

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 1th Big Download which will be used to populate the templates being developed in the next week. On Oct 1st 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. NHS Lothian Staffing Overview**
- 4.1 In-post Staffing
 - 4.2 Established Posts
 - 4.3 Vacancies under recruitment

Within Section 4, the following graphs, charts and tables must be included and, where appropriate, comparatively analysed:

- 4.1 Workforce Distribution (structure?)
Breakdown of workforce by staff group
NHS Lothian Workforce WTE
- 4.2 Workforce Establishments by Staff Group
Establishment Figures per staff group per division
- 4.3 Vacancies under recruitment

Requirements

Amended October Big Download	Oct 1
Amended Monthly Downloads	Oct 8
Establishment Figures – Nick	Received
Vacancies under Recruitment – Ian	Oct 1
S.4 Templates	Oct 1

- 5. NHS Lothian Workforce Costs**
- 5.1 In-year Workforce Costs
 - 5.2 Overtime Expenditure
 - 5.3 Enhanced Pay Costs
 - 5.4 Training Grade Dr. Banding Costs

- 5.1 Distribution of Gross Charge
Workforce Cost Breakdown by Staff Group
NHS Lothian Total Gross Charge
- 5.2 Distribution of Overtime Costs by Division
Distribution of Overtime Costs by Staff Group
Overtime Expenditure by Month
- 5.3 Distribution of Enhanced Pay Costs by Division
Distribution of Enhanced Pay Costs by Staff Group
NHS Lothian Enhanced Pay Costs
- 5.4 Distribution of Banding Payments by Division
Distribution of Training Grade Staff by Band
Junior Doctor Banding Category by Division
NHS Lothian Junior Doctors on Band 3 by Area

Requirements

Amended October Big Download	Oct 1
Amended Monthly Downloads	Oct 8
Banding Report – Craig	Oct 7
S. 5 Templates	Oct 1

9. Temporary Staffing Measures 9.1 Fixed & Temporary Contracts
9.2 Secondments

9.1 NHS Lothian Fixed/Temp Contacts per month

9.2 NHS Lothian Secondments by Receiving Unit
NHS Lothian Secondments by lending Division

Requirements

PWA Fixed / Temp Contract Report Oct 8

PWA Secondment Report Oct 8

S.9 Templates Oct 1

10. Demographics 10.1 Age Distribution
10.2 Gender Distribution
10.3 Distribution of Full/Part-time Workforce
10.4 Employee Postcode Analysis

10.1 **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

Requirements

Amended October Big Download Oct 1

Amended Monthly Downloads Oct 8

S. 10 Templates Oct 1

11. Staff Turnover 11.1 Turnover by Staff Group
11.2 Turnover by NHS Lothian Division
11.3 Turnover by Contract Type
11.4 Turnover by Age Category

11.1 **NHS Lothian Leavers by Staff Group**
Areas demonstrating Highest Staff Turnover (directorate / division?)

11.2 **NHS Lothian Leavers by Division**

11.3 **NHS Lothian Leavers by Division and Contract Type**

11.4 **NHS Lothian Leavers by Division and Age Category**

Requirements

Amended October Big Download Oct 1

Amended Monthly Downloads Oct 8

S. 11 Templates Oct 1

