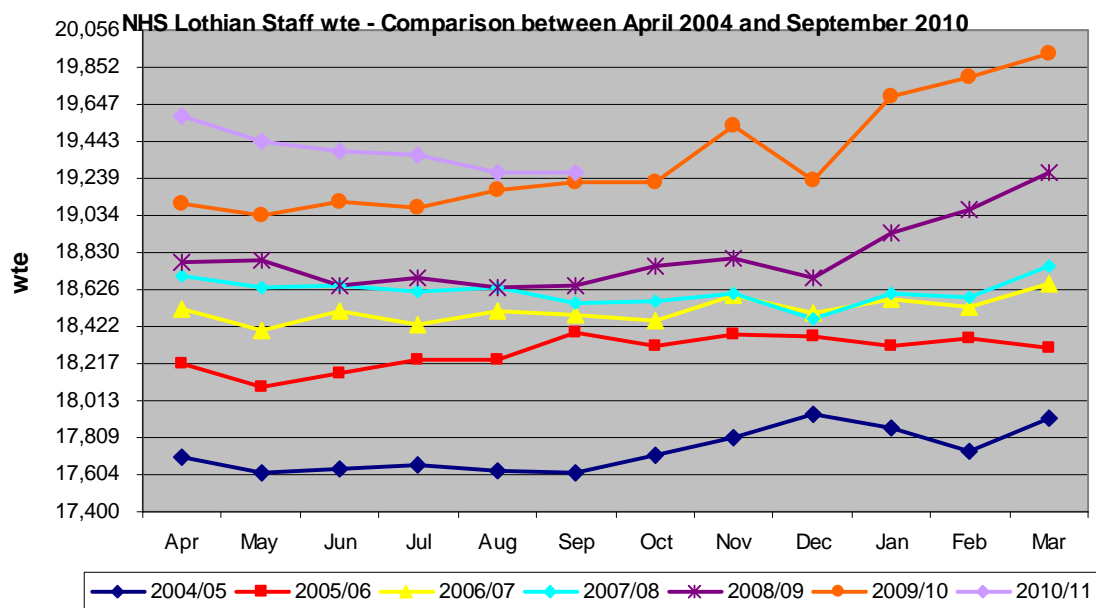


Table 8: 2009/10 Workforce YTD Av Comparison – Q2 Period – 2009/10 and 2010/11

Job Family	Q2 2009/10	Q2 2010/11	Difference	% of Difference
Medic and Dental	1,793.38	1,841.10	47.73	2.66
Medical and Dental Support	199.56	211.27	11.71	5.87
Nursing/Midwifery 1-4	2,615.50	2,562.25	-53.25	-2.04
Nursing/Midwifery 5+	6,640.48	6,688.23	47.75	0.72
Allied Health Profession	1,396.90	1,425.28	28.39	2.03
Health Science Services	765.68	772.65	6.97	0.91
Other Therapeutic	490.60	499.31	8.71	1.78
Personal and social care	71.58	89.68	18.10	25.29
Administrative Services	2,972.35	2,978.33	5.98	0.20
Executive	184.61	168.95	-15.66	-8.48
Support Services	1,997.34	2,046.79	49.44	2.48
Emergency Services	2.25	2.26	0.01	0.59
Board	18.00	17.57	-0.43	-2.41
Total	19,148.22	19,303.67	155.45	0.81

The Year to Date (YTD) in-post WTE average for Q2 2010/11 compared to Q2 2009/10 has increased by 155.45 WTE (0.81%). Within that same period Executive Staff have decreased by 15.66 WTE (8.48%) while Nursing/ Midwifery 1-4 staff have reduced by 53.25 WTE (2.04%). (Nurse Bank resource is reported within the Corporate and Facilities Job Family element of the workforce.)

1.2 Medical Consultant Data

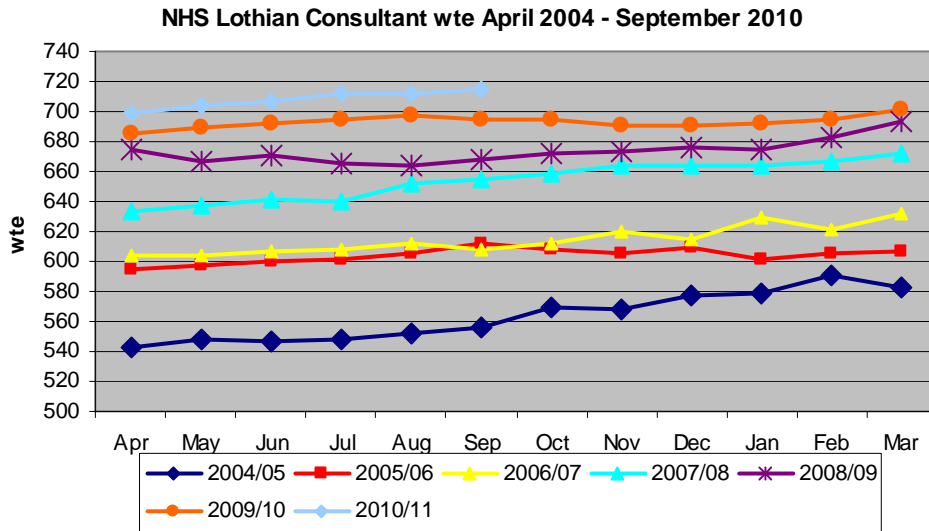
The following table shows the split of the Consultant workforce across all Sectors within the organisation. In total 84% of Consultants are coded to the Acute Sector.

Table 9: Consultant Workforce by Sector

Division/Service	July	August	September	Q2 Av. WTE
Acute	597.58	600.6	603.42	600.53
Corporate	18.88	18.79	18.98	18.88
East Lothian CHP	7.92	7.92	7.92	7.92
Edinburgh CHP	16.49	14.85	15.03	15.46
REAS	36.82	36.38	35.82	36.34
Mid Lothian CHP	23.03	22.8	21.75	22.53
West Lothian CHP	11.22	11.22	11.22	11.22
Total	711.94	712.56	714.14	712.88

The following graph offers contextual information in the form of trend data over the last seven years.

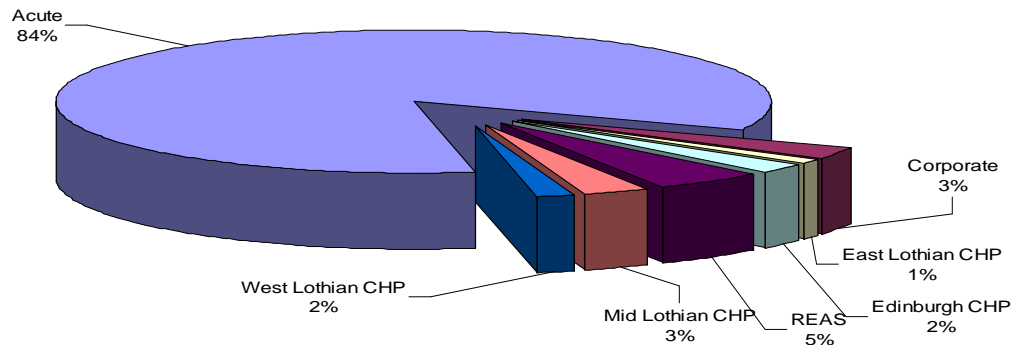
Chart 14: Consultant Data - Historical Data



The following chart illustrates the distribution of the 712.88 WTE (YTD Average) consultant workforce within NHS Lothian. (This does not include University employed honorary consultant staff.)

Chart 15: Distribution of Consultant Data

Distribution of Consultants from July - September 2010 (Av. WTE)



1.3 Consultant PAs

In addition to this information the Workforce Planning Team is now able to provide details of Programmed Activities (PAs) and Extra Programmed Activities (EPAs). In accordance with the consultant contract as at 1st April 2005, a consultant is now contracted to work 10 PAs during a week (a PA is made up of a 4 hour period). Any hours over these 10 PAs (for a full time consultant) maybe worked as *Extra Programmed Activities* – these have to be agreed as part of the Job Planning process.

As at September 2010, the number of DCC PAs has increased by 303 since September 2007 to 4,182. However when compared with figures as at September of last year the figure has dropped by 386 – a drop of 8.5%. During the same period SPAs have increased by 91 (5.9%).

The total number of PAs (incl. EPAs) is 6,972, a decrease of 4.3% on data as at September 2009 (down by 5% when excluding EPAs).

The total amount of EPAs is up by 2.5%.

Table 10: Breakdown of PAs and EPAs

Period	Total PA's including EPA's	Total PA's exclud EPA's	Total DCC and OOH PAs	SPA's	DCC PA's	OOH PA's	Other External Duties PA's	EPA's	% of DCC & OOHs & % of DCC EPAs & OCH against Total PA's(Inc EPAs)	
									% of DCC & OOHs against Total PA's(Inc EPAs)	% of DCC & OCH against Total PA's(Exc EPAs)
Sep-07	6,641	5,873	4,365	1,454	3,879	487	54	769	77%	74%
Sep-08	6,945	6,178	4,608	1,441	4,189	419	129	768	77%	75%
Sep-09	7,376	6,621	4,932	1,535	4,568	365	154	755	77%	74%
Sep-10	6,972	6,198	4,587	1,444	4,182	405	168	774	77%	74%

The following table outlines the breakdown of PAs by CMT/CHP.

Table 11: Breakdown by CMT/CHP

CMT/CHP	Total PA's exclud EPA's	Other External				
		SPA's	DCC PA's	OOH PA's	Duties PA's	EPA's
Cancer	350.9	74.6	259.4	7.9	9.1	37.5
Cardio	210.0	52.5	132.0	25.5	-	47.0
Clinical Support	722.0	164.5	535.8	5.0	16.8	85.0
Critical Care	280.0	67.0	141.0	51.5	20.5	34.0
Dcn Neurosciences	147.0	35.5	92.8	16.8	2.0	26.0
General Medicine	690.8	162.5	437.5	62.5	28.3	94.0
General Surgery	522.0	117.8	379.3	11.5	13.5	96.5
Head and Neck	410.7	83.8	302.6	19.9	4.5	26.0
MSK	284.5	70.9	192.1	12.0	9.5	27.5
Theatres & Anaesthetics	849.0	198.8	552.2	75.6	22.5	91.0
Women & Children	916.0	215.8	570.5	107.8	22.0	140.0
Acute Total	5,382.9	1,243.5	3,595.0	395.8	148.6	704.5
Corporate & Facilities	90.5	20.6	62.0	5.9	2.0	8.0
East Lothian	56.0	14.0	41.0	1.0		7.0
Edinburgh CHP	142.0	34.5	106.8	0.8		13.0
Mid Lothian CHP	279.0	72.5	202.5	1.0	3.0	29.5
REAS	166.0	38.5	116.5	-	11.0	7.5
West Lothian CHP	82.0	20.5	58.0	0.5	3.0	4.0
Grand Total	6,198.4	1,444.1	4,181.8	404.9	167.6	773.5

Chapter 2 Vacancies

Headlines

- The average number of vacancies created in Quarter 2 is down by 59% on the same period in 2009/10.
- The average number of vacancies under recruitment has also fallen, down by 42% when compared with Quarter 4 (Jan-March 2010)
- Average WTE vacancies created during Q2 = 109.45 WTE
- Average WTE vacancies under recruitment during Q2 = 218.28 WTE

2.1 Vacancies Created

This section provides data on the number of vacancies created during Quarter 2 of 2010/11. Further information is also offered on the total number of vacancies currently under recruitment for all staff groups including medical staff.

Table 12: Vacancies Created in each month (July – September 2010) by Job Family

Job Family				Total Vacancies	
	July	August	September	Created	Average WTE
Medical & Dental	16.43	8.55	13.58	38.55	12.85
Medical & Dental Support	1.29	2.00	13.00	16.29	5.43
Nursing/ Midwifery 1-4	16.17	20.09	13.07	49.33	16.44
Nursing/ Midwifery 5+	39.03	24.83	35.01	98.87	32.96
Allied Health Professions	13.93	16.28	24.77	54.98	18.33
Health Science Services	2.54	1.00	9.00	12.54	4.18
Other Therapeutic	3.00	10.78	5.10	18.88	6.29
Personal and Social Care	1.00			1.00	0.33
Administrative Services	7.72	5.53	13.44	26.69	8.90
Executive		1.00		1.00	0.33
Support Services	2.00	3.33	4.89	10.22	3.41
Grand Total	103.11	93.38	131.86	328.35	109.45

The number of vacancies created per month increased by 28.24 WTE between July and September 2010, an increase of 27%. However when we compare the quarterly average figures the number of vacancies created during Quarter 2 of 2010/11 has decreased by 22.36 WTE, a fall of 17%. This downward trend suggests that generally vacancies are being managed appropriately in line with efficiency targets.

The table below indicates that in comparison with the previous quarter, the total number of vacancies during Quarter 2 fell by a total of 67.08 WTE to 328.35 WTE. However it also indicates a rise in overall vacancies created for the month of September as well as an increase in the average number of vacancies created across certain CHPs for the period.

Table 13: Vacancies Created in each month (July – September 2010) by Division/ CHP

Division/ CHP				Total	Average WTE
	July	August	September	Vacancies created	
Acute Corp	43.39	41.02	71.33	155.74	51.91
East Lothian CHP	8.69	9.73	15.89	34.31	11.44
Edinburgh CHP	6.59	5.83	0.83	13.25	4.42
REAS	19.36	11.73	22.51	53.60	17.87
Midlothian CHP	11.40	13.86	9.20	34.46	11.49
West Lothian CHP	4.28	7.32	4.53	16.13	5.38
Grand Total	103.11	93.38	131.86	328.35	109.45

The table below provides a comparison of vacancies with Quarter 2 in 2009/10. This demonstrates the significant reduction in the number of vacancies created - a fall of almost 60%.

Table 14: Comparison of Quarter 2 Vacancies

Job Family	Q2 2009/10	Q2 2010/11	Difference wte	% of Difference
Medic & Dental	20.10	12.85	-7.25	-36.08
Medical & Dental Support	0.19	5.43	5.24	2,775.29
Nursing/Midwifery 1-4	35.81	16.44	-19.36	-54.08
Nursing/Midwifery 5+	95.38	32.96	-62.42	-65.45
Allied Health Profession	38.66	18.33	-20.34	-52.60
Health Science Services	12.31	4.18	-8.13	-66.04
Other Therapeutic	9.11	6.29	-2.82	-30.91
Personal and Social Care	-	0.33	0.33	-
Administrative Services	43.23	8.90	-34.34	-79.42
Executive	0.33	0.33	-	-
Support Services	9.29	3.41	-5.88	-63.33
Total Average WTE	264.42	109.45	-154.97	-58.61

This figure is expected to reduce slightly prior to remaining relatively static.

2.2 Vacancies under Recruitment

The following table outlines the overall number of vacancies in the system, ie not just those created in a particular month. The table indicates that while overall vacancies increased in the month of September, the Quarterly Average figure has fallen from 255.88 in Quarter 1 to 218.28 for Quarter 2, a fall of 15%.

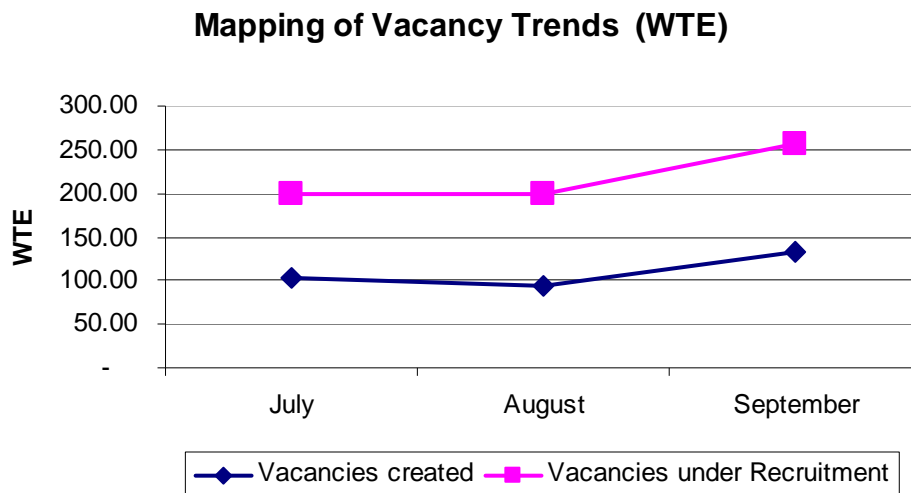
Due to the way this information is collected it is not possible to split this data into Job Family – instead these are reported under ‘Whitley’ categories.

Table 15: Vacancies under Recruitment (July - September)

Whitley/ Staff Category	July	August	September	Q2 Av. WTE
Medical and Dental	31.88	24.98	23.45	26.77
Nurse Registered	61.30	57.33	71.81	63.48
Nurse Non Registered	28.40	40.33	47.33	38.69
AHP	35.43	40.85	55.37	43.88
Pharmacy	4.00	4.00	3.00	3.67
PTB	9.45	3.00	5.50	5.98
Scientific and Professional	5.54	8.50	19.60	11.21
Admin and Clerical	18.31	13.13	24.15	18.53
Executive	0.00	1.00	0.00	0.33
Ancillary	5.29	4.07	6.87	5.41
Maintenance	0.00	1.00	0.00	0.33
Total	199.59	198.18	257.08	218.28

The graph below maps both the trend for 'Vacancies Created' as well as 'Vacancies under Recruitment' for the Quarter 2 period.

Chart 16: Comparison of Vacancies



Chapter 3 Staffing Costs

Headlines:

Staffing Costs for Quarter 2:

- Workforce Costs account for approximately 70% of total NHS Lothian budget.
- Quarter 2 Workforce Expenditure = c£188 Million
- Quarter 2 Workforce costs up by £3.45 Million on same period last year.
- N&M account for 43% of NHS Lothian's pay bill
- Acute sector accounts for 57% of NHS Lothian's pay bill
- Overtime expenditure for Quarter 2 totalled c£1.3 Million
- Enhanced Pay Costs for Quarter 2 totalled c£8.2Million
- Training Grade Banding Payments were c£3.6 Million

3.1 Workforce Expenditure

The information contained within the following tables represent the Gross Charge to NHS Lothian and includes all employers' costs and additional payroll costs such as overtime and shift premiums, details of which are included later in this report. Note: These figures exclude distinction awards and agency expenditure.

The total workforce expenditure for Quarter 2 2010/11 was c£188 Million, representing an increase of 1.87% on the overall workforce bill when compared with Quarter 2 in 2009/10. This data is split across individual Job Families, Divisions and CHPs and is outlined in the tables below.

Table 16: Quarter 2 Workforce Expenditure by Job Family and Division/CHP

Job Family	Division/CHP							Quarter Total
	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	
Medic and Dental	£ 37,027,438	£ 955,610	£ 983,339	£ 1,421,856	£2,046,766	£ 1,054,879	£ 1,402,824	£ 44,892,712
Medical and Dental Support	£ 776,403	£ -	£ -	£ -	£ -	£ -	£ 888,496	£ 1,664,899
Nursing/Midwifery 1-4	£ 6,603,212	£ 1,766,627	£ 924,038	£ 1,974,905	£1,445,469	£ 956,151	£ 1,083,274	£ 14,753,676
Nursing/Midwifery 5+	£ 38,955,013	£ 4,409,346	£ 2,788,939	£ 8,120,224	£3,833,814	£ 3,907,186	£ 3,607,488	£ 65,622,009
Allied Health Profession	£ 7,081,928	£ 371,587	£ 171,521	£ 2,855,559	£ 653,684	£ 952,030	£ 1,381,625	£ 13,467,934
Health Science Services	£ 7,058,282	£ 145,851	£ -	£ 245,132	£ 12,173	£ 3,138	£ 13,147	£ 7,477,723
Other Therapeutic	£ 2,895,788	£ 121,337	£ 170,339	£ 321,918	£1,139,256	£ 275,434	£ 243,174	£ 5,167,247
Personal and social care	£ 73,917	£ 506,382	£ 284,268	£ 111,056	£ -	£ 34,363	£ 68,634	£ 1,078,620
Administrative Services	£ 6,762,351	£ 9,016,783	£ 572,383	£ 1,473,443	£ 512,559	£ 391,389	£ 631,602	£ 19,360,510
Executive	£ 242,648	£ 2,794,653	£ 14,354	£ 193,033	£ 22,411	£ 41,873	£ 87,039	£ 3,396,011
Support Services	£ 742,908	£ 10,404,412	£ 163,109	£ 110,804	£ 10,348	£ 41,018	£ 18,521	£ 11,491,120
Emergency Services	£ -	£ -	£ 15,720	£ -	£ -	£ -	£ -	£ 15,720
Board	£ -	£ 57,586	£ -	£ -	£ -	£ -	£ -	£ 57,586
	£ 108,219,888	£ 30,550,174	£ 6,088,009	£ 16,827,927	£9,676,481	£ 7,657,463	£ 9,425,825	£ 188,445,767

Workforce costs across the Acute Sector account for 57% of the overall workforce pay bill. The Medical & Dental workforce costs amount to 24% of the total costs. Likewise the combined Nursing and Midwifery workforce account for 43% of the overall workforce pay bill.

Workforce expenditure has remained relatively stable in each of the first 3 months of this financial year. The average monthly workforce expenditure for Quarter 2 equates to £62.8 Million, down from an average of £63.6 Million in Quarter 1 2010/11.

The table below details the expenditure for July to September 2010 by Job Family.

Table 17: Breakdown of Expenditure by Month and Job Family

Job Family	July	August	September	Total
Medic and Dental	14,891,760	14,795,883	15,205,069	44,892,712
Medical and Dental Support	550,929	552,610	561,359	1,664,899
Nursing/Midwifery 1-4	4,903,015	4,851,076	4,999,585	14,753,676
Nursing/Midwifery 5+	21,750,498	21,769,124	22,102,386	65,622,009
Allied Health Profession	4,504,565	4,491,207	4,472,162	13,467,934
Health Science Services	2,485,778	2,494,491	2,497,453	7,477,723
Other Therapeutic	1,700,537	1,698,703	1,768,007	5,167,247
Personal and social care	328,012	423,979	326,630	1,078,620
Administrative Services	6,452,517	6,437,414	6,470,579	19,360,510
Executive	1,142,096	1,135,547	1,118,369	3,396,011
Support Services	3,639,245	3,631,906	4,219,970	11,491,120
Emergency Services	4,425	5,912	5,383	15,720
Board	19,590	19,104	18,893	57,586
Total	62,372,967	62,306,954	63,765,846	188,445,767

Finally the table below outlines the comparison of expenditure with the same period last year and confirms that overall expenditure is up by £3.45 Million, an increase of almost 2%.

Table 18: Comparison of Expenditure – Total Gross Charge

Job Family	Q 2 2009/10	Q2 2010/11	Difference	Difference
Medic and Dental	45,667,058	44,892,712	-774,346	-1.70
Medical and Dental Support	1,418,765	1,664,899	246,134	17.35
Nursing/Midwifery 1-4	14,736,907	14,753,676	16,769	0.11
Nursing/Midwifery 5+	63,384,907	65,622,009	2,237,102	3.53
Allied Health Profession	13,374,492	13,467,934	93,442	0.70
Health Science Services	7,158,289	7,477,723	319,433	4.46
Other Therapeutic	4,960,618	5,167,247	206,629	4.17
Personal and social care	730,309	1,078,620	348,311	47.69
Administrative Services	18,839,745	19,360,510	520,765	2.76
Executive	3,638,989	3,396,011	-242,977	-6.68
Support Services	11,007,647	11,491,120	483,474	4.39
Emergency Services	16,406	15,720	-685	-4.18
Board	58,866	57,586	-1,280	-2.17
Total	184,992,996	188,445,767	3,452,771	1.87

In summary, **payroll costs have increased by £3.45M** (1.877%) for Q2 2010/11 when compared with the same period in 2009/10. This contrasts with the In-Post WTE comparison for the same period which shows that the Average workforce WTE increased by approximately 1% (see Chapter 1), with the balance being accounted for by pay inflation.

3.2 Medical and Dental Consultant Expenditure

The Consultant workforce expenditure for Quarter 2 has increased by £204,703 (+0.82%) on the same period in 2009/10. A further breakdown of Consultant expenditure per month is offered in the table below.

Table 19: Consultant Expenditure for the Quarter 2 Period.

Division/CHP	July	August	September	Q2 - Total Consultant Gross Charge
Acute	£ 7,160,130	£ 6,998,127	£ 7,098,151	£ 21,256,408
Corporate	£ 201,739	£ 199,506	£ 202,507	£ 603,753
East Lothian CHP	£ 90,337	£ 87,400	£ 87,409	£ 265,146
Edinburgh CHP	£ 183,352	£ 168,225	£ 171,713	£ 523,290
REAS	£ 411,585	£ 405,526	£ 394,857	£ 1,211,969
Mid Lothian CHP	£ 237,808	£ 224,703	£ 216,505	£ 679,017
West Lothian CHP	£ 141,440	£ 115,873	£ 116,596	£ 373,909
Total	£ 8,426,392	£ 8,199,361	£ 8,287,738	£ 24,913,491

3.3 Overtime

The total overtime cost for Q2 2010/11) was c£1.3m, down from £1.6m in the previous Quarter. The following table illustrates the distribution of these costs by job family and by Division/ CHP.

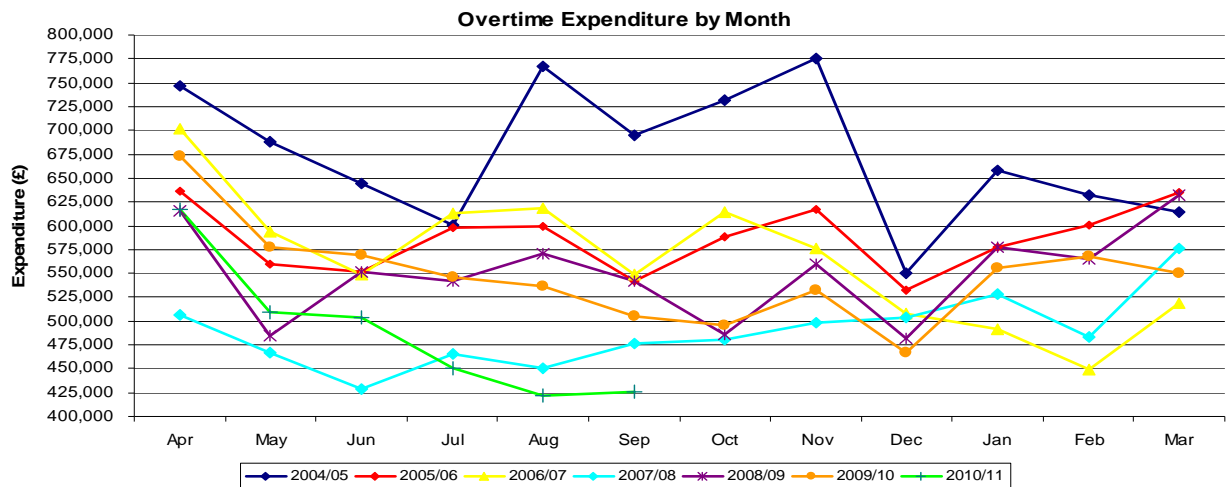
Table 20: Quarter 2 Overtime Expenditure by Job Family and Division/ CHP (excl Medical & Dental)

Job Family	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	Ytd Total
Medical and Dental Support	£ 24,568	£ -	£ -	£ -	£ -	£ -	£ 467	£ 25,035
Nursing/Midwifery 1-4	£ 27,644	£ 27	£ 1,656	£ 2,732	£ 249	£ 685	£ 21	£ 33,014
Nursing/Midwifery 5+	£ 325,693	£ 8,710	£ 3,119	£ 8,508	£ 2,061	£ 10,518	£ 3,040	£ 361,649
Allied Health Profession	£ 124,412	£ 623	£ 559	£ 9,095	£ 106	£ -	£ 3,638	£ 138,433
Health Science Services	£ 63,077	£ -	£ -	£ 1,272	£ -	£ -	£ -	£ 64,349
Other Therapeutic	£ 15,366	£ -	£ -	£ -	£ -	£ -	£ 275	£ 15,640
Personal and social care	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Administrative Services	£ 47,654	£ 70,987	£ 3,200	£ 1,070	£ 2,067	£ 5,264	£ 2,991	£ 133,234
Executive	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Support Services	£ 24,783	£ 496,591	£ 51	£ 4,288	£ -	£ 1,362	£ 64	£ 527,140
Emergency Services	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Total	£ 653,197	£ 576,938	£ 8,585	£ 26,965	£ 4,483	£ 17,829	£ 10,497	£ 1,298,494

The above table shows that considerable overtime was paid out across Registered Nursing and Midwifery staff and Support Services staff. These staff groups alone account for approximately 70% of the overtime pay bill. This is further reflected in that the areas of high overtime payment are across the Acute Division as well as across Corporate and Facilities. Again these combined areas account for 95% of the total overtime bill.

The overtime payment level while down on previous years does in fact follow a similar pattern for the first 6 months of 2009/10. This is clearly illustrated in the graph below.

Chart 17: Overtime Expenditure - Trend



Further analysis shows that the number of people receiving overtime payments did show a downward trend for Quarter 2. The table below shows the number of people receiving overtime payments for July, August and September split by a fixed overtime category. This compares with 6,168 instances in the previous Quarter.

Table 21: Overtime payments by Category

Overtime Category	Jul-10	Aug-10	Sep-10	Total Instances
<£1,000	1,738	1,705	1,668	5,111
£1,000 - £1,499	35	28	30	93
£1,500 - £1,999	8	3	2	13
£2,000 - £2,499	1	-	-	1
£2,500 - £4,499	1	-	-	1
>£5,000	-	-	-	-
Grand Total	1,783	1,736	1,700	5,219

The table below details the spread of overtime payments by individual Agenda for Change Bands during Quarter 2. While the vast majority of payments fall within the '<£1,000' category there are small pockets that require immediate attention to ensure they are compliant with EWTR and represent the most cost effective way of delivering services.

Table 22: Overtime Payments by AfC Band

Band	<£1,000	£1,000 - £1,499	£1,500 - £1,999	£2,000 - £2,499	£2,500 - £4,999	>£5,000	Total Instances
1	821	4	-	-	-	-	825
2	1,252	15	3	-	-	-	1,270
3	346	3	1	1	-	-	351
4	465	19	2	-	-	-	486
5	1,157	22	3	-	1	-	1,183
6	716	14	1	-	-	-	731
7	337	14	2	-	-	-	353
8	17	2	1	-	-	-	20
Grand Total	5,111	93	13	1	1	-	5,219

Finally the table below depicts the spread of overtime payments by Division/ CHP. It shows that just over 50% of overtime instances were awarded to staff working within the Acute Sector and approximately 43% being awarded to those within the Corporate and Facilities Division. It also suggests that 1 individual received an overtime payment within the £2,500-£4,999 bracket during the Quarter 2 period.

Table 23: Overtime Payments by Category and by Division/ CHP

Acute/CHP	<£1,000	£1,000 - £1,499	£1,500 - £1,999	£2,000 - £2,499	£2,500 - £4,999	>£5,000	Total Instances
Acute	2,610	40	7	-	1	-	2,658
Corporate & Facilities	2,170	52	6	1	-	-	2,229
East Lothian CHP	42	-	-	-	-	-	42
Edinburgh CHP	120	-	-	-	-	-	120
Mental Health	39	-	-	-	-	-	39
Midlothian Chp	68	1	-	-	-	-	69
West Lothian CHP	62	-	-	-	-	-	62
Grand Total	5,111	93	13	1	1	-	5,219

3.4 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. Whitley payments have now changed to a variable scale depending on AfC Band and shift. For example a Band 2 working on either a Sunday or Public Holiday will now receive time plus 88% - those staff on a Band 4 working the same shift will receive time plus 60%.

The following table illustrates the distribution of enhanced pay costs by job family and by Division/CHP for this period.

Table 24: Breakdown of Enhanced Pay Costs by Job Family and Division/ CHP

Job Family	Corporate and Facilities		East Lothian	Edinburgh	REAS	Mid Lothian	West Lothian	Ytd Total
	Acute		CHP	CHP		CHP	CHP	
Medical and Dental Support	£ 6,343	£ -	£ -	£ -	£ -	£ -	£ 1,935	£ 8,278
Nursing/Midwifery 1-4	£ 436,222	£ 359,394	£ 146,773	£ 318,707	£ 229,756	£ 135,881	£ 161,865	£ 1,788,598
Nursing/Midwifery 5+	£ 3,409,709	£ 298,193	£ 261,128	£ 421,562	£ 316,445	£ 179,646	£ 196,050	£ 5,082,732
Allied Health Profession	£ 37,834	£ 577	£ -	£ 2,386	£ 823	£ 26	£ 675	£ 42,320
Health Science Services	£ 26,015	£ -	£ -	£ -	£ -	£ -	£ -	£ 26,015
Other Therapeutic	£ 12,992	£ 102	£ 1,055	£ -	£ 35	£ -	£ 112	£ 14,295
Personal and social care	£ 121	£ -	£ -	£ -	£ -	£ 115	£ -	£ 237
Administrative Services	£ 59,142	£ 73,941	£ 66,220	£ 591	£ 6,269	£ -	£ 4,792	£ 210,955
Executive	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Support Services	£ 22,710	£ 910,135	£ 48,371	£ -	£ -	£ 4,862	£ -	£ 986,078
Emergency Services	£ -	£ -	£ 5,262	£ -	£ -	£ -	£ -	£ 5,262
Total	£ 4,011,088	£ 1,642,341	£ 528,808	£ 743,246	£ 553,328	£ 320,530	£ 365,429	£ 8,164,770

The total enhanced cost figure for Quarter 2, 2010 was £8.2 Million.

Enhanced payments made to registered nurses and midwives account for over 60% of the overall Enhanced pay bill. Payment made to Support Services staff account for 12% of the overall enhanced pay bill. In a similar vein the Acute and Corporate & Facilities Divisions account for 49% and 20% respectively of the overall enhanced pay bill.

The following table outlines the monthly spend during the Quarter 2 period on Enhanced Pay by individual Job Family groups.

Table 25: Breakdown of Enhanced Pay Costs by Job Family and by Month

Job Family	July	August	September	Total
Medical and Dental Support	£ 1,667	£ 2,987	£ 3,625	£ 8,278
Nursing/Midwifery 1-4	£ 568,339	£ 573,292	£ 646,967	£ 1,788,598
Nursing/Midwifery 5+	£ 1,598,718	£ 1,642,080	£ 1,841,934	£ 5,082,732
Allied Health Profession	£ 15,476	£ 12,689	£ 14,154	£ 42,320
Health Science Services	£ 7,583	£ 9,108	£ 9,324	£ 26,015
Other Therapeutic	£ 4,683	£ 4,931	£ 4,681	£ 14,295
Personal and social care	£ 47	£ 68	£ 121	£ 237
Administrative Services	£ 64,725	£ 70,706	£ 75,525	£ 210,955
Executive	£ -	£ -	£ -	£ -
Support Services	£ 300,095	£ 295,771	£ 390,212	£ 986,078
Emergency Services	£ 1,247	£ 2,144	£ 1,870	£ 5,262
Total	£ 2,562,579	£ 2,613,776	£ 2,988,414	£ 8,164,770

Although down from a figure of £8.9 Million in Quarter 1, the above figure represents an increase of 3.81% on the same period last year.

Overtime and Enhanced Pay Combined

The combined total of overtime and enhanced pay set against all Nursing and Midwifery staff amounts to over £7.3 Million for the Quarter 2 period and accounts for over 75% of the overall combined total. Support services combined total amounts to £1.51 Million and 16% of the overall combined total.

In a similar vein, the Acute Sector accounts for £4.7 Million (49% of combined total) and Corporate & Facilities account for £2.2Million, 23% of the combined total.

3.5 Training Grade Doctor Banding Payments

The following section details the situation in terms of banding payments made to training grade staff in the year to date.

Table 26: Training Grade Doctor Banding Payments for Quarter 2 by Division/ CHP

Division/CHP	Jul-10	Aug-10	Sep-10	Quarter Total	% of total
Acute	1,071,805	1,093,059	1,162,292	3,327,156	91.91%
Corporate	6,500	5,059	4,739	16,299	0.45%
East Lothian CHP	8,164	6,167	8,577	22,908	0.63%
Edin LothianCHP	17,784	8,247	8,848	34,879	0.96%
REAS	48,322	50,488	51,708	150,517	4.16%
Mid Lothian CHP	12,040	11,291	11,068	34,399	0.95%
West Lothian CHP	12,523	8,191	12,975	33,688	0.93%
Total	1,177,138	1,182,502	1,260,207	3,619,847	100.00%

Overall Banding Payments made in Quarter 2 2010/11 fell by 10.4% when compared with the same period in 2009/10 to a total of c£3.6Million

Details for the Acute Sector (which accounts for 92% of the overall costs) show that their costs also fell by 10.4% to c£3.3 Million.

Chapter 4 Staff Turnover

Headlines:

- NHS Lothian's Turnover Rate for Q2 2010/11 = 2.39% (+0.15% on Quarter 1 2010/11)
- There were a total of 563 leavers during July, August and September 2010.
- The highest turnover rate of any job Family is that for Other Therapeutic at 3.68%
- The Highest turnover rate of any Division/ CHP is for East Lothian CHP at 3.00%
- 76 employees retired on age grounds

4.1 Leavers

During Quarter 2, a total of 563 staff left employment with NHS Lothian, giving a turnover rate for the organisation of 2.39%. The highest number of leavers was recorded against Registered Nurses and Midwives and across the acute sector with 131 and 264 leavers respectively. (Note: these figures do not include Bank or Junior Doctor Staff.)

Barring those job Families with particularly small numbers, the highest turnover rates were recorded against 'Other Therapeutic' (4.69%), Allied Health Professions (3.68%) and across East Lothian CHP (3.00%).

The following tables offer more specific details by Job Family and by Divisions/ CHPs.

Table 27: Total Number of leavers during Quarter 2 2010/11

Job Family	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	Mental Health	Midlothian Chp	West Lothian CHP	Total No. of Leavers
Medic and Dental	28	-	2	17	1	3	4	55
Medical And Dental Support	1	-	-	-	-	-	6	7
Nursing/Midwifery 1-4	38	3	6	12	6	2	3	70
Nursing/Midwifery 5+	87	5	8	13	5	6	7	131
Allied Health Profession	45	1	2	16	4	4	7	79
Healthcare Sciences	13	-	-	-	-	-	-	13
Other Therapeutic	17	-	1	2	11	1	1	33
Personal And Social Care	-	-	-	-	-	-	1	1
Administrative Services	33	41	7	11	4	-	5	101
Executive	-	3	-	-	-	-	-	3
Support Services	1	65	1	1	-	-	-	68
Emergency Services	1	-	1	-	-	-	-	2
Grand Total	264	118	28	72	31	16	34	563

Table 28: Leaving Rate (%) for Quarter 2 by Job Family and by Division/ CHP

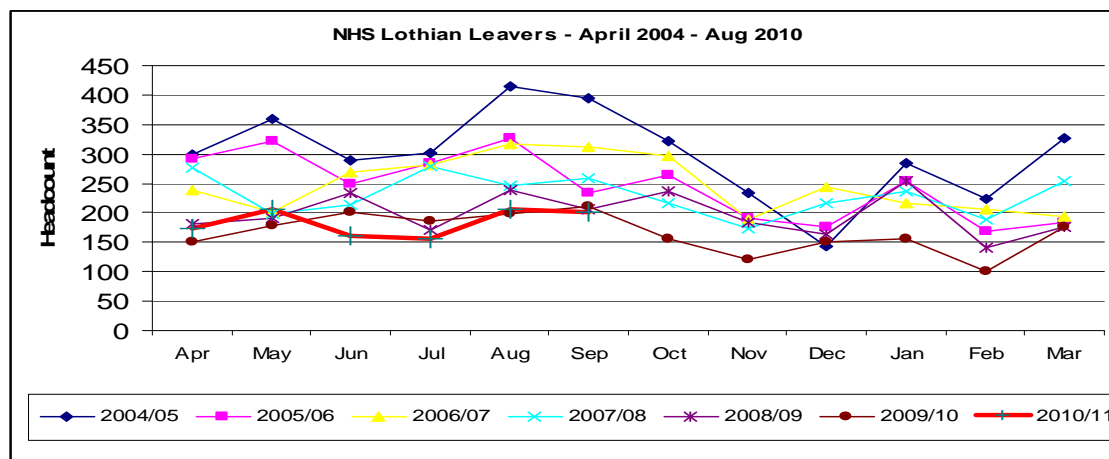
Job Family	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	REAS	Midlothian Chp	West Lothian CHP	Turnover (%) for Quarter 2
Medic & Dental	2.65	-	1.90	14.17	1.89	4.05	2.44	3.32
Medical & Dental Support	0.91	-	-	-	-	-	2.17	1.81
Nursing/Midwifery 1-4	2.55	10.00	3.21	2.54	2.20	1.04	1.29	2.43
Nursing/Midwifery 5+	1.82	1.57	2.33	1.22	1.08	1.29	1.52	1.66
Allied Health Profession	4.05	2.00	7.14	3.50	3.70	2.56	2.97	3.68
Health Science Services	1.55	-	-	-	-	-	-	1.45
Other Therapeutic	3.94	-	5.26	5.41	7.86	3.23	3.57	4.69
Personal and Social Care	-	-	-	-	-	-	11.11	0.84
Administrative Services	2.27	2.82	4.35	3.06	3.92	-	2.84	2.66
Executive	-	2.10	-	-	-	-	-	1.72
Support Services	0.68	2.43	2.04	3.57	-	-	-	2.33
Emergency Services	-	-	14.29	-	-	-	-	28.57
Grand Total	2.31	2.44	3.00	2.78	2.72	1.56	2.12	2.39

Table 29: Trend of leavers during Quarter 2 (2010/11)

Job Family	Jul	Aug	Sep	Total for Q2
Medic & Dental	13	16	26	55
Medical & Dental Support		2	5	7
Nursing/Midwifery 1-4	14	29	27	70
Nursing/Midwifery 5+	39	54	38	131
Allied Health Profession	24	25	30	79
Health Science Services	5	3	5	13
Other Therapeutic	10	12	11	33
Personal and Social Care			1	1
Administrative Services	31	36	34	101
Executive			3	3
Support Services	18	28	22	68
Emergency Services	2			2
Grand Total	156	205	202	563

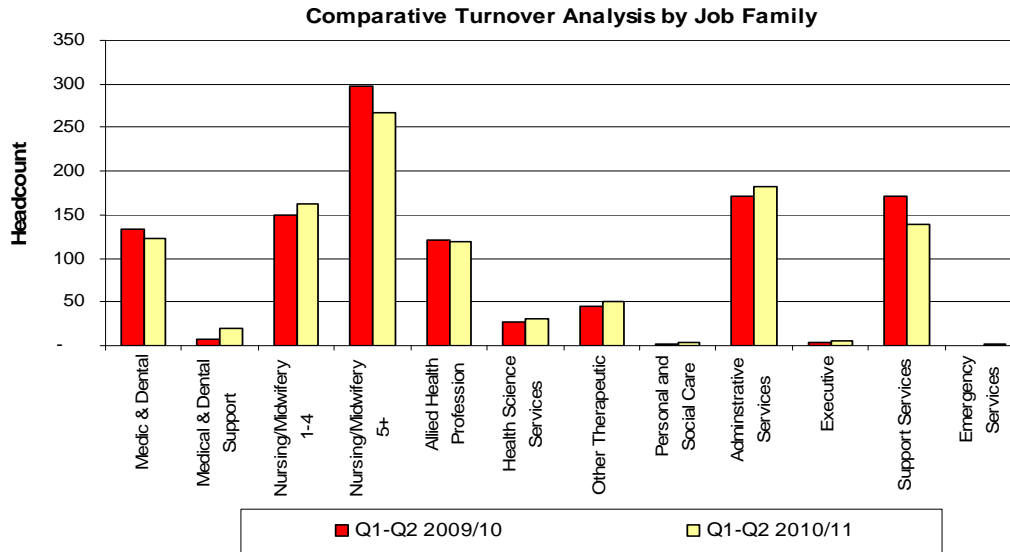
The data shown in the above table is mapped to trend data in each of the last 7 years and plotted in the chart below. The graph below indicates an upward trend and indeed the overall numbers for the Quarter 2 period are up from 540 leavers in Quarter 1.

Chart 18: Trend of Number of Leavers since April 2004.



The following chart shows the comparative levels of turnover for the Quarter 1 – Quarter 2 period for 2009/10 and 2010/11 by individual job family. The chart indicates where there variation, for example across Medical and Dental, Nursing and Midwifery 5+, AHPs and Support Services groups.

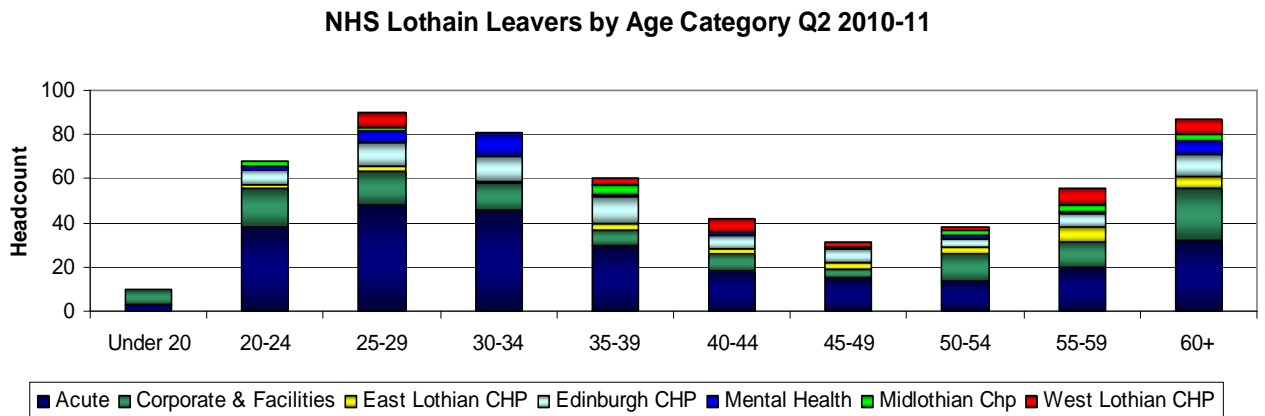
Chart 19: Comparative Analysis of Turnover – Q1-Q2 Period (2009/10 & 2010/11)



During Quarter 2, the largest group of leavers came from the 25-29 age category, closely followed by those aged 60+ which includes those retiring from the service due to age.

A total of 76 individuals retired on age grounds during the second quarter of 2010. The table below also illustrates that 372 staff under the age of 50 left NHS Lothian during Quarter 2, which accounts for 66 % of all leavers during that period.

Chart 20: NHS Lothian Leavers by Age Category



4.2 Reasons for Leaving

The following tables provide a breakdown of the reasons for leaving NHS Lothian by Job Family as well as by Division/ CHP.

Of the 563 leavers, 76 were recorded as retiring on age grounds. A further 19 retired on other grounds including Voluntary Early Retiral.

Table 30: Reasons for Leaving by Job Family

Reason Description	Medic	Medical And Dental Support	Nursing/Midwifery 1-4	Nursing/Midwifery 5+	Allied Health Profession	Healthcare Sciences	Other Therapeutic	Personal And Social Care	Administrative Services	Executive	Support Services	Emergency Services	Grand Total
Death in Service	-	-	1	-	-	-	-	-	-	-	3	-	4
Dismissal	-	-	4	-	1	-	-	-	3	-	11	-	19
Dismissal capability	-	-	1	1	-	-	-	-	2	-	1	-	5
End of fixed term contract	9	-	-	11	20	1	14	-	10	-	4	-	69
Ill health	2	1	4	3	1	-	-	-	4	-	2	-	17
New employment with NHS outwith Scotland	3	-	1	10	5	1	3	-	3	-	-	-	26
New employment with NHS within Scotland	3	-	3	13	7	3	5	-	10	-	-	-	44
Non Occupational illness	-	-	-	-	-	-	-	-	1	-	-	-	1
Other	26	4	15	30	15	4	3	1	14	1	9	-	122
Pregnancy	-	-	-	-	-	-	-	-	1	-	-	-	1
Retirement - age	6	-	5	32	5	2	2	-	16	2	6	-	76
Retirement other	1	-	3	4	1	-	-	-	2	-	-	-	11
Voluntary Early retirement - actuarial reduction	-	-	-	3	-	-	1	-	1	-	-	-	5
Voluntary Early retirement - no actuarial reduction	-	-	-	2	-	-	-	-	-	-	1	-	3
Voluntary resignation - lateral move	-	1	-	4	2	-	-	-	2	-	-	-	9
Voluntary resignation - other	5	1	32	17	21	2	5	-	31	-	31	2	147
Voluntary resignation - promotion	-	-	1	1	1	-	-	-	1	-	-	-	4
Grand Total	55	7	70	131	79	13	33	1	101	3	68	2	563

The highest amount of leavers was recorded across the Acute Sector with 264 leavers in Quarter 2. Similarly the highest number of leavers by Job Family was recorded for Nursing/ Midwifery 5+ with 131 leavers during the Quarter 2 period.

In total the number of leavers across Acute and Corporate & Facilities sectors account for approximately 70% of all leavers in NHS Lothian during Quarter 2

Table 31: Reasons for leaving by Division/ CHP

Reason Description	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	Mental Health	Midlothian Chp	West Lothian CHP	Grand Total
Death in Service	-	3	-	-	1	-	-	4
Dismissal	5	12	-	1	1	-	-	19
Dismissal capability	1	1	-	1	-	1	1	5
End of fixed term contract	43	14	-	3	9	-	-	69
Ill health	2	3	1	2	4	2	3	17
New employment with NHS outwith Scotland	18	1	1	3	3	-	-	26
New employment with NHS within Scotland	24	3	4	5	3	3	2	44
Non Occupational illness	-	-	-	1	-	-	-	1
Other	59	17	4	24	2	3	13	122
Pregnancy	-	-	-	1	-	-	-	1
Retirement - age	30	16	7	6	3	5	9	76
Retirement other	6	-	1	4	-	-	-	11
Voluntary Early retirement - actuarial reduction	3	1	-	-	-	1	-	5
Voluntary Early retirement - no actuarial reduction	2	1	-	-	-	-	-	3
Voluntary resignation - lateral move	3	-	1	1	2	-	2	9
Voluntary resignation - other	66	45	9	20	2	1	4	147
Voluntary resignation - promotion	2	1	-	-	1	-	-	4
Grand Total	264	118	28	72	31	16	34	563

Chapter 5 Staff Absence

National Target for Sickness Absence = 4.0%

SWISS Sickness Absence rate for Quarter 2 2010/11 = 4.19%

Local Rates for Quarter 2:

- Total Sickness Absence rate = 4.41% (up from 4.29 in Quarter 1 2010/11)
- Medical and Dental Support = 6.17%
- Support Services = 6.91%
- Nursing 1-4 rate = 7.35%
- Mid-Lothian CHP rate = 3.85%
- West Lothian CHP rate = 5.27%
- Other Absence rate for NHS Lothian = 1.90%
- All Absence rate for NHS Lothian = 6.30%

This chapter focuses on staff absence across the organisation including:

- Sickness Absence
- Other Leave
- All Absence
- Medical Absence

5.1 Sickness Absence

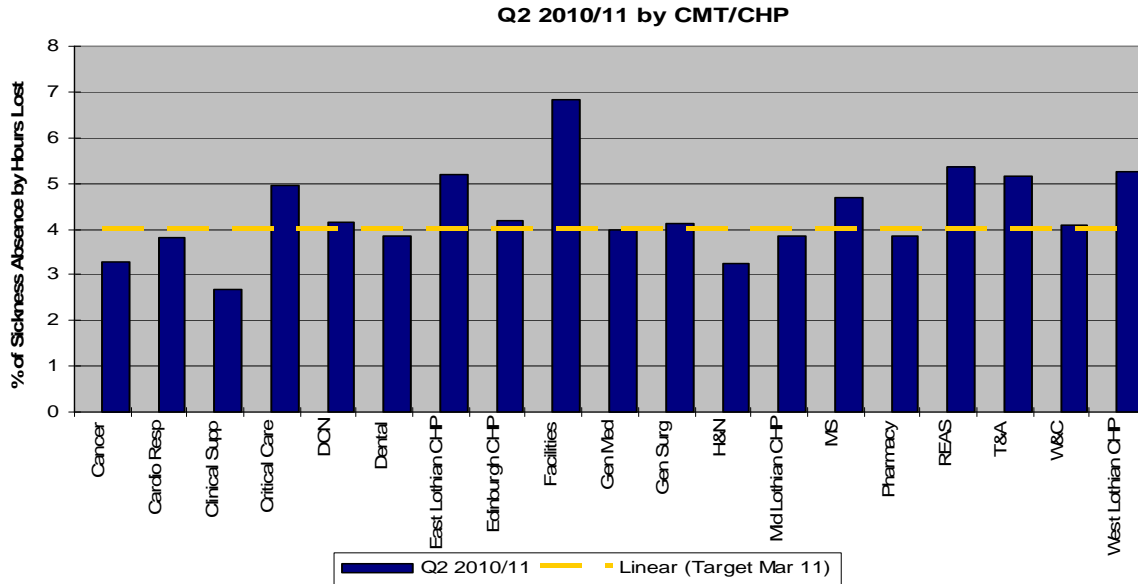
This section details sickness absence recorded on Empower as well as SSTS. The following table and chart detail sickness absence across service areas for the Quarter 2 period (July to September 2010). These figures should be noted in line with the national target of 4% sickness absence.

Table 32: Sickness Absence by Job Family and Division/ CHP for Quarter 2.

Job Family	Corporate and Facilities		East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	Total
	Acute							
Medic and Dental	0.84	0.58	5.48	2.06	2.66	3.71	1.29	1.12
Medical and Dental Support	5.40	-	-	-	-	-	6.66	6.17
Nursing/Midwifery 1-4	7.64	6.37	6.76	6.97	7.55	5.10	8.44	7.35
Nursing/Midwifery 5+	4.59	3.90	5.12	4.04	6.89	3.93	5.13	4.65
Allied Health Profession	2.44	3.34	4.36	2.68	1.54	1.80	4.26	2.64
Health Science Services	2.96	0.40	-	0.56	4.31	1.53	-	2.83
Other Therapeutic	3.70	1.46	0.83	0.36	0.51	1.33	3.34	2.67
Personal and social care	1.44	1.13	1.74	1.21	-	2.05	1.30	1.40
Administrative Services	3.56	3.65	5.85	4.01	3.54	5.35	3.70	3.74
Executive	1.45	1.53	-	0.86	-	-	7.32	1.62
Support Services	8.71	6.93	1.19	4.63	-	-	0.63	6.91
Emergency Services	-	-	2.18	-	-	-	-	2.18
Total	3.97	5.20	5.20	4.18	5.35	3.85	5.27	4.41

A more detailed breakdown is offered in the chart below. Absence rates range from 6.58% (Facilities) to 2.38% (Clinical Support).

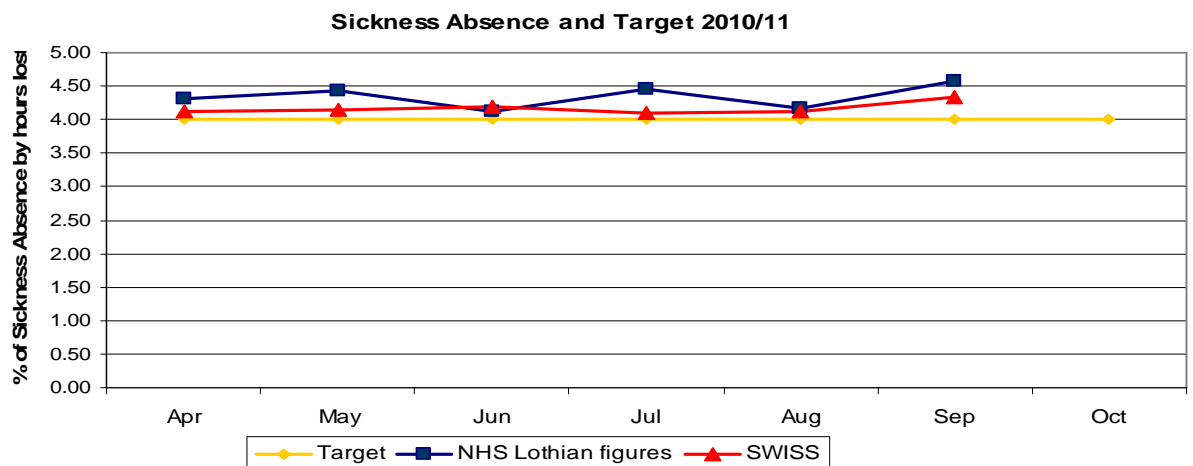
Chart 21: Comparison of Sickness Absence against National Target



As with previous quarters there are significant differences in the levels of sickness absence between Division/CHPs. In some cases this is because there are low numbers of staff within particular staff groups and therefore this can lead to percentages being comparatively high.

There is a national sickness target rate of 4% and is measured by sickness absence figures held in the central workforce information repository (SWISS). The following graph plots the different absence figures against the 4% target rate.

Chart 22: Sickness Absence - Trends



The Empower (NHS Lothian) figures are different from those found in SWISS. This is a result of the assumptions made for SWISS figures e.g. assumed that all staff work 37.5 hours over five days – 7.5 hours per day, this underestimates absence as a large proportion of the nursing workforce are on 12.5 hours shifts. Notwithstanding these differences the trends between SWISS and local figures closely match. Given that a number of Boards do not have a comprehensive HR system the SWISS figures remain those against which progress is measured. NHS Lothian's SWISS figures are only marginally above the 4% target (Q2 Average is 4.18%). Achieving or exceeding this target will further reduce the need for supplementary staffing.

5.2 Other Absence

The 'Other Absence' rate, i.e. all other recorded absence not including sickness absence, for Quarter 2 was 1.90%. A full breakdown by Job Family and by Division/CHP is offered in the table below.

Table 33: Other absence by Job Family and Division/ CHP for Quarter 2

Job Family	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	REAS	Midlothian CHP	West Lothian CHP	Grand Total
Medic and Dental	1.50	4.93	0.98	0.25	2.91	2.30	1.48	1.60
Medical and Dental Support	1.41	-	-	-	-	-	0.42	0.81
Nursing/Midwifery 1-4	2.05	-	2.36	1.17	3.72	1.21	1.89	2.03
Nursing/Midwifery 5+	2.84	0.43	1.87	2.33	3.98	2.02	2.06	2.62
Allied Health Profession	1.52	2.70	0.92	1.58	4.58	0.49	8.19	2.32
Health Science Services	0.88	0.50	-	-	-	-	-	0.84
Other Therapeutic	1.61	1.22	1.38	3.42	1.59	1.23	0.34	1.60
Personal and social care	0.36	0.27	4.82	0.27	-	1.27	0.88	1.76
Administrative Services	0.77	1.35	1.36	1.33	1.36	0.18	0.91	1.08
Executive	0.29	0.73	-	-	-	-	-	0.62
Support Services	1.01	1.35	-	0.35	2.97	0.01	8.40	1.31
Emergency Services	-	-	-	-	-	-	-	-
Grand Total	1.97	1.29	1.88	1.74	3.39	1.49	2.49	1.90

This same data can be split by Absence Category and is shown in the Table below.

Table 34: Other Absence by Absence Category and by Division/ CHP

Absence Category	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	REAS	Midlothian CHP	West Lothian CHP	Grand Total
Adoption	0.01	-	-	0.01	0.04	-	0.06	0.01
Career Break	0.03	0.11	0.16	0.03	0.13	0.14	0.01	0.06
Carers Leave	0.12	0.07	0.14	0.17	0.25	0.13	0.12	0.12
Compassionate Leave	0.09	0.05	0.15	0.08	0.12	0.09	0.05	0.08
Infection Control	0.00	0.01	-	-	0.00	-	0.00	0.00
Maternity Leave	1.00	0.56	0.33	0.86	1.72	0.47	1.31	0.91
Parental Leave	0.02	0.02	0.01	0.03	0.03	-	0.02	0.02
Paternity	0.03	0.02	0.05	0.01	0.05	-	0.01	0.02
Sabbatical	0.00	-	-	-	-	-	-	0.00
Special Leave	0.09	0.23	0.48	0.15	0.31	0.29	0.58	0.18
Study Leave	0.51	0.12	0.55	0.37	0.60	0.27	0.30	0.41
Swine Flu	-	-	-	-	-	-	-	-
Unauthorised Absence	0.01	0.08	-	0.00	0.00	0.01	-	0.02
Unpaid Leave	0.05	0.05	0.01	0.04	0.14	0.07	0.03	0.05
Total	1.97	1.29	1.88	1.74	3.39	1.49	2.49	1.90

5.3 All Absence

By combining the 'Sickness Absence' rates with the 'Other Absence' rates we are able to plot the 'All Absence' rates for individual job family groups as well as for individual Divisions/ CHPs as shown in the table below.

Table 35: All Absence by Job Family and by Division/ CHP

Job Family	Corporate and Facilities		East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	Total
	Acute							
Medic and Dental	2.34	5.51	6.46	2.32	5.58	6.01	2.77	2.72
Medical and Dental Support	6.81	-	-	-	-	-	7.08	6.97
Nursing/Midwifery 1-4	9.68	6.37	9.12	8.14	11.27	6.31	10.34	9.37
Nursing/Midwifery 5+	7.43	4.33	6.99	6.37	10.87	5.95	7.18	7.27
Allied Health Profession	3.97	6.04	5.29	4.26	6.12	2.29	12.45	4.96
Health Science Services	3.84	0.90	-	0.56	4.31	1.53	-	3.67
Other Therapeutic	5.30	2.67	2.21	3.78	2.09	2.56	3.68	4.27
Personal and social care	1.80	1.40	6.56	1.48	-	3.32	2.18	3.15
Administrative Services	4.33	4.99	7.21	5.34	4.90	5.53	4.61	4.82
Executive	1.73	2.27	-	0.86	-	-	7.32	2.24
Support Services	9.72	8.28	1.19	4.99	2.97	0.01	9.03	8.22
Emergency Services	-	-	2.18	-	-	-	-	2.18
Total	5.94	6.49	7.08	5.91	8.74	5.34	7.76	6.30

5.4 Medical Absence

Significant progress has been made on capturing and recording Medical Staffing Absence information on HRMIS across NHS Lothian. Data on medical absence excludes dental staff and those recorded under Corporate Services.

The following table sets out the medical absence rates for sickness, maternity and study leave by Division/ CHP.

Table 36: Breakdown of Medical Absence by Directorate/ CHP

LDP	% Sickness	% Maternity	% Study Leave
Cancer	0.32	1.59	0.61
Cardio	0.94	0.00	0.58
Clinical Support	0.79	0.51	0.67
Critical Care	2.81	0.00	1.25
DCN	3.82	0.00	0.00
General Medicine	0.52	0.23	0.89
General Surgery	0.97	0.00	0.58
Head & Neck	0.63	0.00	1.02
Musculo-Skeletal	0.22	0.00	1.42
Theatre & Anaesthetics	1.15	0.48	1.82
Women & Children	0.56	0.56	0.87
Acute Total	0.80	0.35	0.95
East Lothian CHP	5.48	0.50	0.27
Edinburgh CHP	2.06	0.00	0.21
Royal Ed and Ass Services	2.66	1.46	1.22
Mid Lothain CHP	3.71	1.17	0.58
West Lothian CHP	1.91	1.34	0.40
Total	1.11	0.43	0.90

The highest levels of sickness absence are against East Lothian CHP (5.48%) and Mid Lothian CHP (3.71%).

The same absence information is plotted against individual medical grades/ categories and is offered in the table below. Whilst absence levels are low, there are areas such as children's services where maternity leave poses significant challenges in maintaining rotas.

Table 37: Breakdown of Medical Absence by Medical Category

Medical Category	% Sickness	% Maternity	% Study Leave
Consultant	0.86	0.23	1.28
SAS	1.92	0.22	0.86
Other	5.58	2.41	0.30
ST's	1.01	0.65	0.82
FY1/FY2	0.50	0.13	0.29
Grand Total	1.11	0.43	0.90

5.5 Comparison with Other NHS Boards/ SHAs

The following tables highlight NHS Lothian's position on Sickness Absence when compared to a selection of other NHS Boards in Scotland.

Table 38: NHS Boards as at March 2010

Scottish NHS Data	Absence Rate
NHSScotland	4.75%
NHS Lothian	4.46%
NHS G.G & Clyde	4.79%
NHS Grampian	4.63%
NHS Fife	4.93%
NHS Borders	4.48%
NHS Lanarkshire	4.45%
NHS Tayside	5.18%

Note selection of NHS Boards only
Source: ISD Scotland

Table 39: NHS Boards as at September 2010 (Provisional Data only)

Scottish NHS Data	Absence Rate
NHSScotland	4.56%
NHS Lothian	4.34%
NHS G.G & Clyde	4.56%
NHS Grampian	4.11%
NHS Fife	4.82%
NHS Borders	3.35%
NHS Lanarkshire	4.07%
NHS Tayside	5.25%

Note selection of NHS Boards only
Source: ISD Scotland

The above tables show that NHS Lothian compares favourably with other larger NHS Boards in Scotland and is well below the national average across NHS Scotland.

The following Tables outline the sickness absence rates for Strategic Health Authorities in England. The overall average sickness absence rate across all SHAs in England is 4.38% for the year to March 2010. This compares with NHS Lothian's average sickness absence rate of 4.46 for the same period.

Table 40: Absence Data – NHS England as at March 2010

English NHS Data	Absence Rate
NHSEngland	4.38%
North East SHA	4.93%
North West SHA	4.84%
Yorkshire and the Humber SHA	4.67%
East Midlands SHA	4.76%
West Midlands SHA	4.65%
East of England SHA	4.26%
London	3.67%
South East Coast SHA	4.04%
South Central SHA	3.78%
South West SHA	4.36%

Source: The NHS Information Centre, DoH.
For Period April 2009 – March 2010

The table below shows the same information but for the period April – June 2010. NHS Lothian's rate for the same period was an average rate of 4.29%.

Table 41: Absence Data – NHS England (April- June 2010)

English NHS Data	Absence Rate
NHSEngland	4.34%
North East SHA	4.23%
North West SHA	4.31%
Yorkshire and the Humber SHA	4.17%
East Midlands SHA	4.27%
West Midlands SHA	4.22%
East of England SHA	3.75%
London	3.24%
South East Coast SHA	3.56%
South Central SHA	3.51%
South West SHA	3.85%

Source: The NHS Information Centre, DoH.
For Period April 2010 – June 2010

5.6 Comparison with other Industries/ Sectors in UK

It is important to look out-with public sector organisations to gain a wider sense of perspective. The recent CIPD report on sickness absence allows us to compare our own performance across a wide array of other industries/ sectors in the UK. The following tables show the sickness absence rates for the year to December 2009.

Table 42: Absence across Other Sectors/ Industries (UK)

ALL SECTORS	3.40%
Manufacturing and Production	3.00%
Private Sector Services	2.90%
Public Services	4.20%
Non-Profit Organisations	3.60%

Source: CIPD Absence Management Report (for period 1st Jan – 31st Dec 2009)

The data in the above table can also be split by Sub- Sector level as outlined below.

Table 43: Breakdown of absence rates within particular Sectors/ Industries in UK.

ALL SECTORS	3.40%
Manufacturing and Production	
Agriculture and Forestry	3.90%
Chemicals and Pharmaceuticals	2.50%
Construction	4.30%
Electricity, Gas and Water	1.70%
Engineering, Electronics and Metals	3.00%
Food Drink and tobacco	3.80%
General Manufacturing	2.20%
Paper and Printing	2.80%
Textiles	6.10%
Other	2.50%
Private Sector Services	
Legal, accountancy, consulting etc	2.10%
Financial Services, Insurance, Real Estate	2.30%
Hotels, Restaurants, Leisure	2.80%
IT Services	2.30%
Media and Publishing	1.50%
Retail and Wholesale	2.60%
Transport and Storage	4.10%
Communications	2.20%
Other	3.00%
Call Centres	6.50%
Public Services	
Education	2.70%
Central Govt.	4.20%
Local Govt	4.50%
Health	4.70%
Other Public Services	3.90%
Non-Profit Organisations	
Housing Association	4.40%
Charity Services	3.50%
Care Services	4.10%
Other	2.90%

Chapter 6 Supplementary Staffing

Headlines:

- Directly Employed Locum spend for Quarter 2, 2010/11 = £907,877
- Agency Locum spend = c£1.09 Million
- Bank Expenditure = c£3.0 Million
- Agency Expenditure = £262,788

For the purposes of this report the term 'Supplementary Staffing' includes the following:

- Directly employed medical Locum staff
- Agency Medical Locums
- Nurse Bank staff
- Nurse Agency staff
- Other 'bank' staff

6.1 Directly Employed Locums

Directly Employed Locums are paid via NHS Lothian payroll and do not include those Locums employed via external agencies.

The vast majority of Directly Employed Locum staff are employed at Consultant level (70%) and their associated expenditure amounts to 76% of the total expenditure for Directly Employed Locum staff.

The following tables outline the usage and associated expenditure by medical category.

Table 44: Directly Employed Locum Usage (WTE) by Month and Grade.

Grade	July	August	September	Q2 Average
Clinical Fellow/Assistant	0.09	0.09	0.09	0.09
Consultant	24.14	23.02	22.05	23.07
Medical Officer	6.37	3.58	4.75	4.90
Spec Doctors	5.74	4.83	3.25	4.61
Staff Grade	-	-	-	-
Training	1.00	-	-	0.33
Total	37.34	31.52	30.14	33.00

Table 45: Directly Employed Locum Expenditure by Month and Grade.

Grade	July	August	September	Total in Q2
Clinical Fellow/Assistant	£ 402	£ 402	£ 402	£ 1,207
Consultant	£ 251,407	£ 224,624	£ 211,267	£ 687,298
Medical Officer	£ 51,871	£ 39,457	£ 62,045	£ 153,374
Spec Doctors	£ 21,660	£ 22,262	£ 17,598	£ 61,520
Staff Grade	£ -	£ -		£ -
Training	£ 4,479	£ -		£ 4,479
Total	£ 329,820	£ 286,745	£ 291,312	£ 907,877

This data is also shown by Division/ CHP in the following tables, with the Acute Sector accounting for over 80% of Directly Employed Locum usage and expenditure.

Table 46: Directly Employed Locum Usage by Division/ CHP

Division/CHP	Directly Employed Locums (ave wte)
Acute	27.34
Corporate & Facilities	1.09
East Lothian CHP	1.33
Edinburgh CHP	0.71
REAS	0.75
Midlothian Chp	1.26
West Lothian CHP	0.51
Total	33.00

Table 47: Directly Employed Locum Expenditure by Division/ CHP

Division/CHP	Directly Employed Locums (Expenditure)
Acute	770,204
Corporate & Facilities	24,466
East Lothian CHP	42,048
Edinburgh CHP	14,641
REAS	21,062
Midlothian Chp	28,485
West Lothian CHP	6,972
Total	907,877

It is interesting to note that while usage is up by 2.5% on Q2 figures for 2009/10, the expenditure overall shows a slight drop of 1.5%. For the Q2 period Directly Employed Medical Locum staff costs equated to an average of £110,046 per WTE locum per annum.

Length of Service

The following table outlines the breakdown of the length of service for Directly Employed Locums for data held for **the month of September 2010 only**.

Table 48: Directly Employed Locums by Length of Service and Grade

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	3.20	4.33	4.54	0.53	6.20	3.25	22.05
Locum Medical Officer	2.41	0.35	0.10	0.21	0.71	0.97	4.75
Locum Spec Doctors	0.29	-	1.21	0.80	0.95	-	3.25
Locum Staff Doctors	-	-	-	-	-	-	-
Grand Total	5.90	4.68	5.85	1.54	7.86	4.31	30.14

6.2 Agency Locums

In addition to Directly Paid Medical Locum staff expenditure, Agency Medical Locum Expenditure accounted for a further c£1.09m during the Q2 2010/11 period.

Table 49: Agency Locum Usage by Grade

Grade	July	August	September	Q2 Av. WTE
Clinical Assistant	0.20	0.00	0.14	0.11
Consultant	10.03	8.07	7.67	8.59
Foundation Year 1	2.16	0.93	0.00	1.03
Junior House Officer	1.92	0.57	0.00	0.83
Senior House Officer	10.07	5.48	4.94	6.83
Specialist Registrar	4.81	3.74	5.60	4.72
Staff Grade	7.51	5.60	5.95	6.35
Grand Total	36.71	24.38	24.30	28.47

Table 50: Agency Locum Expenditure by Grade

Grade	July	August	September	Grand Total
Clinical Assistant	£1,911		£1,259	£3,171
Consultant	£179,438	£143,466	£135,754	£458,659
Foundation Year 1	£14,106	£6,413		£20,519
Junior House Officer	£11,828	£3,480		£15,308
Senior House Officer	£97,210	£54,006	£46,096	£197,311
Specialist Registrar	£55,431	£45,178	£67,269	£167,879
Staff Grade	£89,642	£67,362	£69,241	£226,245
Grand Total	£449,566	£319,906	£319,619	£1,089,091

Table 51: Agency Medical Locum Usage by Division/ CHP

Division/ CHP	July	August	September	Q2 Av. WTE
Acute	32.00	19.19	18.91	23.37
Mid Lothian CHP	0.22	1.20	0.48	0.63
REAS	4.50	3.98	4.92	4.47
Grand Total	36.71	24.38	24.30	28.47

Table 52: Agency Medical Locum Expenditure by Division/ CHP

Division/ CHP	July	August	September	Grand Total
Acute	£386,758	£253,480	£247,108	£887,346
Mid Lothian CHP	£3,788	£19,971	£7,533	£31,292
REAS	£59,020	£46,455	£64,979	£170,454
Grand Total	£449,566	£319,906	£319,619	£1,089,091

The above tables show that demand for Agency Locums reduced in the last 2 months of Quarter 2 compared with that for July. However total expenditure for Quarter 2 is up from £977,128 recorded in the first Quarter of 2010/11.

6.3 Nurse Bank

NHS Lothian has been making considerable progress in reducing nurse bank expenditure. The total expenditure for Bank Staff during Quarter 2, 2010/11 was £3Million. This represents a decrease of approximately £1Million compared to the figure in Quarter 1 2010/11, a fall of 24%.

The following table notes the total Bank expenditure by Job Family for the Quarter 2 period.

Table 53: Bank Expenditure by Job Family (Quarter 2 total)

Job Family	Total Cost in Quarter 2
Nursing/ Midwifery 5+	£ 1,580,067
Nursing/ Midwifery 1-4	£ 1,295,687
Other Staff incl A&C	£ 128,526
Total in Quarter 2	£ 3,004,280

The following two tables offer the same information but this time split by Division/ CHP

Table 54: Bank Expenditure by Division/ CHP

Divison/CHP	Expenditure
Acute	£ 1,382,330
Corporate & Facilities	£ 104,786
East Lothian CHP	£ 205,469
Edinburgh CHP	£ 512,359
Mental Health	£ 366,642
Midlothian Chp	£ 328,329
West Lothian CHP	£ 104,366
Total in Quarter 1	£ 3,004,280

Table 55: Bank Expenditure per month by Division/ CHP (Quarter 2 Period)

Month	Divison/CHP	Total in mth cost
July	Acute	£ 440,530
	Corporate & Facilities	£ 33,716
	East Lothian CHP	£ 69,557
	Edinburgh CHP	£ 167,847
	Mental Health	£ 121,148
	Midlothian Chp	£ 123,313
	West Lothian CHP	£ 51,314
July Total	£ 1,007,424	
August	Acute	£ 442,876
	Corporate & Facilities	£ 37,518
	East Lothian CHP	£ 70,138
	Edinburgh CHP	£ 172,916
	Mental Health	£ 122,893
	Midlothian Chp	£ 108,795
	West Lothian CHP	£ 31,040
August Total	£ 986,177	
September	Acute	£ 498,924
	Corporate & Facilities	£ 33,553
	East Lothian CHP	£ 65,774
	Edinburgh CHP	£ 171,596
	Mental Health	£ 122,601
	Midlothian Chp	£ 96,221
	West Lothian CHP	£ 22,012
September Total	£ 1,010,680	

6.2 Nurse Agency

NHS Lothian's reliance on Agency staff has reduced significantly in recent years. The following set of table provides details of expenditure by job family and by Division/ CHP. Agency expenditure is limited to Nursing and Midwifery staff as well as across the Acute Division and East Lothian CHP.

Table 56: Agency Expenditure by Job Family

Job Family	Total Cost in Quarter 2
NursingMidwifery 1-4	£ 206
NursingMidwifery 5+	£ 262,582
Total	£ 262,788

Table 57: Breakdown of Agency Expenditure by Job Family (July-September)

Month	Job Family	Total Cost
July	NursingMidwifery 1-4	£ 206
	NursingMidwifery 5+	£ 136,359
July Total		£ 136,565
August	NursingMidwifery 1-4	£ -
	NursingMidwifery 5+	£ 76,243
August Total		£ 76,243
September	NursingMidwifery 1-4	£ -
	NursingMidwifery 5+	£ 49,980
September Total		£ 49,980

The same data is expressed by Division/ CHP for Quarter 2 and is outlined in the following tables.

Table 58: Agency Expenditure by Division/ CHP (Quarter 2 period)

Division/ CHP	Total in mth cost for Q2
Acute	241,568
East Lothian CHP	21,220
Total	262,788

Table 59: Breakdown of Agency Expenditure by Division/ CHP (July-September)

Month	Division/ CHP	Total Cost
July	Acute	£ 121,608
	East Lothian CHP	£ 14,957
July Total		£ 136,565
August	Acute	£ 69,249
	East Lothian CHP	£ 6,993
August Total		£ 76,243
September	Acute	£ 50,711
	East Lothian CHP	-£ 731
September Total		£ 49,980

The above set of tables confirms that agency nurse expenditure across NHS Lothian is considerably lower in comparison to that for Nurse Bank – in fact it accounts for less than 9% of the total bank expenditure recorded during Quarter 2.

Chapter 7 Temporary Staffing

Headlines:

- The average number of fixed term contracts during Q2 was 281.85 WTE.
- A total of 22 secondments commenced during Quarter 2 2010/11

The term Temporary Staffing covers staff on fixed-term contracts and also those employed under secondment arrangements

7.1 Fixed Term Contract Holders

The table below shows a steady increase during Quarter 2 of this financial year – up 10.3% from July to September 2010.

The greatest use of fixed-term contracts for the Quarter 2 period is across the registered Nursing and Administrative Services Job Families. The combined total (using the Average WTE) accounts for over 53% of all fixed term contracts in place for the period July – September 2010/

Table 60: Fixed Term Contracts per month (Quarter 2 Period)

Job Family	July	August	September	Total (Av WTE)
Medic & Dental	6.8	7.41	6.71	6.97
Medical & Dental Support	10.2	10.2	10.2	10.20
Nursing/Midwifery 1-4	15.05	15.42	19.42	16.63
Nursing/Midwifery 5+	71.99	77.34	73.17	74.17
Allied Health Profession	30.04	33.33	36.07	33.15
Health Science Services	8.12	9.12	10.12	9.12
Other Therapeutic	25.62	31.28	34.44	30.45
Personal and Social Care	7.43	7.96	8.96	8.12
Administrative Services	75.45	76.34	77.33	76.37
Executive	2	2	2	2.00
Support Services	13.74	14.74	15.54	14.67
Grand Total	266.44	285.14	293.96	281.85

Table 61: Fixed Term Contracts by Division/ CHP (Quarter 2 Period)

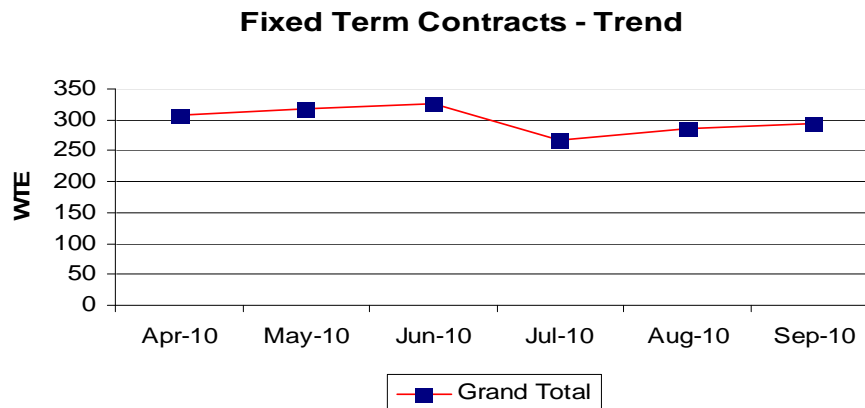
Job Family	Jul	Aug	Sep	Grand Total (Av WTE)
Acute	88.4	96.92	96.71	94.01
Corporate & Facilities	81.86	94.93	90.13	88.97
East Lothian CHP	8.49	9.7	12.2	10.13
Edinburgh CHP	30.95	32.75	37.6	33.77
Mental Health	28.14	25.73	27.73	27.20
Midlothian Chp	8.8	8.8	7.8	8.47
West Lothian CHP	19.8	16.31	21.79	19.30
Grand Total	266.44	285.14	293.96	281.85

The table above also shows that fixed term contracts were least prevalent across Mid Lothian CHP (3% of all fixed term contracts) but were most prevalent within the Acute Division (33% of all fixed term contracts) for Quarter 2 2010/11.

Fixed Term Contracts – Trend

The trend so far for the number of fixed term contracts for this financial year to date is plotted in the following graph.

Chart 23: Fixed Term Contracts - Trend



7.2 Secondments

Profile of Secondments Prior to and During Quarter 2 2010/11

The table below provides details of staff on secondment both within and outwith NHS Lothian. The table shows totals for Quarter 2 2010/11 which takes into account the secondment figures during Quarter 1 as well as at the start of the financial year.

Table 62: Profile of Secondments prior to and during Quarter 1 & 2 2010/11

Quarter	Area Seconded To	Secondment Type	Active		Completed	
			Heads	wte	Heads	wte
Previous to 2010/11			151	132.57	43	39.48
Q1	NHS Lothian	higher grade	9	8.64	-	-
		lower grade	1	1	-	-
		same grade	2	2	-	-
	NHS Lothian Total		12	11.64	-	-
	Outwith NHS Lothian	same grade	3	2.46	-	-
Outwith NHS Lothian Total			3	2.46	-	-
Q1 Total			15	14.1	-	-
Q2	NHS Lothian	higher grade	3	2.3	-	-
		lower grade	0	-	-	-
		same grade	7	5.53	-	-
	NHS Lothian Total		10	7.83	-	-
	Outwith NHS Lothian	higher grade	2	1.48	-	-
		lower grade	1	1	-	-
same grade		9	7.5	-	-	
Outwith NHS Lothian Total			12	9.98	-	-
Q2 Total			22	17.81	-	-

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

Duration of Current Secondments

The table below outlines the duration of those currently on Secondment.

Table 63: Duration of Current Secondments

Quarter	Length of Secondment	Headcount	wte
Q1 2010/11	Under 12 Months	5	4.6
	12 Months and Over	10	9.5
Q1 2010/11 Total		15	14.1
Q2 2010/11	Under 12 Months	8	5.33
	12 Months and Over	14	12.48
Q2 2010/11 Total		22	17.81

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.

The table below shows the breakdown of secondments by Job Family. Here the job family represents the substantive post prior to the agreed secondment arrangements taking place. In effect this would be the job family that the individual would normally return to following completion of the secondment.

Table 64: Secondments split by Job Family

Job family	Wte
Nursing/Midwifery 5+	14.90
Allied Health Professional	2.03
Healthcare Science Services	0.48
Other Therapeutic	0.40
Grand Total	17.81

The number of seconded staff can be further split by Division/ CHP. For the purposes of the table below, the Division/ CHP heading represents the 'host' sector for the period of the secondment.

Table 65: Secondments split by Division/ CHP

Division/CHP	Wte
Acute	5.70
Corporate and Facilities	3.00
Edinburgh CHP	7.18
Midlothian CHP	0.53
REAS	1.08
West Lothian CHP	0.32
Grand Total	17.81

Chapter 8 Training & Development

Headlines:

- Total number of attendances in Quarter 2 2010/11 = 11,853
- A total of 4,723 individual attended in-house training during September 2010.

Following a meeting with the Heads of L&D, the following categories were agreed for the purposes of reporting the 'in-house' training courses sponsored by NHS Lothian. The following table shows the number of attendances for each of the three months during Quarter 2.

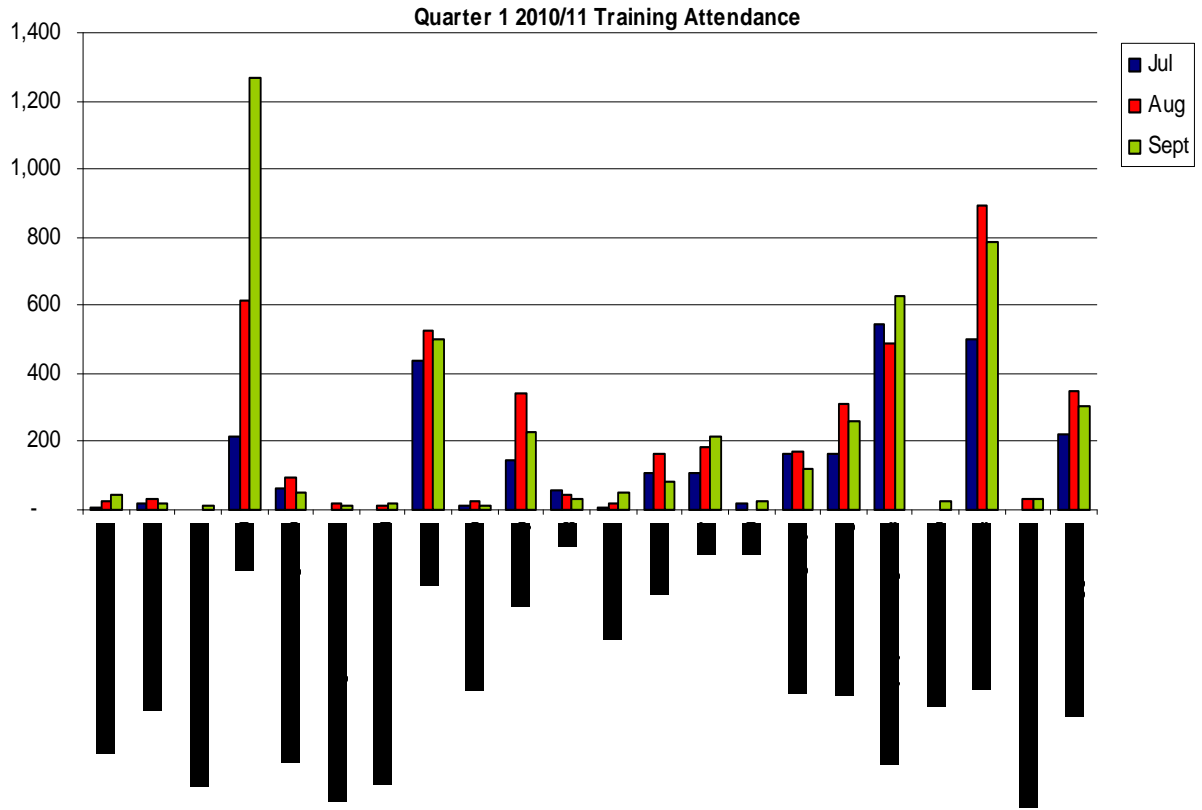
Table 66: Attendance Statistics during Quarter 2 (July – September) 2010

Training Category	Jul	Aug	Sept	Grand Total
Adult Support and Protection	8	27	45	80
Continence Care Service	19	29	20	68
Community Enteral Nutrition Team	-	-	14	14
CPPD	216	612	1,267	2,095
Child Protection Training Team	66	95	48	209
Diabetes Managed Clinical Network	-	21	15	36
Edinburgh Cancer Centre Training	-	11	19	30
E Health	438	526	500	1,464
Equality and Diversity	11	24	15	50
Fire Safety	145	341	228	714
HR	60	45	29	134
Health & Safety	5	19	51	75
Induction	109	165	83	357
KSF	105	185	213	503
L&D	18	-	28	46
Manual Handling Dept	166	173	118	457
Mental Health Training	162	310	259	731
Mandatory Update Programme	543	487	624	1,654
Risk Management Team	-	-	27	27
Resuscitation Service	499	893	784	2,176
Simpson Centre Reproductive Health	-	29	33	62
Violence and Aggression	219	349	303	871
Total	2,789	4,341	4,723	11,853

There were approximately **12,000 attendances** at in-house training courses during Quarter 2 2010/11. Attendances during the month of August and September showed a significant increase to those in July – most likely due to summer holidays etc.

The following graph illustrates the breakdown of attendances by training category and the trend in attendances in each of the 3 months of the Quarter 2 period.

Chart 24: Comparison of Attendances for July, August and September 2010.



Chapter 9 Employee Relations

Headlines:

- **Disciplinary Cases during Q2 2010/11 = 44**
- **Grievance Cases during Q2 2010/11 = 10**
- **Dignity at Work cases during Q2 2010/11 = 35**

The tables below are populated by data held locally by Human Resources (ER) and highlight the number of cases that went beyond preliminary investigation stage during the Quarter 2 period (July- September). The numbers relating to Disciplinary Cases are those that completed in that same period.

These numbers are considerably up on the previous quarter. Anecdotal evidence suggests that this is mostly as a result of improved recording of data on the PWA system.

Table 67: Employee Relations Cases by Job Family – Quarter 2 2010/11

Job Family	Disciplinary Cases	Grievance Cases	Dignity at Work Cases
Administrative Services	8	1	3
Allied Health Profession	0	0	4
Healthcare Sciences	0	1	0
Medical and Dental.	0	2	0
Medical And Dental Support	1	0	1
Nursing/Midwifery 1-4	3	0	6
Nursing/Midwifery 5+	8	3	9
Other Therapeutic	3	0	0
Support Services	21	3	12
Grand Total	44	10	35

The same data is split by Division/ CHP and is outlined in the following table.

Table 68: Employee Relations Cases by Division/ CHP – Quarter 2 2010/11

Division/ CHP	Disciplinary Cases	Grievance Cases	Dignity at Work Cases
Acute	9	8	8
Corporate & Facilities	26	2	5
East Lothian	0	0	0
Edinburgh CHP	4	0	8
REAS	3	0	14
Midlothian Chp	1	0	0
West Lothian CHP	1	0	0
Grand Total	44	10	35

Table 69: Comparing Staff Groups to Job Families

Original Staff Group	New Job Family Descriptor	Examples	Differences
Nursing Registered	Nursing & Midwifery 5+	All Registered Nurses and Midwives, incl HVs, DNs, CNSs, Nurse Consultants etc.	The category of Nursing/Midwifery will be split by AfC band (i.e. Band 1-4 Non Registered Staff and Band 5+ Registered Staff). This covers all specialty areas, such as Adult, Children, Mental Health, Learning Disabilities and Maternity services.
Nursing Non Registered	Nursing & Midwifery 1-4	Nursing Auxiliaries, Maternity Care Assistants, Assistant Practitioners grades; Nursing support staff etc	
P&T A	Allied Health Professions	OTs, Physios, SALTs, Art Therapists, Radiographers, Podiatrists, Dietetics, Orthoptics, Orthotists, and AHP clinical support	The previous P&T A group descriptor included Allied Health Profession staff, Clinical Scientists, Clinical Psychologists, and some Pharmacy Staff. These functions have now been allocated to a more appropriate job family descriptor.
	Health Science Services	Includes Biomedical Sciences; Clinical Sciences; Clinical Physiology; Clinical Technology	
	Other Therapeutic	Includes Clinical Psychology; Genetic Counselling; Optometry; Pharmacy and Play Specialists (Nursery Nurses).	

P&T B	Healthcare Science	As above.	The previous PTB category is now divided into three separate categories.
	Medical and Dental Support	Physician Assistants; Theatre Services; Dental Nurses, Dental Technicians, Other Dental Care Practitioners	The Healthcare Science category includes roles such as ATO's, MLA's MTO's, as well as BMS's who are based in the medical directorate. Medical and Dental Support now reflects more aptly those roles such as Dental Nurses and Theatre Service Staff.
	Personal and Social Care	Hospital Chaplains	Chaplains are now reported within the Personal and Social Care category.
A&C/SM	Administrative Services	Administrative support to Clinical Staff (patient services); Central Functions;	This category contains all administrative and clerical grades under Agenda for Change
	Executive	Senior Manager Grades	Executive Level or Senior Manager grades. (Non AfC grades).
Ancillary	Support Services	Hotel Services, Sterile Services; General Services, Maintenance and Estates	All former Ancillary and Maintenance staff are now reported under the banner of Support Services.
Maintenance			
N/A	Personal and Social Care	Hospital Chaplains; Health Promotion; Sexual Health and Social Work staff	This group includes staff such as Social Workers, Sexual Health Advisors and Health Improvement staff.
N/A	Emergency Services	Emergency Staff	This group consists of Emergency services Staff only.

