



# Quarterly Workforce Report

**Quarter 1**

**(April to June 2010)**

**Compiled by the Workforce Planning and  
Modernisation Department  
(September 2010)**

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## Introduction

NHS Lothian has been producing Quarterly Workforce Reports since 2004/05 as part of its approach to understanding and managing its workforce effectively. This report continues the series albeit that it now adopts a slightly different format which it is hoped is more streamlined and user friendly.

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 report focuses specifically on workforce data relating to the Quarter 1 period of 2010/11 (April to June).

As part of this new format the report includes summary tables and charts which offer a high level profile of the workforce which is split by job family as well as by different sectors of the organisation. In addition each chapter highlights some of the main headlines as a way of affording the reader the opportunity to note some of the more salient points at a glance.

In the current economic climate, NHS Lothian is anticipating substantial financial pressures as the relatively low increase in income in 2010/11 (2.15%) is offset by increasing pay costs (2.68%), pharmaceutical drug inflation (c10%) and prescribing inflation (5.5%). As a consequence NHS Lothian is required to make Local Reinvestment Plan (LRP) savings of £30m to be delivered in full in 2010/11 of which workforce will account for approximately 75% (£22.8m). Therefore it will be necessary to understand our current workforce baseline, corresponding performance and past trends as part of our approach to effective workforce planning that supports service delivery into the future.

Furthermore the latest population projections published by the General Records Office (GRO) for Scotland indicate a significant increase in the population served by NHS Lothian. Current forecasts suggest that the population is likely to grow by 12% over the next 25 years. This equates to an increase of approximately 100,000 people. This contrasts sharply with projections for Scotland as a whole. However where the Scottish and NHS Lothian population projections are similar is in the growth in the population age bracket of 65 years plus. The combination of population increases overall as well as across particular age categories will lead to a number of significant challenges in planning the services, workforce and financial resources for the future.

As part of managing a step change in our workforce planning capabilities, NHS Lothian has embarked on the roll out of accredited methodologies that support an integrated approach to workforce, service and financial planning arrangements. The latest of these methodologies is *The Six Steps Methodology to Integrated Workforce Planning*<sup>1</sup> that was developed by Skills for Health. This methodology is being implemented by every

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<sup>1</sup> Further information available via the healthcare workforce portal [www.healthcareworkforce.nhs.uk](http://www.healthcareworkforce.nhs.uk)

NHS Board in Scotland. To date this has been rolled out across a range of services and professional groups within NHS Lothian and this will continue during 2010/11.

This Quarterly Workforce Report will form part of a suite of documents for 2010/11. As well as being informative, these will be used to support further workforce planning activity as well as the achievement of NHS Lothian's wider targets and objectives thus ensuring we continue to deliver high quality care.

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](http://www.nhslothian.scot.nhs.uk/news/keydocuments/workforce_planning)

The next Quarterly Report (Quarter 2) is due for publication in November 2010.

## 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: Breakdown of Medical Supplementary Staffing by Grade
- Table 6: Temporary Staffing data and Employee Relations Cases by Job Family
- Table 7: Temporary Staffing Data and Employee Relation Cases by Division/ CHP

The following high level charts are also provided:

- Chart 1: NHS Lothian's Workforce Profile by Job Family
- Chart 2: NHS Lothian's Workforce Profile by Age Group and Gender
- Chart 3: NHS Lothian's Workforce Profile by Job Family and Gender
- Chart 4: NHS Lothian's Work Profile by Job Family
- Chart 5: 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	Establishment as at June 2010	In -Post (Av WTE)	Vacancies Created in Quarter 1 (Av WTE)	Total Gross Charge	Overtime Costs	Enhanced Pay Costs	Turnover (%) for Quarter 1	Absence Rate	All Absence Rate
Medic & Dental	1980.74	1802.17	10.62	£ 44,400,264	£ -	£ -	4.17	0.88	2.32
Medical & Dental Support	105.58	205.96	0.33	£ 1,543,896	£ 16,424	£ 4,183	3.31	5.79	6.74
Nursing/Midwifery 1-4	2587.75	2628.84	15.57	£ 15,188,151	£ 51,685	£ 1,928,945	3.17	7.06	8.24
Nursing/Midwifery 5+	6616.35	6759.38	52.31	£ 67,052,866	£ 516,208	£ 5,494,136	1.71	4.29	5.96
Allied Health Profession	1453.66	1434.52	21.56	£ 13,648,011	£ 147,772	£ 79,357	1.84	2.82	4.02
Health Science Services	849.50	795.44	3.67	£ 7,729,198	£ 75,444	£ 44,032	1.86	2.65	3.3
Other Therapeutic	492.76	500.81	8.11	£ 5,187,450	£ 22,449	£ 35,153	2.58	2.52	3.31
Personal and Social Care	84.14	89.06	0.33	£ 970,233	£ 1,359	£ 351	1.69	2.24	3.73
Administrative Services	2914.70	3021.72	13.24	£ 19,812,618	£ 161,574	£ 276,568	2.09	3.74	4.64
Executive	168.79	172.20	0.33	£ 3,445,729	£ -	£ -	1.14	1.17	1.24
Support Services	2003.72	2058.25	5.74	£ 11,794,487	£ 637,694	£ 1,100,113	2.19	7.06	8.07
Emergency Services	3.43	1.89	0.00	£ 14,354	£ -	£ 4,785	0	0	0
<b>Grand Total</b>	<b>19261.12</b>	<b>19470.23</b>	<b>131.81</b>	<b>£ 190,787,255</b>	<b>£ 1,630,609</b>	<b>£ 8,967,624</b>	<b>2.24</b>	<b>4.29</b>	<b>5.56</b>

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

Division/CHP	Establishment as at June 2010	In -Post (Av WTE)	Vacancies Created in Quarter 1(Av WTE)	Total Gross Charge	Overtime Costs	Enhanced Pay Costs	Medical Trainee Banding Payments	Turnover (%) for Quarter 1	Absence Rate (%)	All Absence Rate	Medical Sickness Absence Rate (%)
Acute	10470.74	9823.38	85.35	£ 108,667,063	£ 852,619	£ 3,910,738	£ 3,205,605	2.3	3.98	5.43	0.74
Corporate and Facilities	3443.92	4274.22	16.12	£ 31,504,676	£ 699,149	£ 2,630,011	£ 18,534	2.11	4.58	5.52	N/A
East Lothian CHP	658.56	641.21	1.93	£ 6,206,662	£ 7,449	£ 439,893	£ 25,652	2.88	4.99	6.04	3.38
Edinburgh CHP	1872.66	1886.60	11.46	£ 17,284,061	£ 27,296	£ 777,942	£ 33,316	2.55	3.91	4.91	0.75
REAS	1011.76	987.59	8.21	£ 9,767,538	£ 8,977	£ 490,540	£ 141,439	2.23	4.88	6.55	2.38
Mid Lothian CHP	883.46	797.55	4.06	£ 7,678,488	£ 19,156	£ 341,916	£ 35,505	1.84	4.56	5.36	1.15
West Lothian CHP	920.02	1059.70	4.68	£ 9,678,768	£ 15,963	£ 376,583	£ 39,049	1.68	5.52	7.07	0.59
<b>Grand Total</b>	<b>19261.12</b>	<b>19470.23</b>	<b>131.81</b>	<b>£ 190,787,255</b>	<b>£ 1,630,609</b>	<b>£ 8,967,624</b>	<b>£ 3,499,101</b>	<b>2.24</b>	<b>4.29</b>	<b>5.56</b>	<b>0.88</b>

(Note: The difference between the Establishment and In-Post data is predominantly due to Nurse Bank utilisation (circa 500 WTE) being reported under 'Corporate and Facilities'. This is subsequently re-charged.)

**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	33.47	£ 977,128	33.53	£ 1,225,079	£ -	£ -
Medical & Dental Support	0	0	0	0	£ -	£ -
Nursing/Midwifery 1-4	0	0	0	0	£ 1,641,174	£ 2,862
Nursing/Midwifery 5+	0	0	0	0	£ 2,180,454	£ 317,930
Allied Health Profession	0	0	0	0	£ -	£ -
Health Science Services	0	0	0	0	£ -	£ -
Other Therapeutic	0	0	0	0	£ -	£ -
Personal and Social Care	0	0	0	0	£ -	£ -
Administrative Services	0	0	0	0	£ 137,911	£ -
Executive	0	0	0	0	£ -	£ -
Support Services	0	0	0	0	£ -	£ -
Emergency Services	0	0	0	0	£ -	£ -
<b>Grand Total</b>	<b>33.47</b>	<b>£ 977,128</b>	<b>33.53</b>	<b>£ 1,225,079</b>	<b>£ 3,959,538</b>	<b>£ 320,792</b>

\*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	27.15	£ 797,566	28.79	£ 1,030,173	£ 2,054,318	£ 289,173
Corporate and Facilities	0.44	£ 12,106	0.00	£ -	£ 153,075	£ -
East Lothian CHP	1.83	£ 59,295	0.00	£ -	£ 259,221	£ 31,261
Edinburgh CHP	1.75	£ 43,075	0.00	£ -	£ 471,022	£ -
REAS	0.95	£ 29,034	4.59	£ 187,143	£ 466,252	£ -
Mid Lothian CHP	1.17	£ 33,563	0.15	£ 7,762	£ 425,099	£ -
West Lothian CHP	0.18	£ 2,490	0.00	£ -	£ 130,552	£ -
<b>Grand Total</b>	<b>33.47</b>	<b>£ 977,128</b>	<b>33.53</b>	<b>£ 1,225,079</b>	<b>£ 3,959,538</b>	<b>£ 320,434</b>

\*Takes account of accrual

**Table 5: Medical and Dental Workforce Data split by Grade**

Medical Grade	Consultant In-Post (Av WTE)	Consultant Total Gross Charge	Directly Employed		Agency Locums (Av WTE)	Agency Locum Costs	Training Grade Banding Payments
			Locums (Av WTE)	Directly Employed Locum Costs			
Consultant	703.29	£ 24,729,465	23.47	£ 756,709	9.47	£ 495,773	£ -
SAS	0.00	£ -	6.29	£ 83,900	4.93	£ 181,369	£ -
Other	0.00	£ -	3.71	£ 136,519	0.23	£ 6,512	£ -
Training	0.00	£ -	0.00	£ -	18.91	£ 541,424	£ 3,499,101
<b>Total</b>	<b>703.29</b>	<b>£ 24,729,465</b>	<b>33.47</b>	<b>£ 977,128</b>	<b>33.53</b>	<b>£ 1,225,079</b>	<b>£ 3,499,101</b>

**Table 6: Temporary Staffing data and Employee Relations Cases by Job Family**

Job Family	Fixed Term				
	Contracts (Av YTD)	Secondments	Disciplinary Cases	Grievance Cases	Dignity at Work Cases
Medic & Dental	9.87	0	0	0	6
Medical & Dental Support	12.45	0	0	0	0
Nursing/Midwifery 1-4	17.00	0	4	0	0
Nursing/Midwifery 5+	85.56	10	6	1	1
Allied Health Profession	34.84	3	0	0	0
Health Science Services	10.61	0	1	0	0
Other Therapeutic	34.01	1	0	0	0
Personal and Social Care	9.84	0	0	0	0
Administrative Services	82.41	1	1	1	0
Executive	2.00	0	0	0	0
Support Services	18.68	0	2	3	2
Emergency Services	0.00	0	0	0	0
<b>Grand Total</b>	<b>317.27</b>	<b>15</b>	<b>14</b>	<b>5</b>	<b>9</b>

**Table 7: Temporary Staffing Data and Employee Relation Cases by Division/ CHP**

Division/CHP	Fixed Term				
	Contracts (Av YTD)	Secondments	Disciplinary Cases	Grievance Cases	Dignity at Work Cases
Acute	97.99	8	9	1	6
Corporate and Facilities	98.93	0	1	4	2
East Lothian CHP	11.07	0	0	0	0
Edinburgh CHP	39.20	6	1	0	1
REAS	36.11	1	1	0	0
Mid Lothian CHP	12.43	0	0	0	0
West Lothian CHP	21.53	0	2	0	0
<b>Grand Total</b>	<b>317.27</b>	<b>15</b>	<b>14</b>	<b>5</b>	<b>9</b>

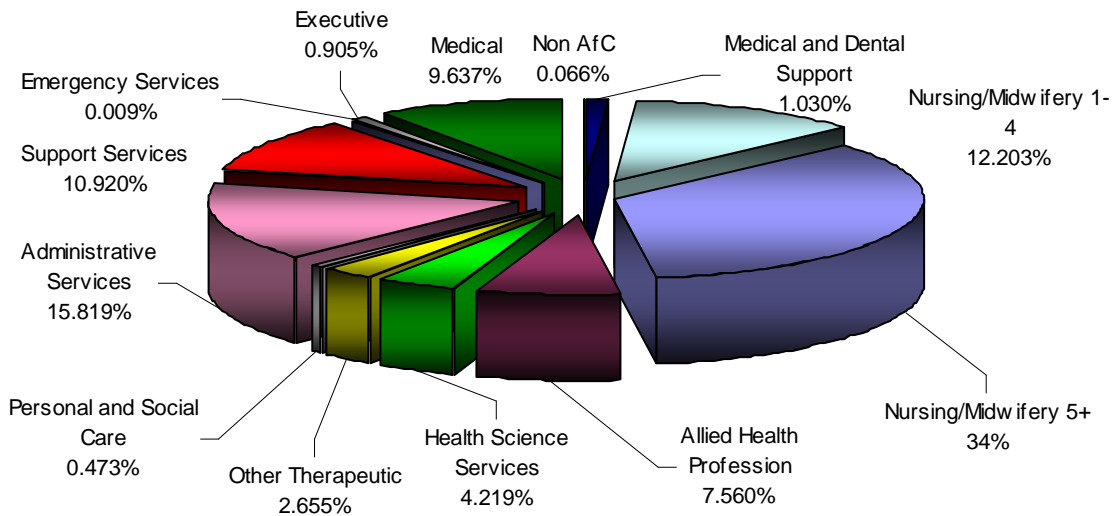


## SUMMARY CHARTS

In addition to the above tables, a series of charts are offered outlining NHS Lothian's workforce profile **as at June 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.

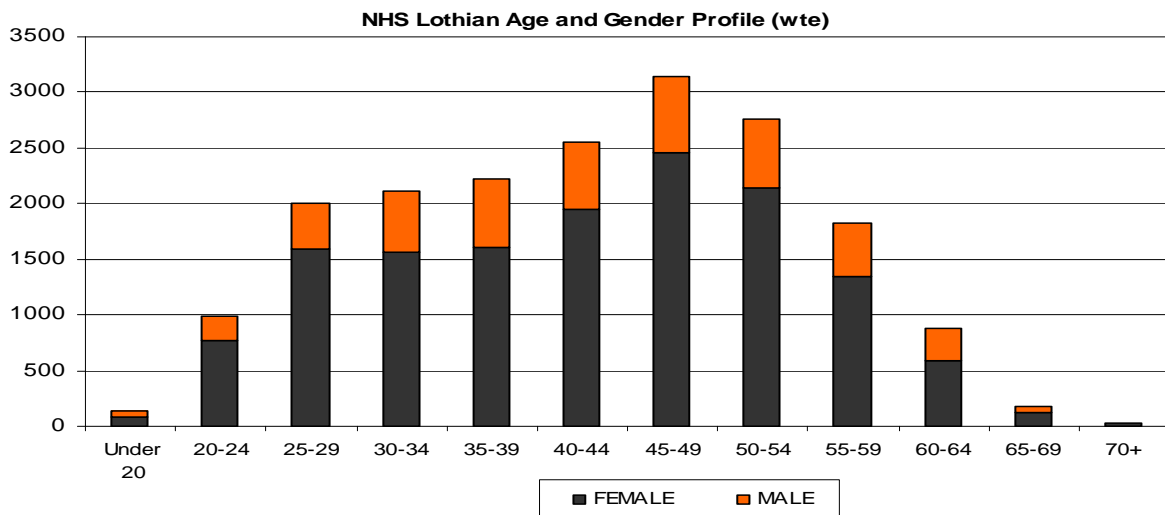
### Chart 1: NHS Lothian's Workforce Profile by job Family

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



### Chart 2: NHS Lothian's Workforce Profile by Age Group and Gender

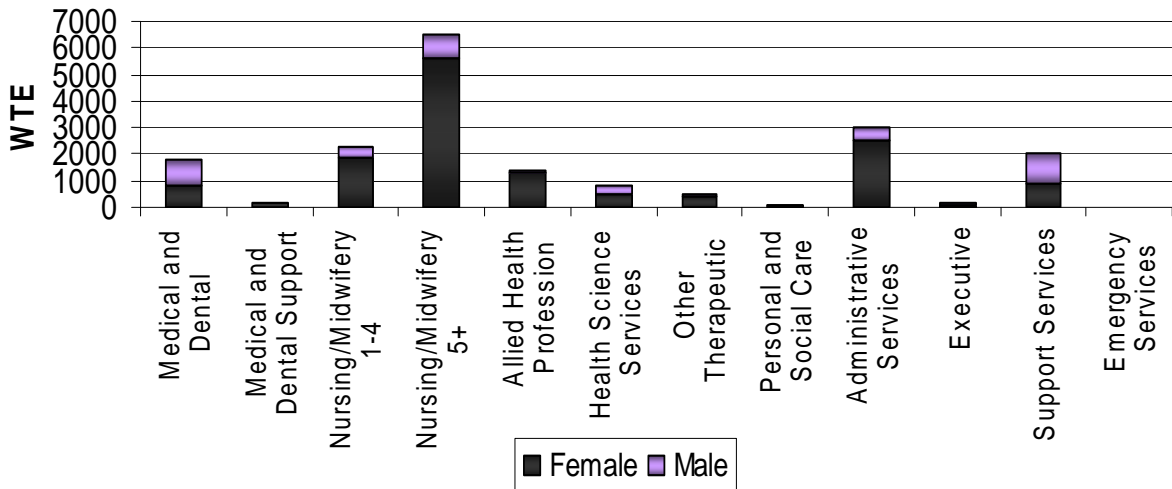
The bar chart below shows that NHS Lothian's workforce is largely female in character forming 75% of the total workforce. In addition over 46% of the total workforce are aged 45 years and over (15% are aged 55 years +).



**Chart 3: 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.

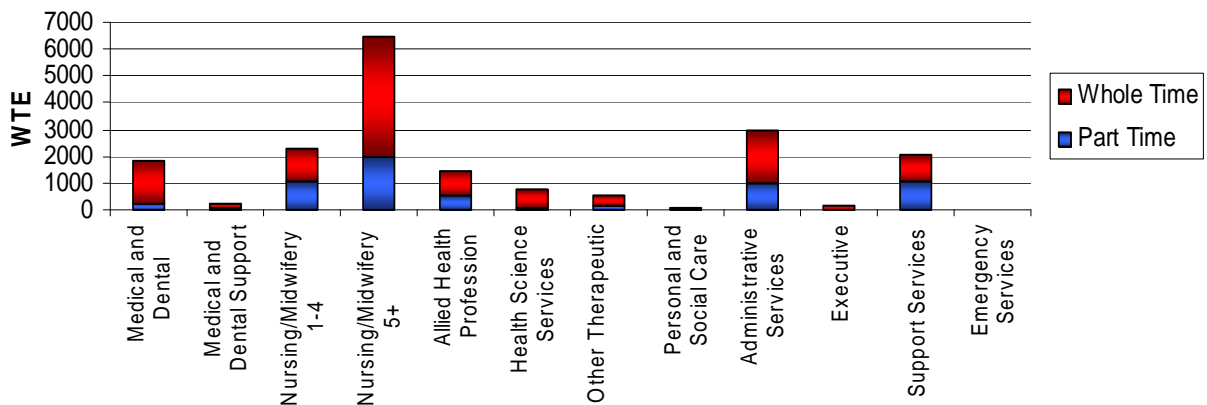
**NHS Lothian - Gender Profile by Job Family**



**Chart 4: NHS Lothian's Work Profile by Job Family and Gender**

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 47% of non-registered nurses work on a part time basis while 93% of Executive staff work on a full-time basis. Across all Agenda for Change Job Families, approximately 35% of that workforce work part time.

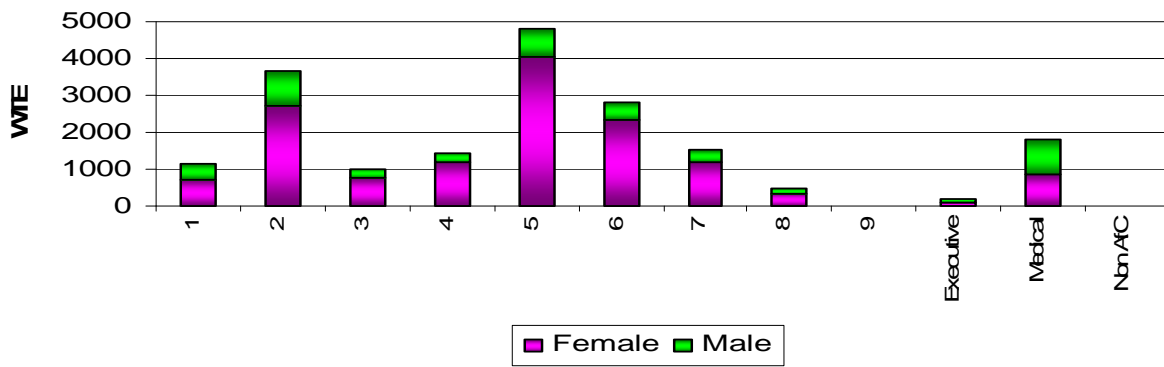
**NHS Lothian Work Profile by Job Family**



### Chart 5: 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. Discounting those staff on AfC Band 9, the highest proportion of male employees of any band/ group can be found within Medical and Dental staff with 52% of that workforce being male. The highest proportion of female employees falls within AfC Band 5, this being largely made up of registered nurses.

#### NHS Lothian - Gender Profile by Pay Band/Group



# Chapter 1: Workforce Establishment

## Headlines

- NHS Lothian's overall Workforce Establishment increased by 0.6% in the year to June 2010.
- Increases noted across Acute sector, Corporate and Facilities, Midlothian CHP, Registered Nursing, Health Science services, Admin and Support Services.
- Notable decreases across Medical & Dental and Executive Staff Groups

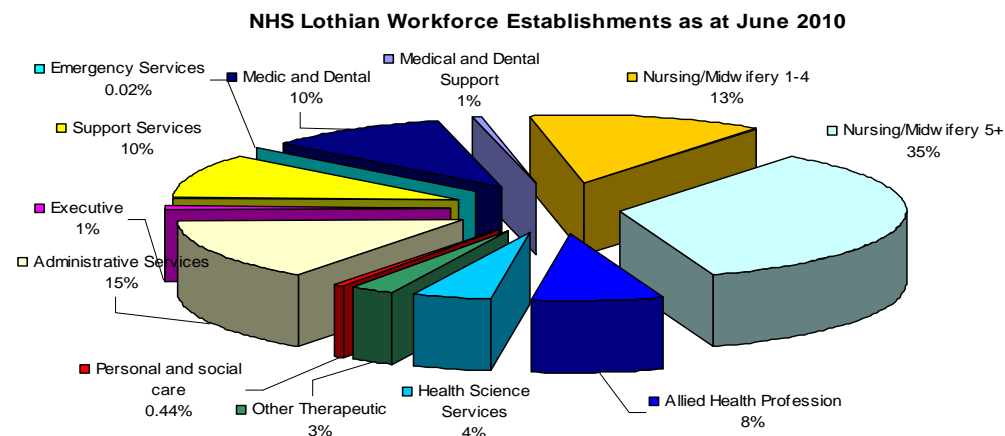
The workforce Establishment figures are taken from each of the finance system E-financials which covers all areas within NHS Lothian. These are the same figures that Operational Managers receive in their budget statements and use for the management of their Division/CHPs. The following table and chart shows the distribution of establishments by job family across NHS Lothian as at June 2010.

**Table 8: Breakdown of Establishment data by Job Family and by Division/ CHP**

Job Family	East						West	Grand Total
	Acute	Corporate & Facilities	Lothian CHP	Edinburgh CHP	REAS	Midlothian CHP	Lothian CHP	
Medic and Dental	1,638.26	49.10	37.07	57.82	103.13	42.47	52.89	1980.74
Medical and Dental Support	66.90	0.00	0.00	0.00	0.00	0.00	38.68	105.58
Nursing/Midwifery 1-4	1,395.72	2.31	154.19	363.75	287.42	195.00	189.36	2587.75
Nursing/Midwifery 5+	4,142.98	155.46	302.82	819.74	391.48	448.03	355.84	6616.35
Allied Health Profession	772.26	25.81	15.77	302.85	77.23	109.29	150.45	1453.66
Health Science Services	794.57	10.44	0.00	29.89	0.62	1.53	12.45	849.50
Other Therapeutic	324.69	13.60	13.71	32.26	66.04	20.73	21.73	492.76
Personal and social care	5.41	30.88	28.79	9.35	1.00	2.00	6.71	84.14
Administrative Services	1,171.00	1222.60	73.18	225.88	81.34	56.53	84.17	2914.70
Executive	16.01	133.39	1.00	8.64	1.00	3.00	5.75	168.79
Support Services	142.94	1800.33	28.60	22.48	2.50	4.88	1.99	2003.72
Emergency Services	-	0.00	3.43	0.00	0.00	0.00	0.00	3.43
<b>Total</b>	<b>10,470.74</b>	<b>3443.92</b>	<b>658.56</b>	<b>1872.66</b>	<b>1011.76</b>	<b>883.46</b>	<b>920.02</b>	<b>19261.12</b>

The data shown in the above table is further illustrated in the chart below detailing the percentage breakdown across individual job families.

**Chart 6: Breakdown of Establishment data**



## Chapter 2: In-Post Staffing Figures

### Headlines

- Q1 Average In-Post figure up by 387.14 WTE on same period last year.

### More specifically:

- Nursing 5+ Job Family up by 111.70 WTE
- Admin Services workforce up by 92.32 WTE
- Medical Consultant Workforce up by 14.38 WTE
- Medical & Dental Workforce down by 2.29 %
- Executive Workforce down by 11.62%
- The Acute Sector accounts for 50% of the overall in-post data.

### 2.1 Staffing In-Post Figures

NHS Lothian employed on average 19,470.23 whole time equivalent (WTE) during Quarter 1 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.

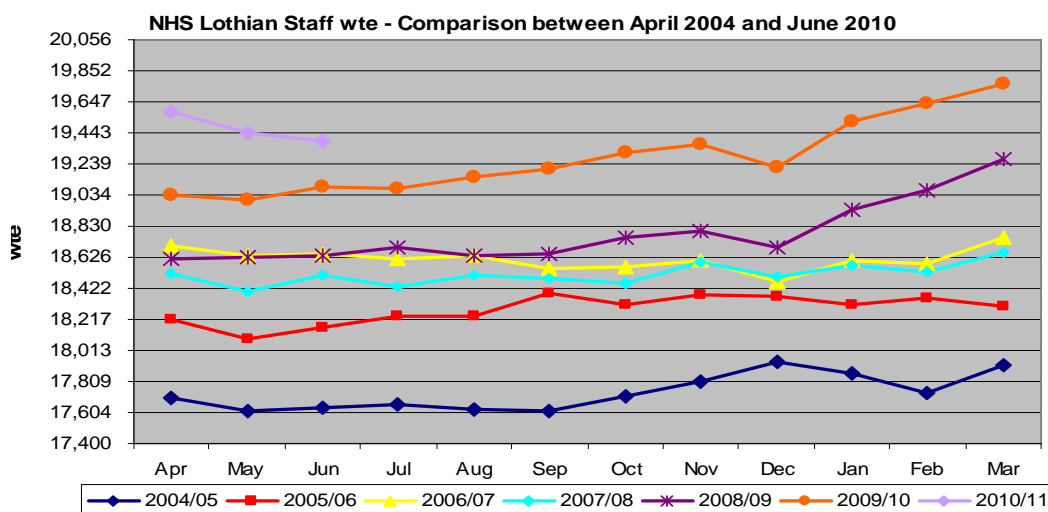
**Table 9: Breakdown of Workforce by Job Family - April 2010 to June 2010**

Job Family	Corporate		East Lothian	Edinburgh	REAS	Mid	West	Ytd
	Acute	and Facilities	CHP	CHP		Lothian	Lothian	
Medic and Dental	1,485.14	35.20	36.95	57.44	77.85	40.78	68.81	1,802.17
Medical and Dental Support	75.73	-	-	-	-	-	130.23	205.96
Nursing/Midwifery 1-4	1,198.32	342.42	149.93	351.97	235.98	163.07	187.15	2,628.84
Nursing/Midwifery 5+	3,961.77	508.64	277.38	835.92	407.81	402.63	365.22	6,759.38
Allied Health Profession	743.29	36.76	24.40	307.28	75.94	95.22	151.64	1,434.52
Health Science Services	751.09	13.13	-	23.63	2.20	1.09	4.30	795.44
Other Therapeutic	302.99	11.59	13.55	26.01	100.72	22.77	23.18	500.81
Personal and social care	6.73	34.38	27.68	10.40	-	3.00	6.88	89.06
Administrative Services	1,154.21	1,284.74	84.51	241.60	85.09	58.59	112.98	3,021.72
Executive	13.44	140.27	1.00	8.99	1.00	2.00	5.50	172.20
Support Services	130.66	1,867.09	23.92	23.37	1.00	8.39	3.83	2,058.25
Emergency Services	-	-	1.89	-	-	-	-	1.89
<b>Total</b>	<b>9,823.38</b>	<b>4,274.22</b>	<b>641.21</b>	<b>1,886.60</b>	<b>987.59</b>	<b>797.55</b>	<b>1,059.70</b>	<b>19,470.23</b>

(Note: The difference between the total in-post and establishment figures shown in the previous chapter is predominantly due to Nurse Bank utilisation being recorded under 'Corporate and Facilities' before subsequently being re-charged.)

The following chart plots the historical trend over the last seven years.

**Chart 7: Staff in Post data- Historical Trend.**



**Table 10: 2009/10 Workforce YTD average comparison**

Job Family	Q1 2009/10	Q1 2010/11	Difference	% of Difference
Medic and Dental	1,844.33	1,802.17	-42.16	-2.29
Medical and Dental Support	186.61	205.96	19.35	10.37
Nursing/Midwifery 1-4	2,591.97	2,628.84	36.87	1.42
Nursing/Midwifery 5+	6,647.68	6,759.38	111.70	1.68
Allied Health Profession	1,380.71	1,434.52	53.81	3.90
Health Science Services	770.21	795.44	25.23	3.28
Other Therapeutic	483.41	500.81	17.41	3.60
Personal and social care	69.29	89.06	19.78	28.54
Administrative Services	2,929.40	3,021.72	92.32	3.15
Executive	194.83	172.20	-22.63	-11.62
Support Services	1,982.78	2,058.25	75.47	3.81
Emergency Services	1.88	1.89	0.01	0.53
<b>Total</b>	<b>19,083.09</b>	<b>19,470.23</b>	<b>387.14</b>	<b>2.03</b>

The Year to Date (YTD) in-post WTE average for Q1 2010/11 compared to Q1 2009/10 has increased by 387.14 WTE (2.03%). Within that same period Executive Staff have decreased by 22.63 WTE (11.62%) while Medical and Dental staff have reduced by 42.16 WTE (2.29%). All other groups show an increase compared to the same period last year. (Nurse Bank are reported within the Corporate and Facilities element of the workforce.)

## Medical Consultant Data

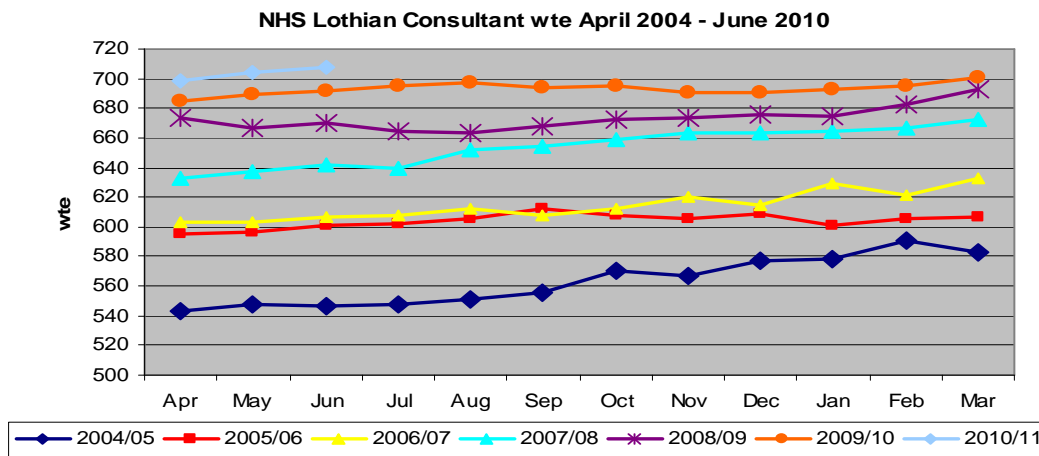
The following table shows the split of the Consultant workforce across all Sectors within the organisation. In total 84% of Consultants are coded to the Acute Sector.

**Table 11: Consultant Workforce by Sector**

Division/CHP	Consultant In-post (Av WTE)
Acute	589.70
Corporate and Facilities	19.10
East Lothian CHP	7.75
Edinburgh CHP	17.38
REAS	35.46
Mid Lothian CHP	23.09
West Lothian CHP	10.81
<b>Grand Total</b>	<b>703.29</b>

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

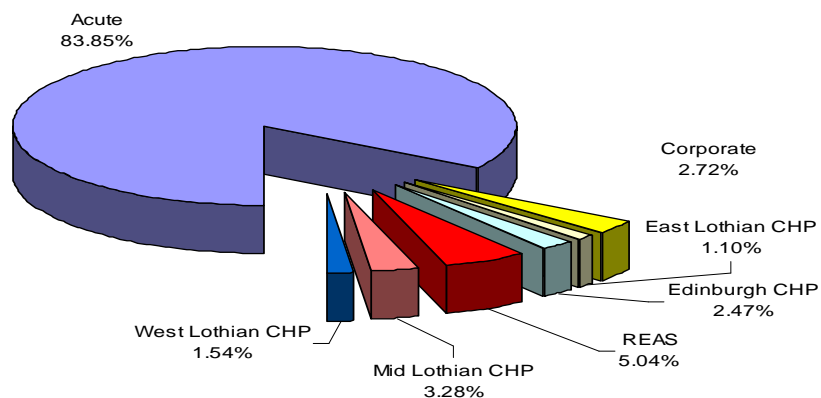
**Chart 8: Consultant Data – Historical Trend.**



The following chart illustrates the distribution of the 703.29 WTE (ytd average) consultant medical workforce within NHS Lothian. (This does not include University employed honorary consultant staff.)

**Chart 9: Distribution of Consultant Data.**

**Distribution of Consultants from April 2010 to June 2010 (wte aver.)**



## Consultant PAs / EPAs

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 1<sup>st</sup> 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 2009, the number of DCC PAs has increased by 689 since September 2007 - an increase of 18%. During the same period SPAs have increased by 81 (5.6%).

The total number of PAs (incl. EPAs) is up by 729, an increase of 11% (up by 748, +13% excluding EPAs.)

The total amount of EPAs is down by 14 – a decrease of 2%.

**Table 12: 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		% of DCC & EPAs against Total PA's(Inc EPAs)	% of DCC & OOH against Total PA's(Exc EPAs)
							PA's	EPA's		
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%

From the above table we can see that 69% of PAs usage relates to Direct Clinical Care (as a % of total Pas excl. EPAs.)

The following table outlines the breakdown OD Pas by CMT/CHP.

**Table 13: Breakdown by CMT/ CHP**

CMT/CHP	Total PA's exclud EPA's	SPA's	DCC PA's	OOH PA's	Other External Duties	
					PA's	EPA's
Cancer	356.00	78.30	264.95	5.25	7.50	31.00
Cardio	260.00	63.50	168.50	28.00	-	51.00
Clinical Support	845.00	187.50	637.25	3.00	19.25	91.00
Critical Care	240.50	59.00	127.50	43.00	11.00	32.50
General Medicine	775.75	185.75	500.50	65.50	25.00	93.00
General Surgery	530.00	113.50	393.50	11.50	11.50	94.50
Head and Neck	502.50	102.50	384.50	9.50	6.00	31.00
MSK	278.50	70.00	193.00	10.00	5.50	25.50
Theatres & Anaesthetics	857.00	204.00	554.20	75.30	22.50	88.50
Women & Children	1,144.00	266.75	747.60	110.15	18.50	155.50
<b>Acute Total</b>	<b>5,789.25</b>	<b>1,330.80</b>	<b>3,971.50</b>	<b>361.20</b>	<b>126.75</b>	<b>693.50</b>
East Lothian	66.00	16.50	48.50	1.00		7.00
Edinburgh CHP	82.00	19.00	52.75	0.25	10.00	5.00
Mid Lothian CHP	198.00	46.00	141.50	-	10.50	9.50
REAS	398.00	101.00	291.75	1.75	3.50	37.00
West Lothian CHP	87.00	22.00	61.50	0.50	3.00	3.00
<b>Grand Total</b>	<b>6,620.25</b>	<b>1,535.30</b>	<b>4,567.50</b>	<b>364.70</b>	<b>153.75</b>	<b>755.00</b>



## Chapter 3: Vacancies

### Headlines

- The average number of vacancies created in Quarter 1 is down by 52% on the same period in 2009/10.
- The average number of vacancies under recruitment has also fallen, down by 32.5% when compared with Quarter 4 (Jan-March 2010)
- Average WTE vacancies created during Q1 = 131.81 WTE
- Average WTE vacancies under recruitment during Q1 = 255.88 WTE

This chapter provides data on the number of vacancies created during Quarter 1 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 14: Vacancies Created in each month (April – June 2010) by Job Family**

Job Family	Apr-10	May-10	Jun-10	Average wte
Medic & Dental	10.90	3.50	17.45	10.62
Medical & Dental Support	1.00	-	-	0.33
Nursing/Midwifery 1-4	20.88	12.48	13.36	15.57
Nursing/Midwifery 5+	76.92	55.03	24.99	52.31
Allied Health Profession	22.19	22.87	19.63	21.56
Health Science Services	3.00	6.00	2.00	3.67
Other Therapeutic	7.01	10.47	6.85	8.11
Personal and Social Care	1.00	-	-	0.33
Administrative Services	14.79	15.65	9.27	13.24
Executive	-	-	1.00	0.33
Support Services	3.53	7.38	6.29	5.74
<b>Grand Total</b>	<b>161.22</b>	<b>133.37</b>	<b>100.84</b>	<b>131.81</b>

The number of vacancies created per month fell by 60.38WTE between April and June 2010, a drop of 37%. This downward trend suggests that vacancies are being managed appropriately in line with efficiency targets.

The table below also suggests that the number of vacancies created per month is being managed in a consistent manner across every sector of the organisation.

**Table 15: Vacancies Created in each month (April – June 2010) by Division/ CHP**

Division/CHP	Apr-10	May-10	Jun-10	Average wte
Acute	99.17	94.20	62.69	85.35
Corporate and Facilities	15.83	18.57	13.96	16.12
East Lothian CHP	0.49	1.39	3.91	1.93
Edinburgh CHP	19.40	6.19	8.79	11.46
REAS	10.05	7.69	6.90	8.21
Mid Lothian CHP	6.50	2.00	3.67	4.06
West Lothian CHP	9.79	3.33	0.93	4.68
<b>Grand Total</b>	<b>161.22</b>	<b>133.37</b>	<b>100.84</b>	<b>131.81</b>

The table below indicates the comparison of vacancies with Quarter 1 in 2009/10. This demonstrates the significant drop in the number of vacancies created (a drop of over 50%).

**Table 16: Comparison of Quarter 1 Vacancies (2009/10 and 2010/11)**

Job Family	Q1 2009/10	Q1 2010/11	Difference wte	% of Difference
Medic & Dental	14.39	10.62	-3.77	-26.21
Medical & Dental Support	1.87	0.33	-1.53	-82.14
Nursing/Midwifery 1-4	25.55	15.57	-9.97	-39.04
Nursing/Midwifery 5+	86.61	52.31	-34.30	-39.60
Allied Health Profession	61.13	21.56	-39.56	-64.73
Health Science Services	9.50	3.67	-5.84	-61.42
Other Therapeutic	13.12	8.11	-5.01	-38.19
Personal and Social Care	0.00	0.33	0.33	-
Administrative Services	50.34	13.24	-37.11	-73.71
Executive	2.00	0.33	-1.67	-83.33
Support Services	11.44	5.74	-5.71	-49.88
<b>Total Average WTE</b>	<b>275.95</b>	<b>131.81</b>	<b>-144.13</b>	<b>-52.23</b>

If this downward trend continued to next year, this would result in a forecast figure for Quarter 1 2011/12 of 62.9 WTE vacancies, a fall of 68.84 WTE.

#### Vacancies under recruitment

The following table outlines the overall number of vacancies in the system, ie not just those created in a particular month. Once again the table demonstrates a downward trend in the number of vacancies with a drop of 129.33 WTE from April to June 2010.

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.

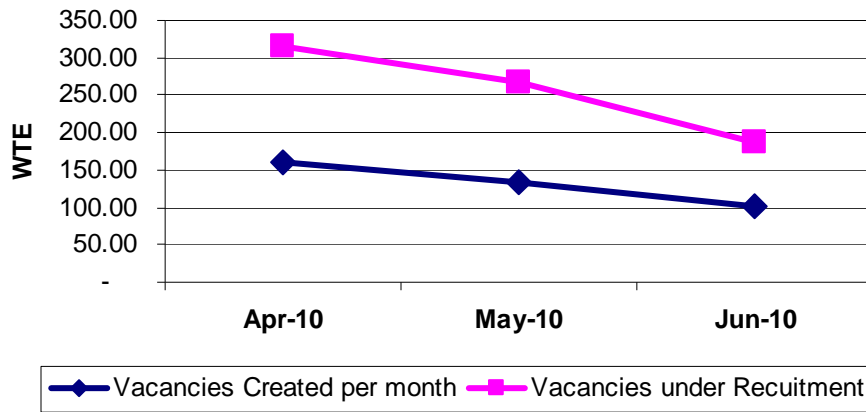
**Table 17: Vacancies under Recruitment (April – June)**

Whitley/ Staff Category	Apr-10	May-10	Jun-10	Ytd Average
Medical and Dental	25.80	13.90	19.95	19.88
Nurse Registered	142.06	117.35	61.17	106.86
Nurse Non Registered	35.51	29.37	22.43	29.10
AHP	31.22	41.94	37.33	36.83
Pharmacy	17.59	7.89	5.00	10.16
PTB	7.80	9.80	9.05	8.88
Scientific & Professional	7.00	8.00	3.00	6.00
Admin & Clerical	41.30	29.98	19.24	30.17
Executive	1.00	1.00	1.00	1.00
Ancillary	5.90	7.38	7.67	6.99
<b>Total</b>	<b>315.18</b>	<b>266.60</b>	<b>185.85</b>	<b>255.88</b>

The graph below maps both the trend for ‘Vacancies Created’ as well as ‘Vacancies under Recruitment’ for the Quarter 1 period.

**Chart 10: Comparison of Vacancies.**

**Mapping of Vacancy Trends (Av. WTE)**



## Chapter 4: Staffing Costs

### Workforce Costs

#### Headlines:

#### Staffing Costs for Quarter 1:

- Quarter 1 Workforce Expenditure = c£191 Million
- Workforce Costs account for approximately 70% of total NHS Lothian budget.
- Quarter 1 Workforce costs up by £7,29M 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
- Medical Consultant costs increased by £469,321.
- Overtime payments were c£1.6 Million (-10.4%)
- Enhanced Pay Costs were c£8.9Million (+2.5%)
- Training Grade Banding Payments were c£3.5 Million (-16.3%)

The information contained within the following tables represent the Gross Charge to NHS Lothian and include 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 1 2010/11 was c£191 Million, representing an increase of 3.97% on the workforce bill when compared with Quarter 1 in 2009/10. This data is split across individual Job Families, Divisions and CHPs and is outlined in the table below.

**Table 18: Quarter 1 Workforce Expenditure by Job Family and Division/CHP**

Job Family	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	Ytd Total
Medic and Dental	£ 36,539,518	£ 956,400	£ 998,563	£ 1,469,953	£1,994,782	£ 1,069,565	£ 1,371,482	£ 44,400,264
Medical and Dental Support	£ 638,693	£ -	£ -	£ -	£ -	£ -	£ 905,203	£ 1,543,896
Nursing/Midwifery 1-4	£ 6,685,665	£ 2,048,842	£ 898,868	£ 2,049,533	£1,445,246	£ 950,599	£ 1,109,399	£ 15,188,151
Nursing/Midwifery 5+	£ 39,473,154	£ 4,779,310	£ 2,829,180	£ 8,337,838	£3,895,847	£ 3,966,116	£ 3,771,420	£ 67,052,866
Allied Health Profession	£ 7,161,692	£ 369,417	£ 229,055	£ 2,908,958	£ 683,080	£ 887,821	£ 1,407,987	£ 13,648,011
Health Science Services	£ 7,285,590	£ 120,529	£ -	£ 259,165	£ 28,333	£ 5,737	£ 29,843	£ 7,729,198
Other Therapeutic	£ 2,797,193	£ 142,223	£ 176,007	£ 359,390	£1,173,034	£ 281,255	£ 258,349	£ 5,187,450
Personal and social care	£ 69,151	£ 419,049	£ 274,388	£ 105,775	£ -	£ 34,479	£ 67,390	£ 970,233
Administrative Services	£ 6,987,864	£ 9,198,901	£ 598,283	£ 1,477,704	£ 514,463	£ 396,495	£ 638,909	£ 19,812,618
Executive	£ 254,844	£ 2,817,350	£ 14,352	£ 193,522	£ 22,411	£ 41,882	£ 101,369	£ 3,445,729
Support Services	£ 773,698	£ 10,652,654	£ 173,611	£ 122,222	£ 10,343	£ 44,539	£ 17,418	£ 11,794,487
Emergency Services	£ -	£ -	£ 14,354	£ -	£ -	£ -	£ -	£ 14,354
<b>Total</b>	<b>£ 108,667,063</b>	<b>£ 31,504,676</b>	<b>£ 6,206,662</b>	<b>£ 17,284,061</b>	<b>£9,767,538</b>	<b>£ 7,678,488</b>	<b>£ 9,678,768</b>	<b>£ 190,787,255</b>

Workforce costs across the Acute Sector account for 57% of the overall workforce paybill. The Medical & Dental workforce costs amount to 23% of the total costs. Likewise the combined Nursing and Midwifery workforce account for 43% of the overall workforce paybill.

Workforce expenditure has remained relatively stable in each of the first 3 months of this financial year. The average monthly workforce expenditure for Quarter 1 equates to £63.6 Million. The table below details the expenditure for April to June 2010 by Job Family.

**Table 19: Breakdown of Workforce Expenditure by Month and Job Family.**

Job Family	Apr	May	Jun	Total
Medic and Dental	14,715,986	14,878,130	14,806,148	44,400,264
Medical and Dental Support	552,031	511,835	480,030	1,543,896
Nursing/Midwifery 1-4	5,043,363	5,004,942	5,139,846	15,188,151
Nursing/Midwifery 5+	22,124,304	22,413,221	22,515,340	67,052,866
Allied Health Profession	4,575,331	4,517,476	4,555,204	13,648,011
Health Science Services	2,488,825	2,635,774	2,604,599	7,729,198
Other Therapeutic	1,736,581	1,732,119	1,718,750	5,187,450
Personal and social care	326,784	319,879	323,570	970,233
Administrative Services	6,626,526	6,621,839	6,564,253	19,812,618
Executive	1,158,338	1,140,241	1,147,150	3,445,729
Support Services	3,841,681	3,652,401	4,300,405	11,794,487
Emergency Services	4,802	4,961	4,592	14,354
<b>Total</b>	<b>63,194,552</b>	<b>63,432,818</b>	<b>64,159,885</b>	<b>190,787,255</b>

Finally the table below outlines the comparison of expenditure with the same period last year and confirms that overall expenditure is up by £7.29Million, a rise of almost 4%.

**Table 20: Comparison of Expenditure – Total Gross Charge**

Job Family	Q1 2009/10	Q1 2010/11	Difference	% of Difference
Medic and Dental	44,124,341	44,400,264	275,923	0.63
Medical and Dental Support	1,366,467	1,543,896	177,429	12.98
Nursing/Midwifery 1-4	14,656,704	15,188,151	531,447	3.63
Nursing/Midwifery 5+	64,259,148	67,052,866	2,793,717	4.35
Allied Health Profession	12,851,735	13,648,011	796,276	6.20
Health Science Services	7,254,272	7,729,198	474,926	6.55
Other Therapeutic	5,133,415	5,187,450	54,035	1.05
Personal and social care	697,412	970,233	272,821	39.12
Administrative Services	18,650,090	19,812,618	1,162,528	6.23
Executive	3,517,636	3,445,729	-71,906	-2.04
Support Services	10,982,072	11,794,487	812,415	7.40
Emergency Services	14,565	14,354	-211	-1.45
<b>Total</b>	<b>183,507,855</b>	<b>190,787,255</b>	<b>7,279,400</b>	<b>3.97</b>

In summary, **payroll costs have increased by £7.29M (3.97%)** for Q1 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 just over 2% (see Chapter 3), with the balance being accounted for by pay inflation.

## Medical and Dental Consultant Costs

The Medical Consultant workforce expenditure for Quarter 1 has increased by £469,321 (+1.9%) on the same period in 2009/10. A further breakdown of the costs are offered in the table below.

### Consultant Expenditure

**Table 21: Consultant expenditure by Division/CHP**

Division/CHP	Consultant Total Gross Charge
Acute	£ 21,035,331
Corporate and Facilities	£ 620,064
East Lothian CHP	£ 263,916
Edinburgh CHP	£ 577,832
REAS	£ 1,208,244
Mid Lothian CHP	£ 693,586
West Lothian CHP	£ 330,491
<b>Grand Total</b>	<b>£ 24,729,465</b>

The figures above mirror the increase in the average number of Consultants in post over the same period (+2.1%)

### Overtime

The total overtime cost for Q1 2010/11) was c£1.6m. This is down by 10.4% when compared with the same period last year. The following table illustrates the distribution of these costs by job family and by Division/ CHP.

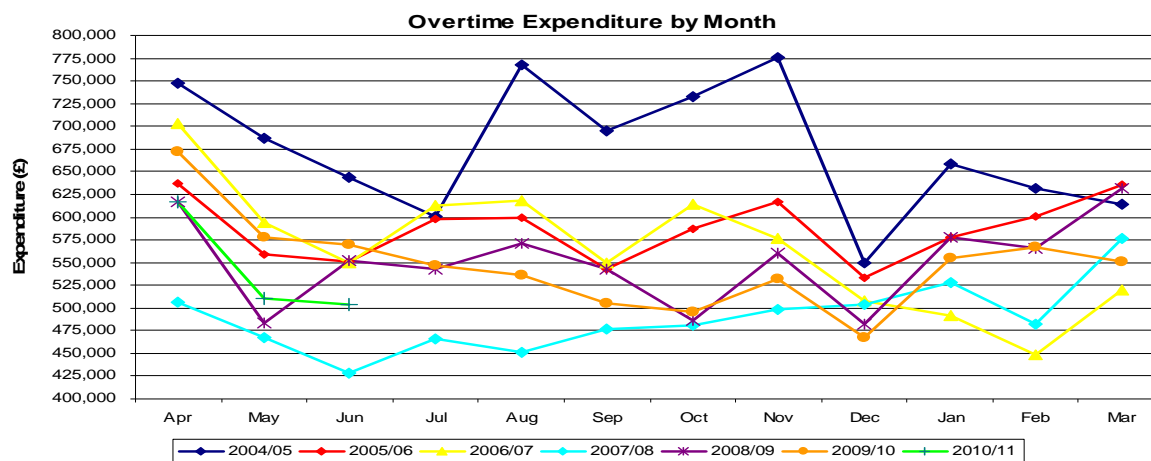
**Table 22: Overtime costs by Job Family and by Division/ CHP (excl. Medical and Dental)**

Job Family	Corporate and Facilities		East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	Ytd Total
	Acute	Facilities						
Medical and Dental Support	15,892	-	-	-	-	-	531	16,424
Nursing/Midwifery 1-4	41,854	80	911	4,710	2,237	264	1,629	51,685
Nursing/Midwifery 5+	476,275	9,380	1,377	8,538	3,984	11,239	5,416	516,208
Allied Health Profession	132,918	1,195	711	7,092	293	-	5,563	147,772
Health Science Services	75,444	-	-	-	-	-	-	75,444
Other Therapeutic	20,767	-	-	1,504	52	-	127	22,449
Personal and social care	263	-	1,096	-	-	-	-	1,359
Administrative Services	63,201	81,494	3,290	2,426	2,412	6,055	2,697	161,574
Executive	-	-	-	-	-	-	-	-
Support Services	26,005	607,000	64	3,027	-	1,599	-	637,694
Emergency Services	-	-	-	-	-	-	-	-
<b>Total</b>	<b>852,619</b>	<b>699,149</b>	<b>7,449</b>	<b>27,296</b>	<b>8,977</b>	<b>19,156</b>	<b>15,963</b>	<b>1,630,609</b>

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 over 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 3 months of the financial year. This is clearly illustrated in the graph below.

**Chart 11: Overtime Monthly Expenditure Trend (2004/05 to 2010/11)**



Further analysis shows that the number of people receiving overtime payments did show a downward trend for Quarter 1. The table below shows the number of people receiving overtime payments for April, May and June split by a fixed overtime category.

**Table 23: Overtime Payments by Category**

Overtime Category	Apr-10	May-10	Jun-10	Total Instances
<£1,000	2,179	1,952	1,883	6,014
£1,000 - £1,499	46	28	34	108
£1,500 - £1,999	18	8	4	30
£2,000 - £2,499	2	4	3	9
£2,500 - £4,499	4	3	-	7
>£5,000	-	-	-	-
<b>Grand Total</b>	<b>2,249</b>	<b>1,995</b>	<b>1,924</b>	<b>6,168</b>

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

**Table 24: Overtime Payments by Category and Band**

Band	Overtime Category						Total Instances
	<£1,000	£1,000 - £1,499	£1,500 - £1,999	£2,000 - £2,499	£2,500 - £4,999	>£5,000	
1	851	2	-	-	-	-	853
2	1,452	21	2	1	1	-	1,477
3	439	4	-	1	-	-	444
4	542	23	11	2	4	-	582
5	1,480	25	6	-	-	-	1,511
6	803	14	4	4	2	-	827
7	430	16	6	-	-	-	452
8	17	3	1	1	-	-	22
<b>Grand Total</b>	<b>6,014</b>	<b>108</b>	<b>30</b>	<b>9</b>	<b>7</b>	<b>-</b>	<b>6,168</b>

Finally the table below depicts the spread of overtime payments by Division/ CHP. It shows that just over 53% of overtime was paid to staff working within the Acute Sector and just under 40% being paid to those within the Corporate and Facilities Division. It also suggests that all 7 individuals receiving an overtime payment within the £2,500-£4,999 are also employed within Corporate and Facilities Division. These require urgent review as they do not represent an appropriate or sustainable means of service provision.

**Table 25: Overtime Payments by Category and 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	3,230	48	10	3	-	-	3,291
Corporate & Facilities	2,359	59	20	6	7	-	2,451
East Lothian CHP	42	-	-	-	-	-	42
Edinburgh CHP	139	-	-	-	-	-	139
Mental Health	76	-	-	-	-	-	76
Midlothian Chp	69	1	-	-	-	-	70
West Lothian CHP	99	-	-	-	-	-	99
<b>Grand Total</b>	<b>6,014</b>	<b>108</b>	<b>30</b>	<b>9</b>	<b>7</b>	<b>-</b>	<b>6,168</b>

### 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 total enhanced cost figure for Quarter 1, 2010 was £8.9Million. This represents an increase of 2.5% on the same period last year and a 22% increase on Q1 in 2008/09. The following table illustrates the distribution of enhanced pay costs by job family and by Division/CHP for this period.

**Table 26: Breakdown of Enhanced Pay Costs by Job Family and by Division/ CHP**

Job Family	Division/CHP							Ytd Total
	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	
Medical and Dental Support	2,953	-	-	-	-	-	1,230	4,183
Nursing/Midwifery 1-4	487,814	588,218	117,331	284,659	183,647	122,183	145,093	1,928,945
Nursing/Midwifery 5+	3,159,840	922,902	223,824	469,794	293,207	208,720	215,849	5,494,136
Allied Health Profession	57,211	757	158	10,928	2,001	2,809	5,494	79,357
Health Science Services	42,987	175	-	760	72	-	39	44,032
Other Therapeutic	26,511	659	1,404	612	4,053	543	1,371	35,153
Personal and social care	10	92	-	191	-	129	-72	351
Administrative Services	93,014	108,171	52,368	7,437	7,340	1,565	6,673	276,568
Executive	-	-	-	-	-	-	-	-
Support Services	40,251	1,009,037	40,170	3,560	220	5,968	907	1,100,113
Emergency Services	147	-	4,638	-	-	-	-	4,785
<b>Total</b>	<b>3,910,738</b>	<b>2,630,011</b>	<b>439,893</b>	<b>777,942</b>	<b>490,540</b>	<b>341,916</b>	<b>376,583</b>	<b>8,967,624</b>

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 44% and 29% respectively of the overall enhanced pay bill.



## Overtime and Enhanced Pay (combined)

The combined total of overtime and enhanced pay set against all Nursing and Midwifery staff amounts to over £8Million and accounts for over 75% of the overall combined total. Support services combined total amounts to £1.74 Million and 16% of the overall combined total.

In a similar vein, the Acute Sector accounts for £4.8 Million (45% of combined total) and Corporate & Facilities account for £3.3Million, 31% of the combined total.

## 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 27: Banding Payments for Quarter 1 2010/11 by Division/CHP**

Division/CHP	Banding Payments
Acute	£ 3,205,605
Corporate and Facilities	£ 18,534
East Lothian CHP	£ 25,652
Edinburgh CHP	£ 33,316
REAS	£ 141,439
Mid Lothian CHP	£ 35,505
West Lothian CHP	£ 39,049
<b>Grand Total</b>	<b>£ 3,499,101</b>

Overall Banding Payments made in Quarter 1 2010/11 fell by 16.3% when compared with the same period in 2009/10 to a total of c£3.5Million

Details for the Acute Sector (which accounts for 92% of the overall costs) show that their costs also fell by 16% to c£3.2 Million.

## Chapter 5: Staff Turnover

### Headlines:

- NHS Lothian's Turnover Rate for Q1 2010/11 = 2.24% (+0.25% on same period last year)
- There were a total of 540 leavers during April, May and June 2010.
- The highest turnover rate of any Job Family is that of Medical and Dental at 4.17%
- The Highest turnover rate of any Division/ CHP is for East Lothian CHP at 2.88%

During Quarter 1, a total of 540 staff left employment with NHS Lothian, giving a turnover rate for the organisation of 2.24%. The highest number of leavers was recorded against Registered Nurses and Midwives and across the acute sector with 136 and 264 leavers respectively. (Note: These figures do not include Bank nor Junior Doctor staff data.)

However the highest turnover rates were recorded against Medical and Dental staff (4.17%) and across East Lothian CHP (2.88%) albeit these represent relatively small numbers of staff.

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

**Table 28: Total number of leavers during Quarter 1 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	49	3	8	1	1	2	4	68
Medical And Dental Support	9	-	-	-	-	-	3	12
Nursing/Midwifery 1-4	55	-	5	20	3	5	5	93
Nursing/Midwifery 5+	78	6	4	24	14	6	4	136
Allied Health Profession	21	-	2	7	-	2	8	40
Healthcare Sciences	14	-	-	2	-	1	-	17
Other Therapeutic	8	1	-	2	4	1	2	18
Personal And Social Care	-	-	2	-	-	-	-	2
Administrative Services	26	32	6	10	4	2	1	81
Executive	-	2	-	-	-	-	-	2
Support Services	4	66	-	1	-	-	-	71
Emergency Services	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>264</b>	<b>110</b>	<b>27</b>	<b>67</b>	<b>26</b>	<b>19</b>	<b>27</b>	<b>540</b>

**Table 29: Leaving Rate (%) for Quarter 1 by Job Family and by Division/ CHP**

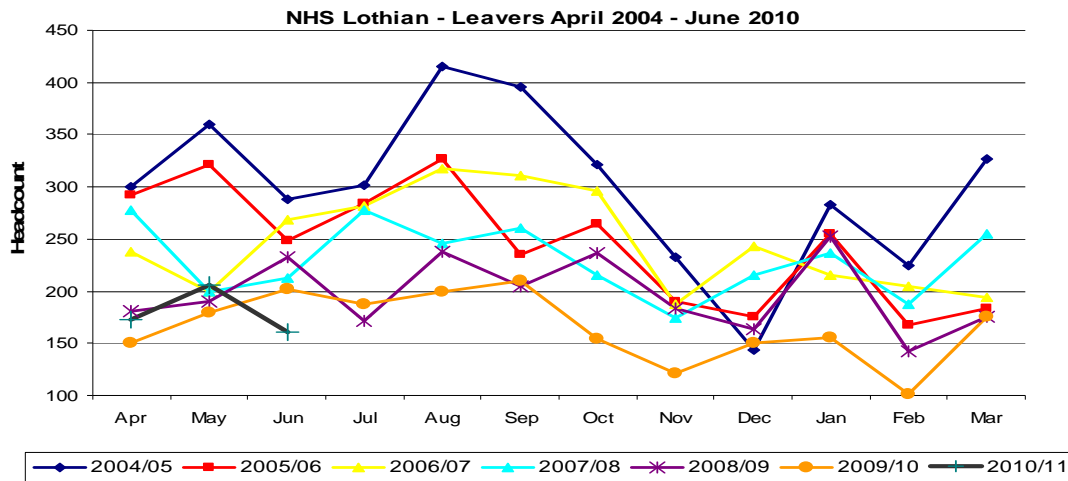
Job Family	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	REAS	Midlothian Chp	West Lothian CHP	Turnover (%) for Quarter 1
Medic & Dental	4.76	3.66	7.69	0.83	1.79	2.67	2.45	4.17
Medical & Dental Support	10.34	-	-	-	-	-	1.09	3.31
Nursing/Midwifery 1-4	3.62	-	2.59	4.14	1.12	2.59	2.10	3.17
Nursing/Midwifery 5+	1.62	1.86	1.15	2.25	2.97	1.26	0.86	1.71
Allied Health Profession	1.86	-	6.90	1.49	-	1.30	3.49	1.84
Health Science Services	1.64	-	-	7.41	-	50.00	-	1.86
Other Therapeutic	1.95	4.55	-	4.76	2.76	3.13	7.14	2.58
Personal and Social Care	-	-	6.06	-	-	-	-	1.69
Administrative Services	1.75	2.15	3.80	2.72	3.67	2.35	0.57	2.09
Executive	-	1.41	-	-	-	-	-	1.14
Support Services	2.72	2.20	-	3.45	-	-	-	2.19
Emergency Services	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>2.30</b>	<b>2.11</b>	<b>2.88</b>	<b>2.55</b>	<b>2.23</b>	<b>1.84</b>	<b>1.68</b>	<b>2.24</b>

**Table 30: Trend of Number of Leavers during Quarter 1 (2010/11)**

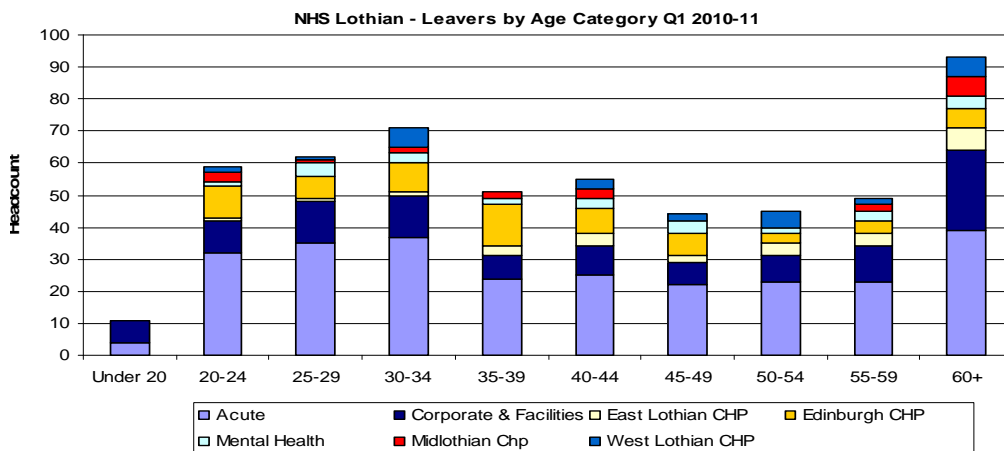
Job Family	Apr	May	Jun	Grand Total
Medic & Dental	7	50	11	68
Medical & Dental Support	-	6	6	12
Nursing/Midwifery 1-4	29	35	29	93
Nursing/Midwifery 5+	52	42	42	136
Allied Health Profession	12	13	15	40
Health Science Services	5	6	6	17
Other Therapeutic	7	6	5	18
Personal and Social Care	1	1	-	2
Administrative Services	32	28	21	81
Executive	-	-	2	2
Support Services	28	19	24	71
Emergency Services	-	-	-	-
<b>Grand Total</b>	<b>173</b>	<b>206</b>	<b>161</b>	<b>540</b>

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. While the number of leavers is up marginally on that recorded in Quarter 1 2009/10, the data confirms a downward trend overall.

**Chart 12: Trend of Number of Leavers during Quarter 1 (2010/11)**



**Chart 13: Split of leavers by age category for Quarter 1 2010/11**

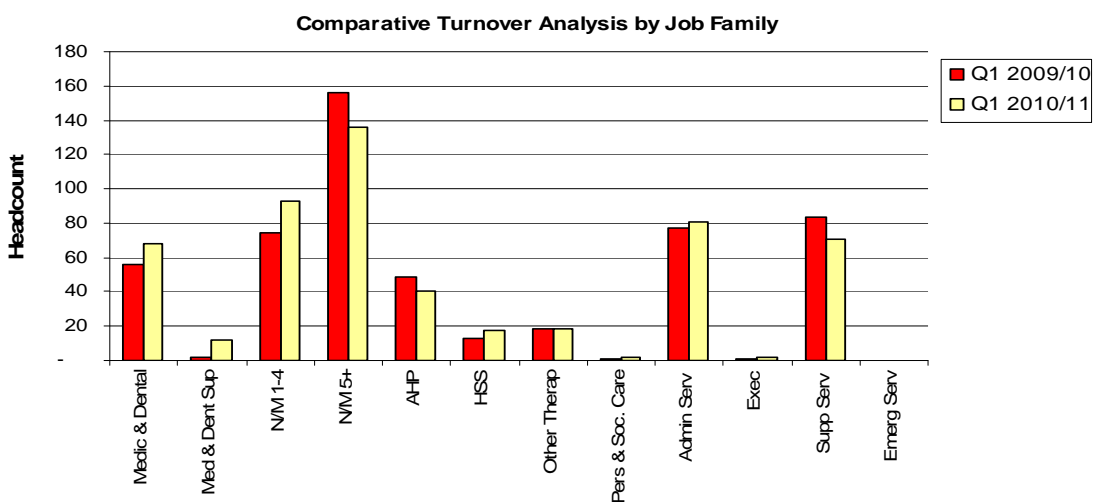


During Quarter 1, the largest group of leavers were from the aged 60+ category, which includes those retiring from the service due to age. A total of 70 individuals retired on age grounds during the first quarter of 2010. The above table also illustrates that 353 staff under the age of 50 left NHS Lothian during Quarter 1, which accounts for 65 % of all leavers during that period. This is consistent with the number of leavers in the same period last year.

### Comparative Analysis for Quarter 1 2009/10 and 2010/11

The following chart shows the comparative levels of turnover for Quarter 1 2009/10 and 2010/11 by individual job family. While the overall number of leavers is slightly up on this time last year, the chart shows where there is variation, for example across Nursing and Midwifery 5+, AHPs and Support Services groups.

**Chart 14: Turnover - Comparative Analysis**



### 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 540 leavers, 70 were recorded as retiring on age grounds. A further 19 retired on other grounds including Voluntary Early Retirement.

The highest amount of leavers was recorded across the Acute Sector with 264 leavers in Quarter 1.

In total the number of leavers across Acute and Corporate & Facilities sectors account for 70% of all leavers in NHS Lothian during Quarter 1

**Table 31: Reasons for Leaving by Job Family**

Reason for Leaving	Medic and Dental	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	Grand Total
Death in Service	-	-	1	-	-	-	-	-	1	-	2	4
Dismissal	1	-	1	2	-	-	-	-	3	-	4	11
Dismissal capability	-	-	6	2	-	-	-	-	1	-	-	9
End of fixed term contract	7	4	9	20	3	1	7	-	5	-	-	56
Ill health	-	-	2	6	-	1	-	-	2	-	5	16
New employment with NHS outwith Scotland	-	-	1	8	2	1	2	-	1	-	-	15
New employment with NHS within Scotland	3	2	5	17	6	2	3	1	4	-	-	43
Non Occupational illness	-	-	1	-	-	-	-	-	-	-	-	1
Other	45	4	22	25	12	3	1	-	13	-	20	145
Pregnancy	-	-	1	1	-	-	-	-	-	-	-	2
Retirement - age	6	-	15	21	-	4	1	-	17	1	5	70
Retirement other	-	-	2	3	1	-	-	-	3	-	1	10
Voluntary Early retirement - actuarial reduction	1	-	-	1	-	2	-	-	3	-	1	8
Voluntary Early retirement - no actuarial reduction	-	-	-	-	-	-	-	-	-	1	-	1
Voluntary resignation - lack of opportunity	-	-	-	-	2	-	-	-	-	-	-	2
Voluntary resignation - lateral move	1	-	1	6	1	-	-	-	2	-	-	11
Voluntary resignation - other	4	-	26	21	13	3	3	1	23	-	33	127
Voluntary resignation - promotion	-	2	-	3	-	-	1	-	3	-	-	9
<b>Grand Total</b>	<b>68</b>	<b>12</b>	<b>93</b>	<b>136</b>	<b>40</b>	<b>17</b>	<b>18</b>	<b>2</b>	<b>81</b>	<b>2</b>	<b>71</b>	<b>540</b>

**Table 32: Reasons for Leaving by Division/ CHP**

Reason for Leaving	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	Mental Health	Midlothian Chp	West Lothian CHP	Grand Total
Death in Service	-	3	-	1	-	-	-	4
Dismissal	3	6	-	-	-	2	-	11
Dismissal capability	3	-	1	2	-	2	1	9
End of fixed term contract	33	5	-	12	5	-	1	56
Ill health	5	5	-	1	3	-	2	16
New employment with NHS outwith Scotland	9	1	-	2	-	-	3	15
New employment with NHS within Scotland	23	4	3	6	3	1	3	43
Non Occupational illness	1	-	-	-	-	-	-	1
Other	83	24	10	16	4	2	6	145
Pregnancy	1	-	-	1	-	-	-	2
Retirement - age	29	14	4	7	3	7	6	70
Retirement other	4	1	2	-	2	-	1	10
Voluntary Early retirement - actuarial reduction	4	4	-	-	-	-	-	8
Voluntary Early retirement - no actuarial reduction	-	1	-	-	-	-	-	1
Voluntary resignation - lack of opportunity	-	-	-	1	-	1	-	2
Voluntary resignation - lateral move	8	-	-	-	1	1	1	11
Voluntary resignation - other	54	39	7	18	4	3	2	127
Voluntary resignation - promotion	4	3	-	-	1	-	1	9
<b>Grand Total</b>	<b>264</b>	<b>110</b>	<b>27</b>	<b>67</b>	<b>26</b>	<b>19</b>	<b>27</b>	<b>540</b>

## Chapter 6: Staff Absence

### Sickness Absence

**NHS Lothian's Target for Sickness Absence = 4.0%**

**SWISS Sickness Absence rate for Quarter 1 2010/11 = 4.16%**

#### Local Rates:

- Quarter 1 2010/11 Sickness Absence rate = 4.29% (compared with 4.40% in Q1 2009/10)
- Nursing 1-4 rate = 7.06%
- West Lothian CHP rate = 5.52%
- Acute Division = 3.98%
- All Absence rate for NHS Lothian = 5.56%

This chapter focuses on staff absence across the organisation including:

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

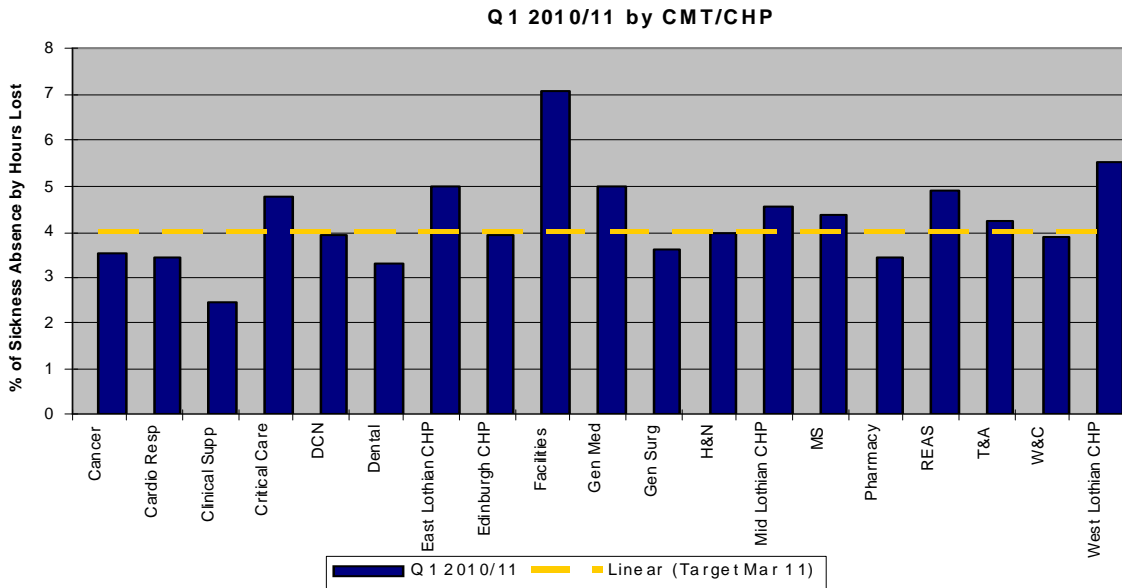
This section details Sickness absence recorded on Empower as well as SSTS. The following table and chart detail sickness absence across service areas for the Quarter 1 period (April to June 2010). These figures should be noted in line with NHS Lothian's target of 4% sickness absence.

**Table 33: Sickness Absence by Job Family and Division/CHP for Quarter 1 2010/11**

Job Family	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	Total
Medic & Dental	0.73	0.17	3.38	0.75	2.38	1.15	0.96	0.87
Med & Dent Sup	3.27	-	-	-	-	-	7.25	5.79
Nursing/ Midwifery 1-4	8.50	0.65	7.58	6.31	8.22	7.31	8.89	7.06
Nursing/ Midwifery 5+	4.55	1.28	5.46	3.84	5.06	4.26	5.00	4.29
Allied Health Professions	2.94	2.31	0.55	2.02	2.24	2.67	4.71	2.82
Health Science Services	2.73	0.47	-	0.07	1.21	16.00	6.76	2.65
Other Therapeutic	3.51	0.88	0.59	0.71	0.78	3.13	0.60	2.52
Pers & Soc. Care	1.60	2.44	1.81	4.25	-	1.03	1.10	2.24
Admin Services	3.13	3.93	3.77	4.63	4.56	5.33	4.41	3.74
Executive	0.22	0.76	-	-	-	-	18.11	1.17
Supp Services	6.89	7.21	1.50	4.63	3.08	4.00	0.39	7.06
Emerg Services	-	-	-	-	-	-	-	-
<b>Total</b>	<b>3.98</b>	<b>4.58</b>	<b>4.99</b>	<b>3.91</b>	<b>4.88</b>	<b>4.56</b>	<b>5.52</b>	<b>4.29</b>

A more detailed breakdown is offered in the chart below. Absence rates range from 7.08% (Facilities) to 2.49% (Clinical Support).

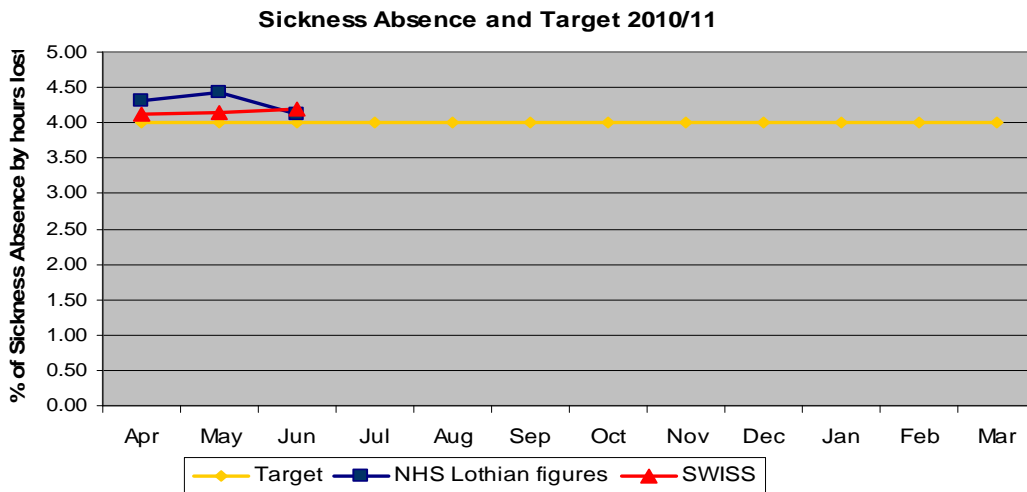
**Chart 15: Comparison of Vacancy Rates against National Target**



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 16: Sickness Absence – Trend Comparison.**



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 (Q1 Average is 4.16%). Achieving or exceeding this target will further reduce the need for supplementary staffing.

### Breakdown of all 'Other' leave by Division/ CHP

The 'Other Absence' rate, i.e. all other recorded absence not including sickness absence, for Quarter 1 was 1.27%. A full breakdown by Job Family and by Division/ CHP is offered in the table below.

**Table 34: 'Other' Absence by Job Family and Division/CHP for Quarter 1 2010/11**

Absence Category	Acute	Corporate & Facilities	East Lothian CHP	Edinburgh CHP	REAS	Midlothian CHP	West Lothian CHP	Grand Total
Adoption %	0.00	-	-	0.00	-	-	0.02	0.00
Career Break %	0.02	0.05	0.19	0.02	0.13	0.09	-	0.04
Carers Leave %	0.08	0.01	0.12	0.14	0.18	0.07	0.03	0.07
Compassionate Leave %	0.06	0.02	0.12	0.07	0.05	0.08	0.01	0.05
Infection Control %	0.00	0.01	0.00	-	0.04	-	0.02	0.01
Maternity Leave %	0.62	0.42	0.19	0.40	0.62	0.43	0.44	0.52
Parental Leave %	0.00	0.00	-	0.00	-	-	-	0.00
Paternity %	0.02	0.02	-	0.02	0.02	-	-	0.02
Sabbatical %	0.00	-	-	-	-	-	-	0.00
Special Leave %	0.11	0.28	0.19	0.04	0.08	0.02	0.41	0.16
Study Leave %	0.48	0.06	0.23	0.27	0.55	0.12	0.62	0.36
Swine Flu %	-	-	-	-	-	-	-	-
Unauthorised Absence %	0.00	0.05	-	-	-	-	-	0.01
Unpaid Leave %	0.05	0.03	0.01	0.05	0.01	-	-	0.04
<b>Grand Total %</b>	<b>1.45</b>	<b>0.94</b>	<b>1.05</b>	<b>1.00</b>	<b>1.67</b>	<b>0.80</b>	<b>1.55</b>	<b>1.27</b>

### Breakdown of All Absence by Job Family and by Division/ CHP

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 for Quarter 1 2010/11**

Job Family	Acute	Corporate and Facilities	East Lothian CHP	Edinburgh CHP	REAS	Mid Lothian CHP	West Lothian CHP	Total
Medic and Dental	2.22	3.85	4.02	1.50	4.27	2.68	1.09	2.32
Medical and Dental Support	5.27	-	-	-	-	-	7.59	6.74
Nursing/Midwifery 1-4	10.06	0.65	8.72	7.16	9.60	7.78	10.78	8.24
Nursing/Midwifery 5+	6.52	1.63	6.33	5.12	7.48	5.18	6.77	5.96
Allied Health Profession	3.90	4.51	0.71	2.63	4.32	3.69	7.90	4.02
Health Science Services	3.38	0.59	-	0.07	1.21	16.00	11.54	3.30
Other Therapeutic	4.53	2.48	1.11	2.45	0.91	3.13	0.74	3.31
Personal and social care	3.22	2.71	5.55	4.69	-	2.05	1.33	3.73
Administrative Services	3.69	5.16	5.27	5.64	4.82	5.83	5.16	4.64
Executive	0.34	0.84	-	-	-	-	18.11	1.24
Support Services	7.41	8.28	1.50	4.68	3.08	4.00	1.30	8.07
Emergency Services	-	-	-	-	-	-	-	-
<b>Total</b>	<b>5.43</b>	<b>5.52</b>	<b>6.04</b>	<b>4.91</b>	<b>6.55</b>	<b>5.36</b>	<b>7.07</b>	<b>5.56</b>



## Medical Absence

The introduction of a recording system for medical staff absence was championed by the Medical Director. 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 all Medical Absence Rates by Directorate/ CHP**

LDP	% Sickness	% Maternity	%Study Leave
Cancer	0.33	0.38	1.18
Cardio	0.47	0.07	0.52
Clinical Support	0.63	0.11	1.01
Critical Care	0.28	-	0.76
DCN	1.97	-	-
General Medicine	1.32	0.36	0.90
General Surgery	0.66	-	1.07
Head & Neck	0.52	0.94	1.49
Musculo-Skeletal	0.04	-	1.10
Theatre & Anaesthetics	0.99	0.72	2.80
Women & Children	0.38	0.84	1.17
<b>Acute Total</b>	<b>0.74</b>	<b>0.41</b>	<b>1.21</b>
East Lothian CHP	3.38	0.47	0.40
Edinburgh CHP	0.75	-	0.27
Royal Ed and Ass Servi	2.38	2.52	1.13
Mid Lothain CHP	1.15	0.42	0.66
West Lothian CHP	0.59	-	0.13
<b>Grand Total</b>	<b>0.88</b>	<b>0.49</b>	<b>1.12</b>

Absence levels shown above are generally low. The highest levels of sickness absence are against East Lothian CHP (3.38%) and REAS (2.38%).

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	1.03	0.15	1.39
SAS	0.92	-	0.62
Other	3.63	1.78	0.59
ST's	0.55	1.02	1.40
FY1/FY2	0.30	-	0.20
<b>Grand Total</b>	<b>0.88</b>	<b>0.49</b>	<b>1.12</b>

## Chapter 7: Supplementary Staffing

### Headlines:

- Directly Employed Locum spend for Quarter 1 2010/11 = £977,128
- Agency Locum spend = c£1.25 Million
- Bank Expenditure = c£3.9 Million
- Agency Expenditure = £320,792

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

### 7.1 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 77% of the total expenditure for Directly Employed Locum staff.

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

**Table 38: Medical Locum Usage (wte) by Month and Grade.**

Grade	April	May	June	Q1 Average
Clinical Fellow/Assistant	0.09	0.09	0.09	0.09
Consultant	20.82	24.09	25.51	23.47
Medical Officer	3.61	3.89	3.37	3.62
Spec Doctors	7.06	5.90	5.90	6.29
Staff Grade	-	-	-	-
<b>Total</b>	<b>31.58</b>	<b>33.97</b>	<b>34.87</b>	<b>33.47</b>

**Table 39: Medical Locum Expenditure by Month and Grade.**

Grade	Apr-10	May-10	Jun-10	Total in Q1
Clinical Fellow/Assistant	£ 402	£ 402	£ 402	£ 1,207
Consultant	£ 222,187	£ 291,646	£ 242,876	£ 756,709
Medical Officer	£ 41,816	£ 48,136	£ 45,360	£ 135,312
Spec Doctors	£ 32,010	£ 27,121	£ 24,769	£ 83,900
Staff Grade	£ -	£ -	£ -	£ -
<b>Total</b>	<b>£ 296,416</b>	<b>£ 367,305</b>	<b>£ 313,407</b>	<b>£ 977,128</b>

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 40: Directly Employed Locum Usage by Division/CHP**

Division/CHP	Directly Employed Locums (Av WTE)
Acute	27.15
Corporate and Facilities	0.44
East Lothian CHP	1.83
Edinburgh CHP	1.75
REAS	0.95
Mid Lothian CHP	1.17
West Lothian CHP	0.18
<b>Grand Total</b>	<b>33.47</b>

**Table 41: Directly Employed Locum Expenditure by Division/CHP**

Division/CHP	Directly Employed Locum Expenditure
Acute	£ 797,566
Corporate and Facilities	£ 12,106
East Lothian CHP	£ 59,295
Edinburgh CHP	£ 43,075
REAS	£ 29,034
Mid Lothian CHP	£ 33,563
West Lothian CHP	£ 2,490
<b>Grand Total</b>	<b>£ 977,128</b>

### 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 June 2010 only**.

**Table 42: 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	3.93	1.50	7.15	0.60	8.70	3.63	25.51
Locum Medical Officer	0.78	0.54	0.34	0.10	0.53	1.08	3.37
Locum Spec Doctors	-	1.95	2.80	0.90	0.25	-	5.90
Locum Staff Doctors	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>4.71</b>	<b>3.99</b>	<b>10.29</b>	<b>1.60</b>	<b>9.48</b>	<b>4.80</b>	<b>34.87</b>

It is interesting to note that while usage is down by 3% on Q1 figures for 2009/10, the expenditure overall shows a slight rise of 0.25%. For the Q1 period Directly Employed Medical Locum staff costs equated to an average of £116,776 per locum per annum.

### 7.2 Agency Locums

In addition to Directly Paid Medical Locum staff expenditure, Agency Medical Locum Expenditure accounted for a further c£1.23m during the Q1 2010/11 period.

**Table 43: Agency Medical Locum Usage by Grade.**

Medical Category	Agency Locums (Av WTE)
Consultant	9.47
SAS	4.93
Other	0.23
Training	18.91
<b>Total</b>	<b>33.53</b>

**Table 44: Agency Medical Locum Expenditure by Grade.**

Medical Category	Agency Locum expenditure
Consultant	£ 495,773
SAS	£ 181,369
Other	£ 6,512
Training	£ 541,424
<b>Total</b>	<b>£ 1,225,079</b>

The above tables show that the greatest demand for Agency Locums is across Training Grades accounting for over 44% of the total Agency Locum Expenditure during Q1 2010/11.

**Table 45: Agency Medical Locum Usage by Division/ CHP.**

Division/CHP	Agency Locums (Av WTE)
Acute	28.79
Corporate and Facilities	0.00
East Lothian CHP	0.00
Edinburgh CHP	0.00
REAS	4.59
Mid Lothian CHP	0.15
West Lothian CHP	0.00
<b>Grand Total</b>	<b>33.53</b>

**Table 46: Agency Medical Locum Expenditure by Division/CHP.**

Division/CHP	Agency Locum expenditure
Acute	£ 1,030,173
Corporate and Facilities	£ -
East Lothian CHP	£ -
Edinburgh CHP	£ -
REAS	£ 187,143
Mid Lothian CHP	£ 7,762
West Lothian CHP	£ -
<b>Grand Total</b>	<b>£ 1,225,079</b>

The above tables also confirm that Agency Locum use is generally confined to the Acute Division as well as across REAS.

For the Q1 period Agency Medical Locum staff costs were calculated at an average of £146,147 per locum per annum.

### 7.3 Bank Staff

The total expenditure for Bank Staff during Quarter 1 2010/11 was £3,959,538. However the overall monthly expenditure shows a downward trend, having fallen by almost £700k, a drop of over 40%, since March 2010.

The following table notes the total Bank expenditure by Job Family for the Quarter 1 period.

**Table 47: Bank Expenditure by Job Family (Quarter 1 Total)**

Job Family	Total Cost in Quarter 1
Nursing/ Midwifery 5+	£ 2,180,454
Nursing/ Midwifery 1-4	£ 1,641,174
Other Staff incl A&C	£ 137,911
<b>Total in Quarter 1</b>	<b>£ 3,959,538</b>

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

**Table 48: Bank Expenditure by Division/ CHP (Quarter 1)**

Divison/CHP	Expenditure
Acute	£ 2,054,318
Corporate & Facilities	£ 153,075
East Lothian CHP	£ 259,221
Edinburgh CHP	£ 471,022
Mental Health	£ 466,252
Midlothian Chp	£ 425,099
West Lothian CHP	£ 130,552
<b>Total in Quarter 1</b>	<b>£ 3,959,538</b>

**Table 49 Bank Expenditure by Division/ CHP and month (Quarter 1 Period)**

Month	Divison/CHP	Total in mth cost
April	Acute	£ 827,187
	Corporate & Facilities	£ 53,065
	East Lothian CHP	£ 111,052
	Edinburgh CHP	£ 179,036
	Mental Health	£ 161,646
	Midlothian Chp	£ 161,988
	West Lothian CHP	£ 48,345
<b>April Total</b>	<b>£ 1,542,320</b>	
May	Acute	£ 729,536
	Corporate & Facilities	£ 51,713
	East Lothian CHP	£ 81,452
	Edinburgh CHP	£ 147,632
	Mental Health	£ 168,249
	Midlothian Chp	£ 149,961
	West Lothian CHP	£ 41,331
<b>May Total</b>	<b>£ 1,369,873</b>	
June	Acute	£ 497,596
	Corporate & Facilities	£ 48,297
	East Lothian CHP	£ 66,717
	Edinburgh CHP	£ 144,354
	Mental Health	£ 136,357
	Midlothian Chp	£ 113,149
	West Lothian CHP	£ 40,875
<b>June Total</b>	<b>£ 1,047,346</b>	

## 7.4 Agency Staff

Considerable efforts have been made in reducing NHS Lothian's reliance on Agency staff. 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 50: Agency Expenditure by Job Family (Quarter 1 Total)**

Job Family	Total Cost in Quarter 1
NursingMidwifery 1-4	£ 2,862
NursingMidwifery 5+	£ 317,930
<b>Total</b>	<b>£ 320,792</b>

**Table 51: Breakdown of Agency Expenditure by Job Family per month (April – June)**

Month	Job Family	Total Cost
April	NursingMidwifery 1-4	£ 917
	NursingMidwifery 5+	£ 91,696
<b>April Total</b>		<b>£ 92,613</b>
May	NursingMidwifery 1-4	£ 1,945
	NursingMidwifery 5+	£ 116,080
<b>May Total</b>		<b>£ 118,025</b>
June	NursingMidwifery 1-4	
	NursingMidwifery 5+	£ 110,154
<b>June Total</b>		<b>£ 110,154</b>

**Table 52: Agency Expenditure by Division/ CHP (Quarter 1 Total)**

Division/ CHP	Total in mth cost
Acute	289,531
East Lothian CHP	31,261
<b>Total</b>	<b>320,792</b>

**Table 53: Breakdown of Agency Expenditure by Division/ CHP per month (April - June)**

Month	Division/ CHP	Total Cost
April	Acute	£ 83,173
	East Lothian CHP	£ 9,440
<b>April Total</b>		<b>£ 92,613</b>
May	Acute	£ 108,833
	East Lothian CHP	£ 9,192
<b>May Total</b>		<b>£ 118,025</b>
June	Acute	£ 97,524
	East Lothian CHP	£ 12,629
<b>June Total</b>		<b>£ 110,154</b>

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 8% of the total bank expenditure recorded during Quarter 1.

## Chapter 8 – Temporary Staffing

### Headlines:

- The number of fixed-term contracts rose by 19.73 WTE when compared with Quarter 1 2009/10 data.
- The average number of fixed term contracts during Q1 was 317.27 WTE.
- The highest number of Fixed term contracts is within the Nursing 5+ Job Family group as well as across East Lothian CHP
- A total of 15 secondments commenced during Quarter 1 2010/11

The term Temporary Staffing covers those staff on fixed-term contracts as well as staff employed under secondment arrangements

### 8.1 Fixed Term Contract Holders

Table below shows a steady increase in the first 3 months of this financial year – up 6.5% from April to June 2010.

The greatest use of fixed-term contracts is across the registered Nursing and Administrative Services Job Families. While the number of Nursing 5+ fixed-term contracts has reduced, the number of admin staff on fixed-term contracts has increased by 13% from April to June 2010.

**Table 54: Fixed Term Contracts per Month by Job Family**

Job Family	Apr-10	May-10	Jun-10	Grand Total (Av WTE)
Medic & Dental	8.13	10.24	11.24	9.87
Medical & Dental Support	13.40	10.95	13.00	12.45
Nursing/Midwifery 1-4	16.49	17.65	16.86	17.00
Nursing/Midwifery 5+	86.34	84.94	85.39	85.56
Allied Health Profession	33.33	35.14	36.04	34.84
Health Science Services	10.12	10.6	11.12	10.61
Other Therapeutic	31.67	34.55	35.82	34.01
Personal and Social Care	9.96	9.60	9.96	9.84
Administrative Services	76.07	84.72	86.43	82.41
Executive	2.00	2.00	2.00	2.00
Support Services	19.14	18.28	18.62	18.68
<b>Grand Total</b>	<b>306.65</b>	<b>318.67</b>	<b>326.48</b>	<b>317.27</b>

**Table 55: Fixed Term Contracts by Division/ CHP**

Division/CHP	Fixed Term Contracts (Av YTD)
Acute	97.99
Corporate and Facilities	98.93
East Lothian CHP	11.07
Edinburgh CHP	39.20
REAS	36.11
Mid Lothian CHP	12.43
West Lothian CHP	21.53
<b>Grand Total</b>	<b>317.27</b>

The table above also shows that fixed term contracts were least prevalent across East Lothian CHP (3.5% of all fixed term contracts) but were most prevalent within the Corporate and Facilities Division (31% of all fixed term contracts) for Quarter 1 2010/11.

## 8.2 Secondments

### Profile of Secondments Prior to and During Quarter 1 2010/11

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

**Table 56: Profile of Secondments Prior to and During Quarter 1 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	-	-	
<b>Q1 Total</b>			<b>15</b>	<b>14.1</b>	<b>-</b>	<b>-</b>

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.

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

**Table 57: Duration of Current Secondments**

Data	12 Months and Over	Under 12 Months	Grand Total
Headcount	10	5	15
Wte	9.5	4.6	14.1

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 58: Secondments by Job Family**

Job Family	Secondments
Medic & Dental	0
Medical & Dental Support	0
Nursing/Midwifery 1-4	0
Nursing/Midwifery 5+	10
Allied Health Profession	3
Health Science Services	0
Other Therapeutic	1
Personal and Social Care	0
Administrative Services	1
Executive	0
Support Services	0
Emergency Services	0
<b>Grand Total</b>	<b>15</b>

The number of secondees 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 59: Secondments by Division/CHP**

Division/CHP	Secondments
Acute	8
Corporate and Facilities	0
East Lothian CHP	0
Edinburgh CHP	6
REAS	1
Mid Lothian CHP	0
West Lothian CHP	0
<b>Grand Total</b>	<b>15</b>

## Chapter 9: Training and Development

### Headlines:

- Total number of attendances in Quarter 1 2010/11 = 11,208
- A total of 4,128 individual attended in-house training during June 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 1.

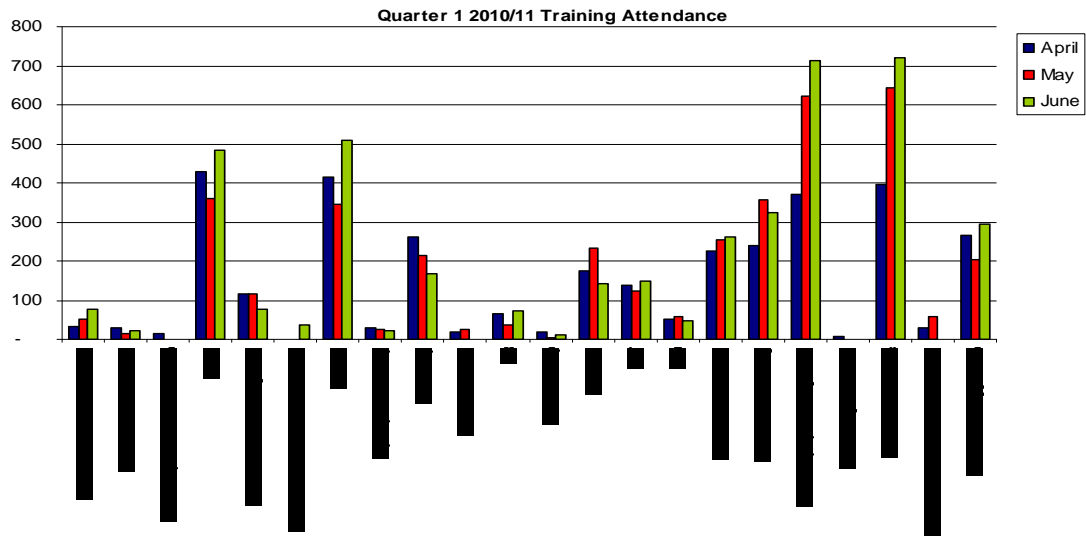
**Table 60: Attendance Statistics for Quarter 1, 2010/11**

Training Category	April	May	June	Grand Total
Adult Support and Protection	32	52	75	159
Continence Care Service	30	13	21	64
Community Enteral Nutrition Team	15	-	-	15
CPPD	429	361	485	1,275
Child Protection Training Team	118	116	77	311
Diabetes Managed Clinical Network	-	-	37	37
E Health	414	345	509	1,268
Equality and Diversity	28	25	21	74
Fire Safety	262	216	169	647
Health Promotion	17	26	-	43
HR	66	37	71	174
Health & Safety	17	5	12	34
Induction	176	234	141	551
KSF	138	123	149	410
L&D	52	59	46	157
Manual Handling Dept	224	256	261	741
Mental Health Training	240	358	325	923
Mandatory Update Programme	372	621	712	1,705
Risk Management Team	6	-	-	6
Resuscitation Service	398	643	721	1,762
Simpson Centre Reproductive Health	30	59	-	89
Violence and Aggression	265	202	296	763
<b>Total</b>	<b>3,329</b>	<b>3,751</b>	<b>4,128</b>	<b>11,208</b>

There were over 11,000 attendances at in-house training courses during Quarter 1 2010/11. Attendances during the month of June showed a significant increase to those in April – an increase of 24%.

The following graph illustrates the breakdown of attendances by training category and the trend in attendances in each of the first 3 months of this financial year.

**Chart 17: Comparison of Attendances for April, May and June 2010**



## Chapter 10: Employee Relations

### Headlines:

- **Disciplinary Cases during Q1 2010/11 = 14**
- **Grievance Cases during Q1 2010/11 = 5**
- **Dignity at Work cases during Q1 2010/11 = 9**

For the purposes of this report the term 'Employee Relations' refers to data held on:

- Staff Discipline
- Grievance
- Dignity at Work (Bullying and Harassment)

The tables below are populated from data held locally by HR and highlight the number of cases that went beyond preliminary investigation stage. The data is split by Job Family and by Division/ CHP

**Table 61: Employee Relations Cases by Job Family – Quarter 1, 2010/11**

Job Family	Disciplinary Cases	Grievance Cases	Bullying Cases
Medic & Dental	0	0	6
Medical & Dental Support	0	0	0
Nursing/Midwifery 1-4	4	0	0
Nursing/Midwifery 5+	6	1	1
Allied Health Profession	0	0	0
Health Science Services	1	0	0
Other Therapeutic	0	0	0
Personal and Social Care	0	0	0
Administrative Services	1	1	0
Executive	0	0	0
Support Services	2	3	2
Emergency Services	0	0	0
<b>Grand Total</b>	<b>14</b>	<b>5</b>	<b>9</b>

**Table 62: Employee Relations Cases by Division/ CHP – Quarter 1, 2010/11**

Division/CHP	Disciplinary Cases	Grievance Cases	Bullying Cases
Acute	9	1	6
Corporate and Facilities	1	4	2
East Lothian CHP	0	0	0
Edinburgh CHP	1	0	1
REAS	1	0	0
Mid Lothian CHP	0	0	0
West Lothian CHP	2	0	0
<b>Grand Total</b>	<b>14</b>	<b>5</b>	<b>9</b>

**Table 63: Comparing Staff Groups to Job Families**

<b>Original Staff Group</b>	<b>New Job Family Descriptor</b>	<b>Examples</b>	<b>Differences</b>
Nursing Registered	<b>Nursing &amp; Midwifery 5+</b>	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	<b>Nursing &amp; Midwifery 1-4</b>	Nursing Auxilliaris, Maternity Care Assistsants, Assistant Practitioners grades; Nursing support staff etc	
P&T A	<b>Allied Health Professions</b>	OTs, Physios, SALTs, Art Therapists, Radiographers, Podiatrists, Dietetics, Othoptics, 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.
	<b>Health Science Services</b>	Includes Biomedical Sciences; Clinical Sciences; Clinical Physiology; Clinical Technology	
	<b>Other Therapeutic</b>	Includes Clinical Psychology; Genetic Counselling; Optometry; Pharmacy and Play Specialists (Nursery Nurses).	

P&T B	<b>Healthcare Science</b>	As above.	The previous PTB category is now divided into three separate categories.
	<b>Medical and Dental Support</b>	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.
	<b>Personal and Social Care</b>	Hospital Chaplains	Chaplains are now reported within the Personal and Social Care category.
A&C/SM	<b>Administrative Services</b>	Administrative support to Clinical Staff (patient services); Central Functions;	This category contains all administrative and clerical grades under Agenda for Change
	<b>Executive</b>	Senior Manager Grades	Executive Level or Senior Manager grades. (Non AfC grades).
Ancillary	<b>Support Services</b>	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	<b>Personal and Social Care</b>	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	<b>Emergency Services</b>	Emergency Staff	This group consists of Emergency services Staff only.