# **NHS Lothian Quarterly Reporting**

# **2005 Quarter 2**

# **General Assumptions**

- 1. For this Q2 report, we will begin reporting on the new structures with as much detail as we have available though probably not CHPs.
- 2. All analyses, where available and comparable, should be analysed beside 2004 Q2 figures.
- 3. All analyses should have commentary explaining both differences and similarities.

The majority of the information will come from the Oct 1<sup>th</sup> Big Download which will be used to populate the templates being developed in the next week. On Oct 1<sup>st</sup> the Big Download will be fully developed to accommodate all report requirements.

# **Externally, the following reports will be required:**

Workforce Establishments – Nick M	Info received
Vacancies under Recruitment – Ian	<u>Info required – Oct 1</u>
JD Banding Report – Craig	<u>Info required – Oct 7</u>
Sickness Absence – Nick P	<u>Info required – Oct 1</u>
Bank/Agency Staff – Steve	<u>Info required – Oct 7</u>
Fixed / Temp Contracts – Ian	<u>Info required – Oct 8</u>
Secondments – Ian	<u>Info required – Oct 8</u>
Policy Monitoring Sheets – HR Advisors and Team Leads	<u>Info required – Oct 8</u>
Policy Development Report – Mirren	<u>Info required – Oct 8</u>
Consultant Vacancies	<u>Info required – Oct 8</u>

#### 1. Executive Summary

To be **completed at the end of the report** and inserted as a finite overview.

#### 2. Terms of Reference

Important to address the scope, likely recipients and reasoning behind the analyses contained within. **Completed at the end of the report**.

#### 3. Organisational Restructuring

Key to the structure and layout of the report and the information contained within will be a section concerning the impact on reporting of the organisational shifts of the last year. **Completed at the end of the report.** 

4. NH		In-post Staffing Established Posts Vacancies under recruitment	
	Section 4, the following graphs, coriate, comparatively analysed:	harts and tables must be included an	nd, where
4.1	Workforce Distribution (structure Breakdown of workforce by staff NHS Lothian Workforce WTE	<u></u>	
4.2	Workforce Establishments by Sta Establishment Figures per staff gr		
4.3	Vacancies under recruitment		
Requi	rements		
Amend Establi Vacand	ded Octember Big Download ded Monthly Downloads ishment Figures – Nick cies under Recruitment – Ian mplates		Oct 1 Oct 8 Received Oct 1 Oct 1
5. NH	5.3	In-year Workforce Costs Overtime Expenditure Enhanced Pay Costs Training Grade Dr. Banding Costs	
5.1	Distribution of Gross Charge Workforce Cost Breakdown by State of Charge NHS Lothian Total Gross Charge	<u>-</u>	
5.2	Distribution of Overtime Costs by Distribution of Overtime Costs by Overtime Expenditure by Month		
5.3	Distribution of Enhanced Pay Cos Distribution of Enhanced Pay Cos NHS Lothian Enhanced Pay Cost	sts by Staff Group	
5.4	Distribution of Banding Payments Distribution of Training Grade St Junior Doctor Banding Category NHS Lothian Junior Doctors on E	aff by Band by Division	
Requi	rements		
Amend Bandir	ded Octember Big Download ded Monthly Downloads ng Report – Craig emplates		Oct 1 Oct 8 Oct 7 Oct 1

6. Abs	sence Management	<ul><li>6.1 Sickness Absence</li><li>6.11 Short and Long-</li></ul>		
6.1	Sickness Absence % by Divisional Sickness Absence Average Absence Rate for N	by Staff Group		
6.11	NHS Lothian Short/Long-term	m Sickness		
Requi	rements			
Sickne	ded Octember Big Download ess Absence Report – Nick P emplates			Oct 1 Oct 1 Oct 1
7. Sta	ff Supplements	<ul><li>7.1 Directly Employe</li><li>7.2 Nurse Bank / Age</li></ul>		
7.1	Distribution of Directly Employed Locum E Directly Employed Locum ex	xpenditure by Grade	•	
7.2	Distribution of Bank and Ager NHS Lothian Bank and Ager NHS Lothian Bank and Ager Average Cost per Nurse (wha	ncy Usage ncy Expenditure	Permanent Bank Agency	
Requi	rements			
Amend Bank/A S. 7 Te	ded Octember Big Download ded Monthly Downloads Agency Staff – Steve Brooks emplates			Oct 1 Oct 8 Oct 7 Oct 1
	nsultant Medical Staffing			
8	Distribution of Consultant W NHS Lothian Consultant WT NHS Lothian Consultant WT NHS Lothian Consultant Wo NHS Lothian Consultant Vac	E by Month E by Division rkforce Expenditure by		
Requi	<u>rements</u>			
Amend S. 8 Te	ded Octember Big Download ded Monthly Downloads emplates Itant Vacancies			Oct 1 Oct 8 Oct 1 Oct 8

9. Te	mporary Staffing Measures		Fixed & Temporary Contracts Secondments	
9.1	NHS Lothian Fixed/Temp Co	ontact	s per month	
9.2	NHS Lothian Secondments by Receiving Unit NHS Lothian Secondments by lending Division			
Requi	<u>rements</u>			
PWA	Fixed / Temp Contract Report Secondment Report emplates			Oct 8 Oct 8 Oct 1
10. D	emographics	10.2 10.3	Age Distribution Gender Distribution Distribution of Full/Part-time Workf Employee Postcode Analysis	orce
10.1	1 NHS Lothian Age Distribution NHS Lothian Divisional Age Distribution NHS Lothian Staff Group Distribution			
10.2	NHS Lothian Gender Distribution NHS Lothian Gender Distribution by Division NHS Lothian Gender Distribution by Staff Group			
10.3	NHS Lothian Contract Split NHS Lothian Contract Split by Division NHS Lothian Contract Distribution by Staff Group			
Requi	rements			
Amen	ded Octember Big Download ded Monthly Downloads Femplates			Oct 1 Oct 8 Oct 1
11. St	aff Turnover	11.2 11.3	Turnover by Staff Group Turnover by NHS Lothian Division Turnover by Contract Type Turnover by Age Category	
11.1	NHS Lothian Leavers by Startan Areas demonstrating Highest		Turnover (directorate / division?)	
11.2	NHS Lothian Leavers by Div	<u>vision</u>		
11.3	NHS Lothian Leavers by Division and Contract Type			
11.4	NHS Lothian Leavers by Division and Age Category			
Requi	rements			
Amen	ded Octember Big Download ded Monthly Downloads Femplates			Oct 1 Oct 8 Oct 1

12. Policy Monitoring		Management of Employee Conduct Grievance Policy	
To Be Confirmed (on the basis of the	e info	rmation available)	
Requirements			
S.12 Templates Completed HR Policy Sheets – HR	Adviso	ors and HR Team Leads.	Oct 1 Oct 8
13. Focus on Medical Staff	13.2 13.3 13.4 13.5 13.6 13.7 13.8	Numbers/WTE by Grade + £ Cons per head of population Age Profile Training/Non-Training Contract Type Succession Planning P Code Analysis Pas and EPAs + Comparison Bandings + Comparison	
Requirements			
Amended Octember Big Download Amended Monthly Payrolls S.13 Templates GRO Figures and ISD Data 14. HR Policy Development			Oct 1 Oct 8 Oct 1 Oct 1
From Mirren Stobie, Head of Policy development.	cy. U	pdate on policy training and contin	ued
Requirements			
Mirren's quarterly report.			Oct 8
15. Training and Development Ac	ctivity		
TBC – David Lee			
Requirements			
David's Report			Oct 8