

Publication Report



NHS Scotland Workforce

Data as at 30 June 2011

Publication date – 30 August 2011



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About ISD

Scotland has some of the best health service data in the world combining high quality, consistency, national coverage and the ability to link data to allow patient based analysis and follow up.

Information Services Division (ISD) is a business operating unit of NHS National Services Scotland and has been in existence for over 40 years. We are an essential support service to NHSScotland and the Scottish Government and others, responsive to the needs of NHSScotland as the delivery of health and social care evolves.

Purpose: To deliver effective national and specialist intelligence services to improve the health and wellbeing of people in Scotland.

Mission: Better Information, Better Decisions, Better Health

Vision: To be a valued partner in improving health and wellbeing in Scotland by providing a world class intelligence service.

Official Statistics

Information Services Division (ISD) is the principal and authoritative source of statistics on health and care services in Scotland. ISD is designated by legislation as a producer of 'Official Statistics'. Our official statistics publications are produced to a high professional standard and comply with the Code of Practice for Official Statistics. The Code of Practice is produced and monitored by the UK Statistics Authority which is independent of Government. Under the Code of Practice, the format, content and timing of statistics publications are the responsibility of professional staff working within ISD.

ISD's statistical publications are currently classified as one of the following:

- National Statistics (ie assessed by the UK Statistics Authority as complying with the Code of Practice)
- National Statistics (ie legacy, still to be assessed by the UK Statistics Authority)
- Official Statistics (ie still to be assessed by the UK Statistics Authority)
- other (not Official Statistics)

Further information on ISD's statistics, including compliance with the Code of Practice for Official Statistics, and on the UK Statistics Authority, is available on the [ISD website](#).

The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics. Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs;
- are well explained and readily accessible;
- are produced according to sound methods, and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.

Introduction

The workforce has a significant role to play in the delivery of quality services that meet the needs of patients and their families and the general public within a modern health service. The Scottish Government published A Force for Improvement in January 2009 as a workforce framework providing a base from which policy and financial decisions can be taken across NHS Boards in partnership with other agencies. A Force for Improvement recognises the importance of workforce data and intelligence in planning the workforce. It needs to be accurate and timely and fit for purpose in supporting planning and decision making at all levels to meet service redesign and delivery needs.

During January 2008 published information changed to reflect the introduction of Agenda for Change. Historically, NHSS workforce information has been published in a format based on the pay structure, namely Whitley for the majority of staff. Agenda for Change is the new, national pay system which has introduced the new pay bands and harmonised terms and conditions for NHS Workers. The main source of workforce statistics is SWISS ([Scottish Workforce Information Standard System](#)). Workforce information was first captured through SWISS in 2007 for the data as at 30th September 2007.

The presentation and format of the published workforce information has been agreed and designed in conjunction with the [ISD Workforce Technical Reference Group](#) which has ISD, NHS Board and Scottish Government representation. It is however recognised that the presentation of the published information will evolve over time as more detailed information is captured via SWISS.

Information available in this release;

- All staff in post
- Vacancies (Nursing & Midwifery, Consultant and Allied Health Professions)
- Staff turnover

Over the past year there has been an increasing demand from the public and key stakeholders to have more frequent workforce information reports made available for national use. In response to this, it has been agreed by the [ISD Workforce Statistics Steering group](#) and [ISD Workforce Technical Reference group](#) that workforce statistics should be published on a quarterly basis and this is supported by the Cabinet Secretary for Health, Wellbeing and Cities Strategy. This move will ensure that ISD continues to fully support NHS Boards and the Scottish Government, as part of the on-going planning cycle.

As with all data systems, accuracy of coding is crucial to the quality and credibility of the information captured. It is acknowledged that quality issues exist with regards to workforce information, particularly around the assimilation to AfC, where NHS Boards feel the published data (staff in post) does not truly reflect what is held locally. ISD continue to work with each of the 14 NHS Boards and 8 Special Health Boards, to improve the [data quality](#) of workforce information. Significant progress has been made over the past few years, with ISD now working to address very specific local board data quality issues. The tables within this report present figures in both Headcount numbers and Whole Time Equivalent (WTE). WTEs adjust headcount staff figures to take account of part-time staff. An employee may hold more than one appointment in NHSS. Their appointments may be in more than one NHS organisation, in more than one region, in more than one specialty, or in more than one grade. This issue must be considered when using tables showing Headcount figures as the employee is counted under each organisation / region / specialty / grade they work in but only once in the total. Tables showing WTE figures are not affected.

The headcount and WTE of all medical and dental staff, HCHS medical and dental staff and medical and dental support staff, along with the headcount of General medical Practitioners (GPs) and General Dental Services (GDS) dentists, are also presented.

At present Workforce information published within the ISD workforce website presents staff in post information by Headcount and Whole Time Equivalent. In order to provide additional and more accurate information during the June 2011 National Statistics release, ISD revised methodologies. These changes include the addition of an 'employments' count and revision to the headcount measure. The employment count is available for all Non medical staff, from September 2007 to present.

Definitions for each include;

- Headcount – This refers to the actual number of individuals (employees) working within the NHSS. This eliminates any double counting that may exist as a result of an employee holding more than one post (see employment below).
- Whole Time Equivalent – This is derived by dividing the number of contacted hours by the number of conditioned hours (hours worked). This adjusts headcount staff figures to take account of part time staff.
- Employment - An employee may hold more than one appointment in NHSS. Their appointments may be in more than one NHS organisation, in more than one region, in more than one specialty, or in more than one grade. The 'Employment' variable will count the employee under each organisation / region / specialty / grade they work i.e. the same employee may be counted more than once.

It is also worth noting that due to changes in methodology and data quality issues, information presenting 'All NHSS staff (including GPs & GDs)' is currently unavailable. In line with ISDs revision policy, these data will be made available in a future quarterly release.

Information presenting 'All NHSS staff (excluding GPs & GDs) is however available.

Key points

- The total number of staff in post (WTE) as at 30th June 2011 is 131,914.9 (excluding GPs & GDs) compared with 133,325.6 (WTE) as at 31st March 2011. This is a decrease of 1.1% (1,410.7 WTE).
- The total number of staff in post (headcount) as at 30th June 2011 is 155,312 (excluding GPs & GDs) compared with 156,901 (headcount) as at 31st March 2011. This is a decrease of 1.0% (1,589 headcount).
- The number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 30th June 2011 is 11,368.4 (WTE), compared to 11,419.6 (WTE) as at 31st March 2011, a decrease of 0.4% (51.2 WTE).
- The number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 30th June 2011 is 12,736 (headcount), compared to 12,786 (headcount) as at 31st March 2011, a decrease of 0.4% (50 headcount).
- The number of consultants in post as at 30th June 2011 is 4,400.6 (WTE), compared to 4,423.9 (WTE) as at 31st March 2011, a decrease of 0.5% (23.3 WTE).
- The number of consultants in post as at 30th June 2011 is 4,685 (headcount), compared to 4,714 (headcount) as at 31st March 2011, a decrease of 0.6% (29 headcount).
- The number of nursing and midwifery staff in post as at 30th June 2011 is 56,681.2 (WTE), compared to 57,166.9 (WTE) as at 31st March 2011, a decrease of 0.8% (485.7 WTE).
- The number of nursing and midwifery staff in post as at 30th June 2011 is 65,856 (headcount), compared to 66,425 (headcount) as at 31st March 2011, a decrease of 0.9% (569 WTE).
- The number of Allied Health Professions staff in post as at 30th June 2011 is 9,412.6 (WTE), compared to 9,510.6 (WTE) as at 31st March 2011, a decrease of 1.0% (98.0 WTE).
- The number of Allied Health Professions staff in post as at 30th June 2011 is 11,378 (headcount), compared to 11,479 (headcount) as at 31st March 2011, a decrease of 0.9% (101 headcount).
- The number of Administrative services staff in post as at 30th June 2011 is 24,983.1 (WTE), compared to 25,482.9 (WTE) as at 31st March 2011, a decrease of 2.0% (499.8 WTE).
- The number of Administrative services staff in post as at 30th June 2011 is 29,217 (headcount), compared to 29,796 (headcount) as at 31st March 2011, a decrease of 1.9% (525 headcount).

Key points continued

- The number of Support services staff in post as at 30th June 2011 is 14,011.6 (WTE), compared to 14,184.0 (WTE) as at 31st March 2011, a decrease of 1.2% (172.4 WTE).
- The number of Support services staff in post as at 30th June 2011 is 19,135 (headcount), compared to 19,337 (headcount) as at 31st March 2011, a decrease of 1% (202 headcount).

Results and Commentary

Overall Summary

Key points:

- The total number of staff in post (headcount) as at 30th June 2011 is 155,312 (excluding GPs & GDs) compared with 156,901 (headcount) as at 31st March 2011. This is a decrease of 1.0% (1,589 headcount).
- The total number of staff in post (WTE) as at 30th June 2011 is 131,914.9 (excluding GPs & GDs) compared with 133,325.6 (WTE) as at 31st March 2011. This is a decrease of 1.1% (1,410.7 WTE).
- The largest staff group is Nursing & Midwifery at 42.4% (headcount).

Information is available by NHS Board and region.

Throughout, information is presented as headcount or whole time equivalent (WTE). WTE adjusts headcount to take account of part-time staff.

Latest data available is 30th June 2011.

In order to provide additional and more accurate information, during the June 2011 National Statistics release ISD revised methodologies. These changes include the addition of an 'employments' count and revision to the headcount measure. Information available within the overall summary table includes;

- Headcount for years 2007 onwards. Please note due to revisions in the headcount measure, it is not possible to compare data prior to 2007. For this reason, data from 2002 to 2006 is not available.
- WTE for the years 2002 onwards.
- Employments for years 2007 onwards (non-medical staff only).

Overall Summary: Staff in post

The total number of staff in post (headcount) as at 30th June 2011 is 155,312 (excluding GPs & GDs) compared with 156,901 (headcount) as at 31st March 2011. This is a decrease of 1.0 (1,589 headcount).

The total number of staff in post (WTE) as at 30th June 2011 is 131,914.9 (excluding GPs & GDs) compared with 133,325.6 (WTE) as at 31st March 2011. This is a decrease of 1.1% (1,410.7 WTE).

The largest staff group is Nursing & Midwifery at 42.4%. Administrative Services accounts for 18.8%, Support Services 12.3%, Medical (HCHS) 7.6% and Allied Health Professionals 7.3% (all headcount).

Table OAQT1: Overall NHSS workforce summary by staff grouping as at 30th June 2011

Staff Group	Headcount	WTE	% Headcount
All NHSS staff (Exc GPs & GDs)	155,312.0	131,914.9	100.0
Medical (HCHS)	11,843.0	10,640.0	7.6
General medical practitioners (GPs)	-	..	-
Dental (HCHS)	895.0	728.4	0.6
General dental services	-	..	-
Medical & dental support	2,204.0	1,870.6	1.4
Nursing & midwifery	65,856.0	56,681.2	42.4
Allied health professions	11,378.0	9,412.6	7.3
Other therapeutic services	4,011.0	3,448.4	2.6
Personal & social care	1,116.0	931.7	0.7
Healthcare science	6,104.0	5,474.4	3.9
Emergency services	3,793.0	3,662.9	2.4
Administrative services	29,217.0	24,983.1	18.8
Support services	19,135.0	14,011.6	12.3

1. WTE information for general medical practitioners is not available for 2006 onwards. Historical GP WTE figures are coded and need careful interpretation in the light of the coding system. This is explained further at <http://www.isdscotland.org/isd/3842.html> under "Whole Time Equivalent (WTE)".

2. Due to improvements in the collection of information on the salaried service, figures for 2005 include salaried dentists not previously recorded.

3. Information is not collected on the working hours of dentists in the General Dental Service.

4. To allow a comparable trend with 2007 information, adjustments have been made. For the period 2001 to 2006 play staff/specialists and rehabilitation/clinical support assistants have been excluded.

5. To allow a comparable trend with 2007 information, adjustments have been made. For the period 2001 to 2005 ambulance control officers have been included. At present 2006 information is not available due to discrepancies with these data.

6. During 2010 ISD have been working with National Education for Scotland (NES) to address Staff in Post data quality issues. This remains an on-going process where the quality of the data is continually improving. At the time of the December 2010 publication, it is believed that staff in post figures presented for NES is slightly under reported. ISD will continue to work with NES during 2011 to ensure any remaining data quality issues are resolved.

GP workforce information is sourced from the GP Contractor Database (GPCD) - 2010 extract taken 11th November 2010.

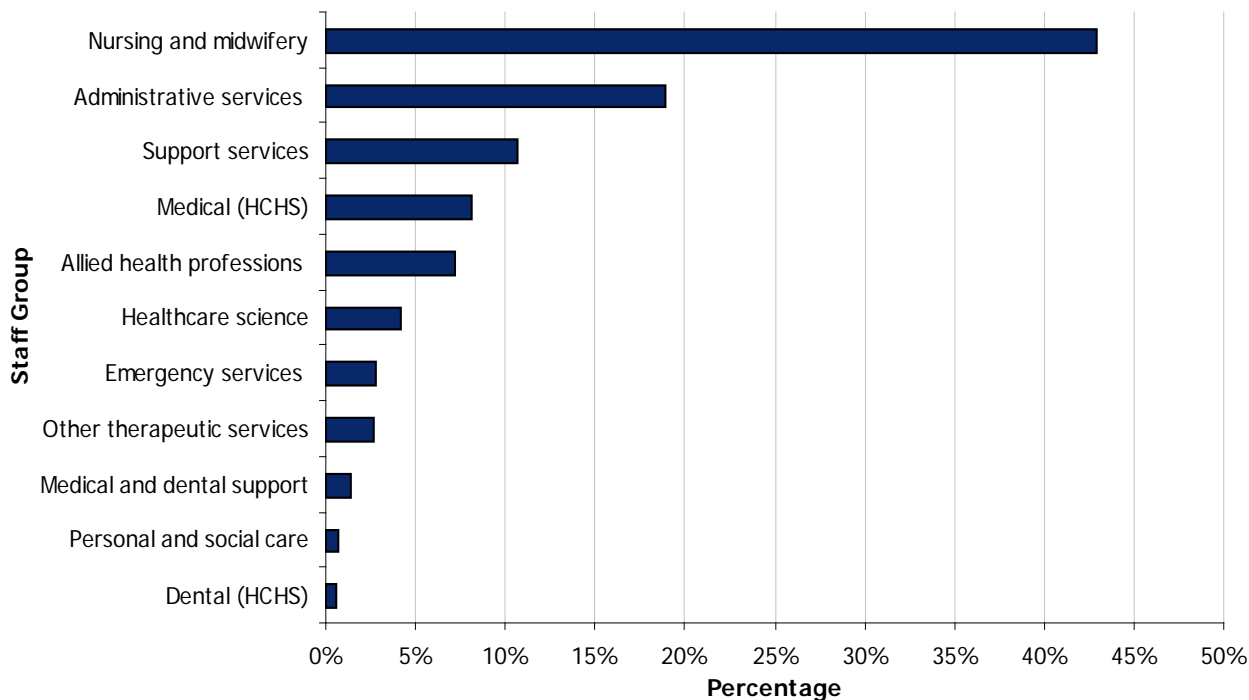
General Dental Service's workforce information is sourced from the Management Information and Dental Accounting System (MIDAS) - 2010 extract taken 13th October 2010.

Medical and dental workforce information for hospital, community and public health services (HCHS) is sourced from the medical and dental workforce census (MEDMAN) prior to 2008.

Source: Scottish Workforce Information Standard System (SWISS) - June 2011 extract taken on 19th July 2011.

Chart OAQC1 below shows the distribution of the NHS Scotland workforce by staff group. The largest staff group is Nursing & Midwifery at 42.4%.

Chart OAQC1: Overall NHSS workforce summary by staff grouping as at 30th June 2011



[Overall NHSS workforce summary by staff grouping](#)

Results and Commentary

Turnover Summary

Key points:

- The net turnover rate (all leavers from NHSS Headcount) for NHSS during the period April 2010 to March 2011 is 7.1. The net turnover rate (all leavers from NHSS WTE) for NHSS during the period April 2010 to March 2011 is 6.4.
- The net turnover rate (all leavers from NHSS Headcount and WTE) for NHSS during the first quarter of 2011/12 (April to June) is 1.6 and 1.5 respectively.
- The gross national turnover (all leavers from NHS Board headcount) rate for NHSS staff during the period April 2010 to March 2011 was 8.5. The gross national turnover (all leavers from NHS Board WTE) rate for NHSS staff during the period April 2010 to March 2011 was 7.7.
- The gross national turnover (all leavers from NHS Board headcount and WTE) rate for NHSS staff during the first quarter of 2011/12 (April to June) is 1.9 and 1.7 respectively.
- The national gross turnover rate for both headcount and WTE are at their lowest over the past five years when comparing quarter one during the years 2006/07 to 2011/12.

All turnover information within this section has been updated using the latest available information extracted from the Scottish Workforce Information Standard System (SWISS) as at 19th July 2011. Latest data available is at 30th June 2011.

The turnover analysis contains information on staff leaving and joining NHSS, NHS Regions and NHS Boards and staff groups. The data is extracted from Scottish Workforce Information Standard System (SWISS). As SWISS is a dynamic system where individual employee records can be updated at any point in time, historic, and current, turnover information is subject to change.

For this reason, all of the turnover analysis time series, as presented within the Workforce report and web pages, will be updated each quarter. This will ensure latest available published information takes account of any local changes made to individual employee records, where staff may have left, joined or moved within the NHSS. The impact to the published turnover statistics in light of these local changes is negligible, and therefore will have minimal effect on the published figures.

Current turnover methodologies were developed and agreed by ISD and Scottish Government Statisticians. However it is acknowledged that the methodologies used nationally may differ to those being applied locally by NHS Boards. ISD, Scottish Government Statisticians and NHS Boards will work together to review turnover methodologies. Any revisions to current methodologies, in light of this review, will be published and communicated to all relevant stakeholders.

A different methodology to previous years was applied to calculate turnover. Instead of using two snapshots in time as at 30th September, the time period of 1st April to 31st March was used. The new method accounts for employees who join and leave within a year and the turnover figures produced are therefore considered more robust.

Leavers for a year are defined as employees who have a leaving date within the calendar year. Similarly, joiners are defined as employees who have a start date within the calendar year.

Turnover is defined as the number of leavers divided by the average number of staff in post in the year concerned.

The denominator is calculated as: $(\text{staff in post at 1 January yr}(n) + \text{staff in post at 1 January yr}(n+1))/2$.

Leaver and turnover information provided incorporates a distinction between whether an employee was in post for less than, or longer than a year.

More detailed information on changes to the methodology of Turnover statistics can be found within the Turnover Methodology document.

Throughout, information is presented as headcount or whole time equivalent (WTE). WTE adjusts headcount to take account of part-time staff.

Turnover: Staff in post

The turnover analysis contains information on staff leaving and joining NHSS, NHS Regions and NHS Boards and staff groups. The data is extracted from Scottish Workforce Information Standard System (SWISS). Employees who left the service have been split between those who were in post for less than a year and those who were in post for longer than a year. The turnover statistics have also been split by this distinction.

Net Turnover

Net turnover is a measure of the rate at which staff are leaving NHSS. The national net turnover rate (all leavers from NHSS Headcount) for NHSS during the period April 2010 to March 2011 is 7.1.

The national net turnover rate (all leavers from NHSS WTE) for NHSS during the period April 2010 to March 2011 is 6.4.

The net turnover rate (all leavers from NHSS Headcount and WTE) for NHSS during the first quarter of 2011/12 (April to June) is 1.6 and 1.5 respectively.

Gross Turnover

Gross turnover is a measure of the rate at which staff are leaving NHS Boards within NHSS, and moving to another NHS Board still within NHSS. The national gross national turnover (all leavers from NHS Board headcount) rate for NHSS staff during the period April 2010 to March 2011 was 8.5.

The national gross national turnover (all leavers from NHS Board WTE) rate for NHSS staff during the period April 2010 to March 2011 was 7.7.

The gross national turnover (all leavers from NHS Board headcount and WTE) rate for NHSS staff during the first quarter of 2011/12 (April to June) is 1.9 and 1.7 respectively

Table TOQT1: Staff Net and Gross turnover rates by trend for NHSS

Year (April to March)	Headcount		WTE	
	Net Turnover Rate	Gross Turnover Rate	Net Turnover Rate	Gross Turnover Rate
2010/11	7.1	8.5	6.4	7.7
2009/10	6.8	8.7	6.1	7.9
2008/09	7.8	10.2	7.2	9.5
2007/08	9.0	11.7	8.3	10.9
2006/07	8.6	11.6	7.9	10.8

Notes (for Table TOQT1):

1. Net figures are defined as joiners, leavers, stability and turnover within NHSS

2. Gross figures are defined as joiners, leavers, stability and turnover from NHS Boards within NHSS.

Source: Scottish Workforce Information Standard System (SWISS) - March 2011 extract taken on 19th April 2011.

Current turnover methodologies used nationally may differ to those methodologies being applied locally by NHS Boards. ISD, Scottish Government Statisticians and NHS Boards will work together to review turnover methodologies.

[Staff Turnover Rates by trend, NHS Region, NHS Board, Staff group, Contract Type, Band and Age Group](#)

Results and Commentary

Medical and Dental

Key points

- The number of HCHS medical and dental staff in post as at 30th June 2011 is 12,736 (headcount), compared to 12,786 (headcount) as at 31st March 2011, a decrease of 0.4% (50 headcount). [Medical & Dental staff in post table](#)
- The number of consultants in post as at 30th June 2011 is 4,685 (headcount), compared to 4,714 (headcount) as at 31st March 2011, an decrease of 0.6% (29 headcount). [Consultant staff in post table](#)
- The consultant vacancy rate as at 30th June 2011 is 2.7%, compared with 2.9% as at 31st March 2011. [Consultant vacancy rate table](#)
- The number of medical and dental support staff in post as at 30th June 2011 is 2,204 (headcount), compared to 2,167 (headcount) as at 31st March 2011, an increase of 1.7% (37 headcount). [Medical & Dental staff in post table](#)

The figures reported from 2008 onwards are sourced from [SWISS](#) and from the [Practitioner Contractor Database \(PCD\)](#) and [Management Information and Dental Accounting System \(MIDAS\)](#). Figures reported prior to 2008 are sourced from MEDMAN, PCD and MIDAS. Information is presented by staff group, country of qualification, specialty, grade, age group, gender, contract type, NHS Board and region.

Medical and Dental: Staff in post

Information in this section relates to the medical and dental workforce in NHSS. It describes the Hospital, Community and Public Health Services (HCHS), General Dental, General Practitioner and medical and dental support workforce.

Information available includes staff in post, vacancy, sickness absence and turnover.

Medical and dental services have been changing over the years to meet the needs of an ever evolving health service. In recent years the medical workforce in particular, has been involved in redesigning services to meet the changing demands which is evidenced in the introduction of new roles.

Overall trends

Table MDQT1 and Chart MDQC1 shows the number of medical and dental staff over the past 10 years. The number (headcount) of all medical and dental staff has been rising steadily over this time period.

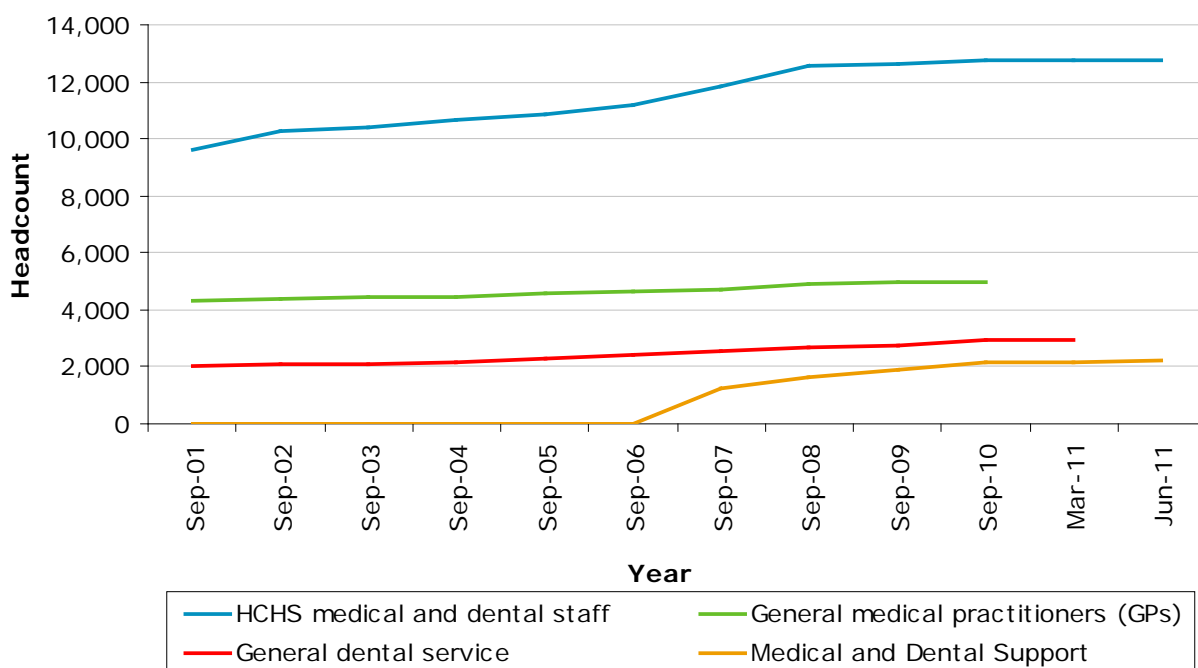
Table MDQT1: Medical and dental staff (headcount) by year

Year	HCHC medical and dental staff	General medical practitioners (GPs)	General dental service	Medical and Dental Support
Sept-2001	9,644	4,346	2,048	x
Sept-2002	10,256	4,360	2,078	x
Sept-2003	10,407	4,447	2,112	x
Sept-2004	10,658	4,456	2,156	x
Sept-2005	10,871	4,553	2,267	x
Sept-2006	11,201	4,626	2,434	x
Sept-2007	11,823	4,719	2,546	1,238
Sept-2008	12,534	4,916	2,703	1,667
Sept-2009	12,608	4,942	2,761	1,928
Sept-2010	12,757	4,960	2,968	2,135
Mar-2011	12,786	x	2,940	2,167
Jun-2011	12,736	x	x	2,204

Notes (for Table MDQT1):

1. 'x' signifies data is not available.

Chart MDQC1: Medical and dental staff (headcount) by trend



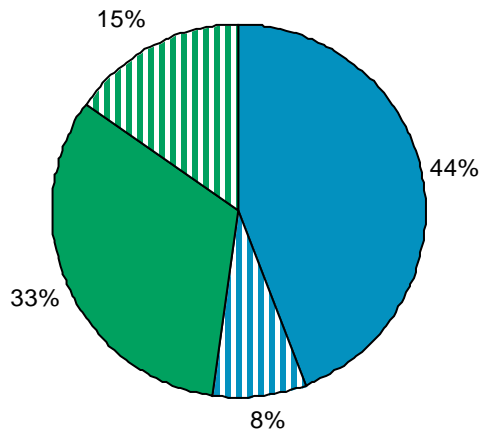
HCHS medical and dental

The HCHS medical and dental workforce data presented includes all permanent paid and honorary contracts held by medical and dental staff in post in NHSS. Staff with locum appointments are excluded. The data is sourced from SWISS.

Doctors may hold more than one appointment. Appointments may be in more than one NHS organisation, in more than one region, in more than one specialty, or in more than one grade. In this case, they are counted once under each organisation / specialty / grade but only once in the total.

The chart MDQC2 below shows the HCHS medical and dental staff in NHSS by gender and contract type at 30th June 2011. This shows that 52% of HCHS medical and dental staff are male and 48% female with female staff more likely to have a part time contract compared to males.

Chart MDQC2: Medical and dental staff by contract type and gender



■ Whole time male
 ■ Part time male
 ■ Whole time female
 ■ Part time female

The number of HCHS medical and dental staff (WTE) was 11,419.6 at 31st March 2011 compared to 11,368.4 for year ending 30th June 2011. The corresponding headcount showed a change from 12,786 at 31st March 2011 to 12,736 at 30th June 2011.

[Medical & Dental staff in post table](#)

[HCHS medical and dental staff by specialty and grade table](#)

Consultants

Table MDQT2 shows that the number of HCHS medical and dental consultant staff in post has been increasing over the past 10 years.

Table MDQT2: HCHS medical and dental consultant staff in post by year

Year	Headcount	WTE
Sept-2002	3,411	3,194.8
Sept-2003	3,511	3,283.8
Sept-2004	3,591	3,356.8
Sept-2005	3,719	3,490.9
Sept-2006	3,847	3,624.6
Sept-2007	4,035	3,801.7
Sept-2008	4,581	4,248.6
Sept-2009	4,610	4,249.9
Sept-2010	4,670	4,375.1
Mar-2011	4,714	4,423.9
Jun-2011	4,685	4,400.6

The number of consultants (WTE) was 4,400.6 as at 30th June 2011 compared to 4,423.9 as at 31st March 2011. The number of consultants in post (headcount) was 4,685 as at 30th June 2011 compared to 4,714 as at 31st March 2011, a decrease of 0.6%. All medical specialties (headcount) fell by 0.6% and all dental specialties decreased by 0.9% from the previous year.

[HCHS medical and dental consultant staff in post table](#)

Vacancy Information

Vacancy management processes to support the implementation of local workforce plans are in place across NHS Scotland. These processes inform vacancy advertising requirements.

Vacancies are therefore defined as 'unfilled posts' as at 30th June 2011 which are subject to appropriate recruitment arrangements.

The link below shows the number of consultant vacancies (WTE) and total vacancy rate for the past 10 years.

[HCHS medical and dental consultant vacancy rate table](#)

Results and Commentary

These statistics are derived from the new workforce warehouse and sourced from the Scottish Workforce Information Standard System.

Nursing and Midwifery

Key points:

- As at 30th June 2011, 42.4% of all staff (headcount) in NHSS were employed in the nursing and midwifery staff group.
- The number of nursing and midwifery staff in post as at 30th June 2011 is 56,681.2 (WTE), compared to 57,166.9 (WTE) as at 31st March 2011, a decrease of 0.8% (485.7 WTE). The corresponding headcount also showed a decrease of 0.9% (569 headcount) from 66,425 as at 31st March 2011 to 65,856 as at 30th June 2011.
- The nursing and midwifery vacancy rate as at 30th June 2011 is 1% with 0.3% being vacant for 3 month or more.

The information in this section presents a summary of the Nursing and Midwifery workforce in NHSS for staff assimilated to the Agenda for Change nursing and midwifery job family.

The nursing and midwifery workforce is presented by location of service delivery and by field or patient group served, based on post descriptors. There is also a fuller breakdown for nurses working in the community. Information is available by band, age group, gender, contract type, NHS Board and region.

Throughout, information is presented as headcount, employment or whole time equivalent (WTE). WTE adjusts headcount staff figures to take account of part-time staff.

Nursing and midwifery is the largest staff group (headcount) in NHSS accounting 42.4%.

Nursing and Midwifery: Staff in Post

Table NMQT1 shows that the number of nurses over the past 10 years has increased by 8.6%, from 52,214.4 WTE in September 2001 to 56,681.2 in June 2011. An increase of 4,466.8 WTE.

Table NMQT1: Nursing and midwifery staff (WTE) by year; NHS Scotland

Year	Whole Time Equivalent
Sept-2001	52,214.4
Sept-2002	53,177.5
Sept-2003	54,097.0
Sept-2004	54,520.9
Sept-2005	55,434.3
Sept-2006	56,783.9
Sept-2007	57,049.7
Sept-2008	57,748.9
Sept-2009	58,428.4
Sept-2010	57,878.3
Mar-2011	57,166.9
Jun-2011	56,681.2

The information presented in the NHSS Workforce Information pages changed during January 2008 to reflect the introduction of Agenda for Change (AfC). Historically, NHSS workforce information has been published in a format based on the pay structure, namely Whitley for the majority of staff. Agenda for Change is the new, national pay system, which has introduced the new pay bands and harmonised terms and conditions for NHS workers. For this reason it is not possible to compare Nursing and Midwifery specialty information prior to 2007. [However information from 1996 to 2006 is available here.](#)

Table NMQT9: Nursing and midwifery staff (headcount and WTE) per 1,000 population by NHS Board as at 30th June 2011

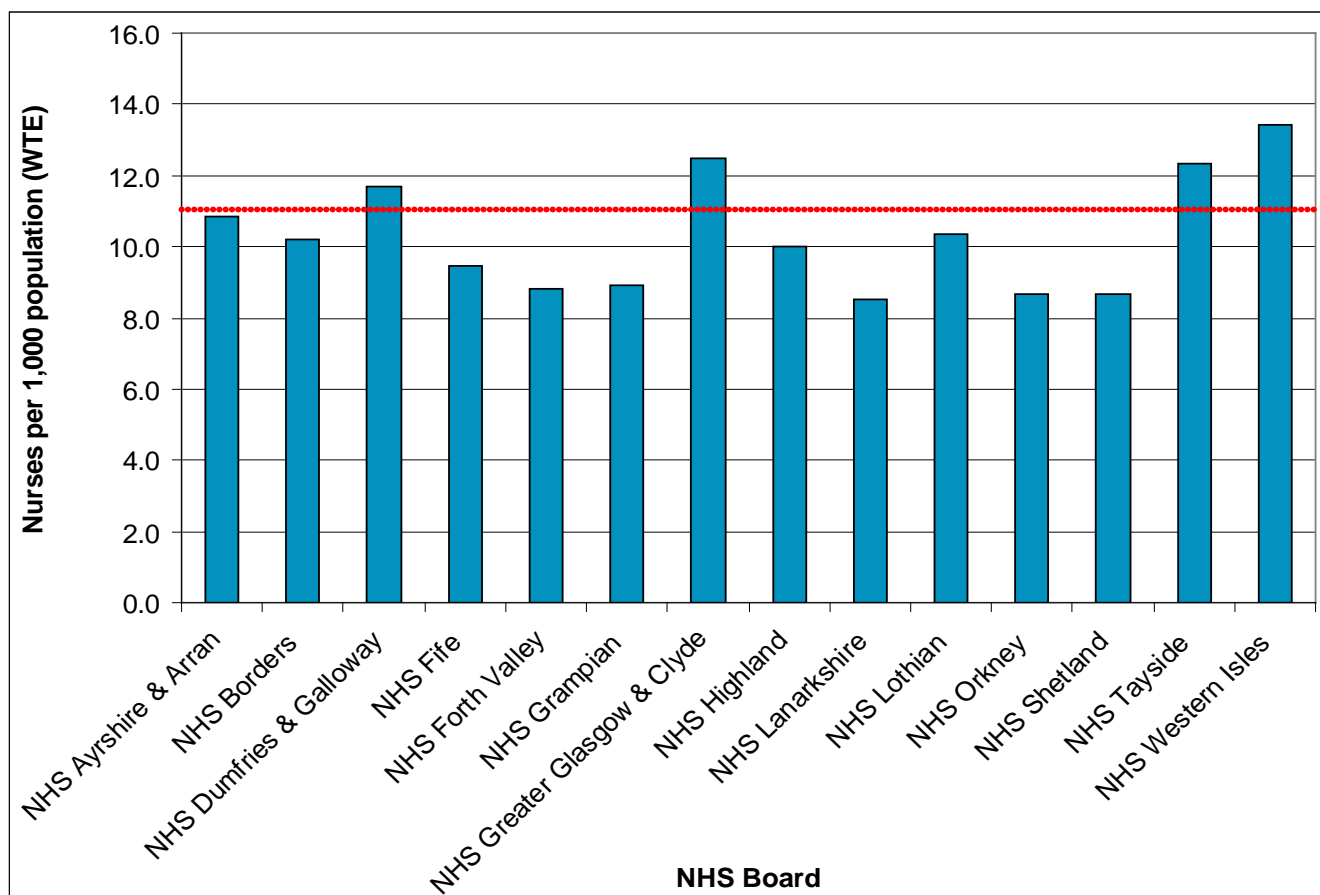
NHS Region / Board	Headcount	WTE	Population Estimates (2010)	Rates per 1,000 population (Headcount)	Rates per 1,000 population (WTE)
Nursing and Midwifery¹	65,856	56,681.2	5,222,100	12.6	10.9
Regions					
East	15,566	13,278.3	1,314,526	11.8	10.1
North	16,392	13,706.6	1,332,791	12.3	10.3
West	32,003	28,123.9	2,574,783	12.4	10.9
National Bodies and Special Health Boards	1,971	1,572.3	na	na	na
NHS Boards					
NHS Ayrshire & Arran	4,571	3,985.8	366,860	12.5	10.9
NHS Borders	1,416	1,153.3	112,870	12.5	10.2
NHS Dumfries & Galloway	2,118	1,731.1	148,190	14.3	11.7
NHS Fife	4,061	3,452.7	364,945	11.1	9.5
NHS Forth Valley	3,012	2,584.3	293,386	10.3	8.8
NHS Grampian	5,958	4,897.6	550,620	10.8	8.9
NHS Greater Glasgow & Clyde	16,901	15,033.8	1,203,870	14.0	12.5
NHS Highland	3,788	3,115.4	310,830	12.2	10.0
NHS Lanarkshire	5,413	4,788.8	562,477	9.6	8.5
NHS Lothian	10,090	8,672.4	836,711	12.1	10.4
NHS Orkney	209	174.3	20,110	10.4	8.7
NHS Shetland	242	193.7	22,400	10.8	8.6
NHS Tayside	5,752	4,974.0	402,641	14.3	12.4
NHS Western Isles	445	351.7	26,190	17.0	13.4
NHS 24	522	333.1	na	na	na
NHS National Services Scotland	417	281.2	na	na	na
State Hospital	355	344.5	na	na	na
National Waiting Times Centre	678	613.5	na	na	na

Notes (for Table NMQT9):

1. Please note the overall total includes those staff that have not assimilated. For this reason, the summation of bands 1 to 9 will not equal this overall total.

Source: Scottish Workforce Information Standard System (SWISS), June 2011 extract taken on 19th July 2011.

Chart NMQC8: Nursing and Midwifery staff (WTE) per 1,000 population by NHS Board as at 30th June 2011



[Nursing and midwifery staff by location of service delivery, specialty, band grouping, NHS region and NHS board](#)

Vacancies

Vacancy management processes to support the implementation of local workforce plans are in place across NHS Scotland. These processes inform vacancy advertising requirements.

Vacancies are therefore defined as 'unfilled posts' as at 30th June 2011 which are subject to appropriate recruitment arrangements.

The number of nursing and midwifery vacancies increased from 552.4 (1%) on 31st March 2011 to 579.4 (1%) on 30th June 2011.

[Nursing & midwifery vacancies by location of service delivery, specialty, band, NHS region and NHS Board](#)

Results and Commentary

Allied Health Professions

Key points

- As at 30th June 2011, 7.3% of all staff (headcount) in NHSS were employed in the Allied Health Professions staff group.
- The number of Allied Health Professions staff in post as at 30th June 2011 is 9,412.6 (WTE), compared to 9,510.6 (WTE) as at 31st March 2011, a decrease of 1.0% (98.1 WTE). The corresponding headcount showed a decrease of 0.9% (101 headcount) from 11,479 as at 31st March 2011 to 11,378 as at 30th June 2011.
- The Allied Health Professions vacancy rate as at 30th June 2011 is 1.2% with 1.1% being vacant for 3 month or more.

Information in this section relates to the AHP workforce in NHSS. The AHP information is sourced from Scottish Workforce Information Standard System (SWISS) and describes the numbers of staff assimilated and not assimilated to the Agenda for Change AHP job family.

Information available includes staff in post, vacancy, and turnover.

The AHP workforce is presented by individual specialty, with a split for those assimilated to Agenda for Change and those not assimilated. This will change from 2011 due to the number of unassimilated staff being very low and will appear as a single line called "Unassimilated". Information is available by band, band grouping, age group, contract type & gender, NHS Board and region.

Throughout, information is presented as headcount, employment or whole time equivalent (WTE). WTE adjusts headcount to take account of part-time staff.

Latest data available is 30th June 2011.

Allied Health Professions: Staff in post

Allied Health Professions are the 5th largest staff group (headcount) in NHSS accounting for 7.3%.

[Allied health professions staff by band, NHS region and NHS Board](#)

Vacancies

Vacancy management processes to support the implementation of local workforce plans are in place across NHS Scotland. These processes inform vacancy advertising requirements.

Vacancies are therefore defined as 'unfilled posts' as at 30th June 2011 which are subject to appropriate recruitment arrangements.

The number of AHP vacancies decreased from 206.7 (2.1%) on 31st March 2011 to 117.8 (1.2%) on 30th June 2011.

[Allied health professions vacancies](#)

Results and Commentary

Other Therapeutic and Personal Social Care

Key points:

- As at 30th June 2011 NHSS employed 4,011 (Headcount) Other therapeutic staff and 1,116 (Headcount) Personal Social Care staff.
- The number of Other Therapeutic staff in post as at 30th June 2011 is 3,448.4 (WTE), compared to 3,413.1 (WTE) as at 31st March 2011, an increase of 1.0% (35.4 WTE).
- The number of Personal Social Care staff in post as at 30th June 2011 is 931.7 (WTE), compared to 971.1 (WTE) as at 31st March 2011, a decrease of 4.1% (39.4 WTE).

Information in this section relates to the Other Therapeutic and Personal Social Care workforce in NHSS.

Information is available by trend, band and NHS Board and region.

Throughout, information is presented as headcount, employment and whole time equivalent (WTE).

Latest data available is 30th June 2011.

[Other therapeutic staff and personal social care](#)

Results and Commentary

Healthcare Scientists

Key points:

- As at 30th June 2011, 3.9% of all staff (headcount) in NHSS was employed in the Healthcare Scientist staff group.
- The number of Healthcare Scientist staff in post as at 30th June 2011 is 5,474.4 (WTE), compared to 5,570.7 (WTE) as at 31st March 2011, a decrease of 1.7% (96.2 WTE). The corresponding headcount also showed a decrease of 1.7% (108 headcount) from 6,212 as at 31st March 2011 to 6,104.0 as at 30th June 2011.

Information in this section relates to the Healthcare Scientists workforce in NHS Scotland. Healthcare Scientists workforce information is sourced from the Scottish Workforce Information Standard System (SWISS) and describes the numbers of staff assimilated and not assimilated to the Agenda for Change Healthcare Scientist job family.

The Healthcare Scientist workforce is presented by individual specialty, with a split for those assimilated to Agenda for Change and those not assimilated. This will change from 2011 due to the number of unassimilated staff being very low and will appear as a single line called "Unassimilated".

Information is available by band, band grouping, age group, contract type & gender, NHS Board and region.

Throughout, information is presented as headcount, employments and whole time equivalent (WTE). WTE adjusts headcount to take account of part-time staff.

Latest data available is 30th June 2011.

[Healthcare Science staff by specialty, band, NHS Region and NHS Board](#)

Results and Commentary

Emergency, Administrative and Support Services

Key points:

- As at 30th June 2011 NHSS employed 3,793 (Headcount) Emergency services, 29,217 (Headcount) Administrative services and 19,135 Support services staff.
- The number of Emergency services staff in post as at 30th June 2011 is 3,662.9 (WTE), compared to 3,698.4 (WTE) as at 31st March 2011.
- The number of Administrative services staff in post as at 30th June 2011 is 24,983.1 (WTE), compared to 25,482.9 (WTE) as at 31st March 2011, a decrease of 2.0% (499.8 WTE).
- The number of Support services staff in post as at 30th June 2011 is 14,011.6 (WTE), compared to 14,184.0 (WTE) as at 31st March 2011, a decrease of 1.2% (172.4 WTE).

Information in this section relates to the Emergency, Administrative and Support Services workforce in NHS Scotland.

Information is available by trend, band and NHS Board and region.

Throughout, information is presented as headcount, employment and whole time equivalent (WTE).

Latest data available is 30th June 2011.

[All other staff in post including trend](#)

During 2010 the Scottish Government introduced a national target to reduce the number of senior management posts by 25% between 31st March 2010 and 1st April 2015. For the purposes of this target, the definition of a senior manager, as defined by the Scottish Government, is different from the definition for Management Grade (non Agenda for Change), as published within this section and reported within the 'Administrative Services' staff group.

The Management Grade (non Agenda for Change) figures presented within this section, and as part of the ISD official statistics, includes staff on Executive and Senior management grades A to I only. Therefore, these data should not be used as a measure to monitor progress towards the Scottish Governments target to reduce the number of senior management posts by 25%.

The definition for managers to be included in the target was placed in Scottish Parliament Information Centre on 9 December 2010 (Bib number 52181) and information that provides progress towards the Scottish Governments target to reduce the number of senior managers by 25% between 31st March 2010 and 1st April 2015, can be found within the Scottish Governments '25% reduction in senior managers posts target – national progress towards the 25% reduction as at 31st March 2011' publication. These data will be published on an annual basis.

Glossary

AfC	Agenda for Change
AHP	Allied Health Professional
GDS	General Dental Service
HCHS	Hospital, Community and Public Health Services
ISD	Information Services Division
NHSS	National Health Service Scotland
SWISS	Scottish Workforce Information Standard System

List of Tables

Overall Summary

Report table no.	Name	Time period	File & size
	Overall NHSS workforce summary by staff grouping	June 2011	Excel [2, 473kb]

Turnover Summary

Report table no.	Name	Time period	File & size
	Staff Turnover Rates by trend, NHS Region, NHS Board, Staff group, Contract Type, Band and Age Group	June 2011	Excel [2, 473kb]

Medical and Dental

Report table no.	Name	Time period	File & size
	Medical & Dental staff in post table	June 2011	Excel [3,364kb]
	HCHS medical and dental staff by specialty and grade table	June 2011	Excel [7,714kb]
	HCHS medical and dental consultant staff in post table	June 2011	Excel [1,034kb]
	HCHS medical and dental consultant vacancy rate table	June 2011	Excel [7,679kb]

Nursing and Midwifery

Report table no.	Name	Time period	File & size
	Nursing and midwifery staff by location of service delivery, specialty, band grouping, NHS region and NHS board	June 2011	Excel [1,446kb]
	Nursing & midwifery vacancies by location of service delivery, specialty, band, NHS region and NHS Board	June 2011	Excel [285kb]
	Agency nursing & midwifery staff by registration status and NHS board for the financial period 1st April to 31st March	March 2011	Excel [4,992kb]

Nursing and Midwifery cont.

Report table no.	Name	Time period	File & size
	Bank Nursing and Midwifery staff by NHS Board and NHS Region	March 2011	Excel [3,766kb]
	Staff Turnover Rates by trend, NHS Region, NHS Board, Staff group, Contract Type, Band and Age Group	June 2011	Excel [2,225kb]
	Agency and Bank Nursing and Midwifery comparison (Capacity)	March 2011	Excel [410kb]

Allied Health Professions

Table No.	Name	Time period	File & size
	Allied Health Professions - Staff in post	June 2011	Excel [2,400kb]
	Allied Health Professions - Vacancies	June 2011	Excel [0.8kb]
	Allied Health Professions - Turnover	June 2011	Excel [1,400kb]
	Overall staff 2011	June 2011	Excel [2,500kb]

Other Therapeutic and Personal Social Care

Table No.	Name	Time period	File & size
	Other therapeutic staff and personal social care	June 2011	Excel [1,043kb]

Healthcare Scientists

Report table no.	Name	Time period	File & size
	Healthcare Science staff by specialty, band, NHS Region and NHS Board	June 2011	Excel [1,708kb]

Emergency, Administrative and Support services: Staff in post

Table No.	Name	Time period	File & size
	All other staff in post including trend	June 2011	Excel [2,016kb]

Staff Governance

Table No.	Name	Time period	File & size
	Sickness Absence	March 2011	Excel [132kb]
	Equality and Diversity	March 2011	Excel [397kb]

Dental Workforce

Table No.	Name	Time period	File & size
	GDS Dentists only	March 2011	Excel [2,500kb]

For the full list of tables released with this publication, please see the full [list of tables](#) web page

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Further Information

Further information can be found on the [ISD website](#).

Appendix

A1 – Background Information

The main source of workforce statistics is the Scottish Workforce Information Standard System (SWISS). Workforce information was first captured through SWISS in 2007 for the data as at 30th September 2007. It included all workforce data with the exception of the medical and dental data.

During July 2008 Medical and Dental information was migrated from the MEDMAN web based system to the Scottish Workforce Information Standard System (SWISS). This alignment provided the opportunity to capture all NHSS staff in post information in the one system, which has resulted in more robust information being captured and reported. Due to this improved recording, trend information is not directly comparable for 2007 and 2008.

Further background information on [data sources and collections](#) can be found within the ISD Workforce Statistics web pages.

Trend Information

As SWISS is a dynamic system, the workforce information captured is subject to change and the quality of the data is continually improving. As a result the trend information presented within the ISD Workforce web pages should be interpreted with caution. To aid with interpretation, please refer to the following documents:

[Non-medical staff movement](#)  [134kb]

[Medical & Dental staff movement](#)  [154kb]

Trend data for the medical and dental workforce (excluding medical and dental support) has continued. During 2008, information from the [medical and dental \(MEDMAN\)](#) system which includes information on all medical and dental staff working in hospitals, the community and public sector was migrated to the [Scottish Workforce Information Standard System \(SWISS\)](#).

The figures reported from 2008 onwards are sourced from [SWISS](#) and from the [Practitioner Contractor Database \(PCD\)](#) and [Management Information and Dental Accounting System \(MIDAS\)](#). Figures reported prior to 2008 are sourced from [MEDMAN](#), PCD and MIDAS.

For all other staff, trend information has been provided where possible. Please note that the 2007 figures for the total level trend include staff who were previously excluded e.g. chaplains. As a result trend information should be treated with caution.

Staff Turnover

Turnover analysis contains information on staff leaving and joining NHSS, NHS Regions, NHS Boards and staff groups. The data is extracted from Scottish Workforce Information Standard System (SWISS).

Changes to the methodology of [Turnover](#) statistics can be found within the ISD Workforce web pages. The reporting of these statistics will be subject to further revisions in 2011.

Changes to Workforce Publications

To further enhance the recording and reporting of current and future Workforce Statistics, as well as ensuring the information within the ISD Workforce Statistics web pages continues to support local, regional and national workforce planning, several changes have been made.

Details of [current and planned changes](#) to Workforce Information are available within the ISD Workforce Statistics web pages.

Workforce 'Counts'

The tables present figures in both Headcount numbers and Whole Time Equivalents (WTE). WTE adjust headcount staff figures to take account of part-time staff. Information on WTE for GPs and GDS is not available, so figures that include GPs and GDS are reported for headcount only. For all other staff groups, WTE information is available.

An employee may hold more than one appointment in NHSS. Their appointments may be in more than one NHS organisation, in more than one region, in more than one specialty, or in more than one grade and will therefore be double counted in some tables.

Workforce 'Counts' Revisions

There have been changes made to [workforce counts](#) that will ensure the on-going enhancement of the recording and reporting of workforce information.

At present Workforce information published within the ISD workforce website presents staff in post information by Headcount and Whole Time Equivalent. In order to provide additional and more accurate information, ISD have revised current methodologies. These changes include the addition of an 'employments' count and revision to the headcount measure. The employment count is available for all Non medical staff, from September 2007 to present.

Data Quality

The published Workforce Statistics presents information by AfC job families and sub job families. It is however recognised that the published information does not always reflect the data used at Board and Regional level when planning and presenting the workforce. As with all data systems, accuracy of coding is crucial to the quality and credibility of the data and NHS Boards have been encouraged to ensure that there are measures in place to confirm and sustain data quality.

However it is acknowledged that [quality issues](#) remain, particularly around the assimilation to AfC, where NHS Boards believe that the published data (staff in post) does not truly reflect what they hold on their local systems. In an attempt to address these on-going data quality issues, during 2009 ISD, in conjunction with the [ISD Workforce Reference Group](#), and [ISD Workforce Statistics Steering Group](#), developed a Workforce Statistics [Data Quality six steps](#) project plan.

The aim of the [Data Quality six steps](#) plan is to not only address data quality issues, but also explore historical practices and cultural issues. To date this plan has ensured that more robust and accurate information on the NHSS Workforce is captured and reported.

Key Priorities

The Workforce Information Programme is responsible for all aspects of workforce statistics within ISD. The programmes [Key Priorities](#) can be found within the ISD Workforce Statistics web pages.

A2 – Publication Metadata (including revisions details)

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Staff in Post
Description	Annual update of headcount, employments and whole time equivalent of staff employed by NHSS.
Theme	Health and Social Care
Topic	Workforce Staff in Post Information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	19 th July 2011
Release date	30 th August 2011
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Non-Medical staff has a break in 2006 due to the introduction of Agenda for Change. Medical Staff continuous from 1990. However during July 2008 Medical and Dental information was migrated from the MEDMAN web based system to the Scottish Workforce Information Standard System (SWISS). This alignment provided the opportunity to capture all NHSS staff in post information in the one system, which has resulted in more robust information being captured and reported"
Revisions statement	High level summary historical trend information was revised in light of the introduction of AfC. This provided the user with comparable trends. It is however, worth noting that pre-AfC historical trends remain available.
Concepts and definitions	Each excel workbook contains detailed definitions pertinent to the particular staff group of interest.
Relevance and key uses of statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Workforce information is captured through the Scottish Workforce Information Standard System (SWISS) - Workforce Information Repository. Further information on this system , data capture and accuracy can be found within the ISD Workforce Web pages .
Completeness	Information on all NHSS employees is captured (100%) within SWISS. However it is acknowledged that certain fields within the system are better captured than others. ISD continues to work with the SWISS project team and NHS Boards to improve data quality .
Comparability	Workforce data are comparable and regularly used in both UK and international comparison reports (eg EUROSTAT)
Accessibility	It is the policy of ISD Scotland to make its web sites and products accessible according to published guidelines .
Coherence and clarity	All Workforce tables are accessible via the ISD. Workforce statistics are presented within Excel spreadsheets of staff groupings, where appropriate. Staff groups are split by band, age, gender and contract type. This should minimise the

	number of spreadsheets a user has to go through to find data, as well as ensure that they are selecting the correct data. Geographical hierarchies are also presented using drop down menus. Spreadsheet formats have been altered for increased clarity by introducing drop-down menus.
Value type and unit of measure	Headcount, Employment and WTE = Number, rate, percentage
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Help email	nss.isdwfinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Vacancies
Description	Annual census of vacancies in Nursing & Midwifery, Allied Health Professions and Consultants.
Theme	Health and Social Care
Topic	Workforce Vacancy Information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	19 th July 2011
Release date	30 th August 2011
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Non-Medical staff has a break in 2006 due to the introduction of Agenda for Change. Medical Staff continuous from 1990. However during July 2008 Medical and Dental information was migrated from the MEDMAN web based system to the Scottish Workforce Information Standard System (SWISS). This alignment provided the opportunity to capture all NHSS staff in post information in the one system, which has resulted in more robust information being captured and reported"
Revisions statement	During 2010, ISD, in conjunction with the ISD Workforce Technical Reference Group, will be discussing future requirements of this data collection. This will ensure these data are still fit for purpose and fulfil workforce planning requirements.
Concepts and definitions	Each excel workbook contains detailed definitions pertinent to the particular staff group of interest.
Relevance and key uses of statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Information is signed off by the relevant Director (eg Medical Director, Nurse Director etc.)
Completeness	All NHS Boards in Scotland return information.
Comparability	Workforce data are comparable and regularly used in both UK and international comparison reports (eg EUROSTAT)
Accessibility	It is the policy of ISD Scotland to make its web sites and products accessible according to published guidelines .
Coherence and clarity	All Workforce tables are accessible via the ISD website. Workforce statistics are presented within Excel spreadsheets of staff groupings, where appropriate. Staff groups are split by band, age, gender and contract type. This should minimise the number of spreadsheets a user has to go through to find data, as well as ensure that they are selecting the correct data. Geographical hierarchies are also presented using drop down menus. Spreadsheet formats have been altered for increased clarity by introducing drop-down menus.
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Value type and unit of measure	WTE = Number, rate, percentage
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.

Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Help email	nss.isdwfinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Sickness Absence
Description	Annual update of latest sickness absence information
Theme	Health and Social Care
Topic	Workforce Sickness Absence Information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	19 th July 2011
Release date	30 th August 2011
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Information for NHSS is available 2001-2009. Information by NHS Board began in 2005.
Revisions statement	
Concepts and definitions	Each excel workbook contains detailed definitions.
Relevance and key uses of statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Workforce information is captured through the Scottish Workforce Information Standard System (SWISS) - Workforce Information Repository. Further information on this system , data capture and accuracy can be found within the ISD Workforce Web pages .
Completeness	Information on all NHSS employees is captured (100%) within SWISS. However it is acknowledged that certain fields within the system are better captured than others. ISD continues to work with the SWISS project team and NHS Boards to improve data quality .
Comparability	Workforce data are comparable and regularly used in both UK and international comparison reports (eg EUROSTAT)
Accessibility	It is the policy of ISD Scotland to make its web sites and products accessible according to published guidelines .
Coherence and clarity	All Workforce tables are accessible via the ISD website. Workforce statistics are presented within Excel spreadsheets of staff groupings, where appropriate. Staff groups are split by band, age, gender and contract type. This should minimise the number of spreadsheets a user has to go through to find data, as well as ensure that they are selecting the correct data. Geographical hierarchies are also presented using drop down menus. Spreadsheet formats have been altered for increased clarity by introducing drop-down menus.
Value type and unit of measure	hours lost = rate, percentage
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Help email	nss.isdwfdinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Staff Turnover
Description	Annual update of latest Turnover information
Theme	Health and Social Care
Topic	Workforce Turnover Information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	19th July 2011
Release date	30 th August 2011
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Information is only available for 2006/07 2007/08 due assimilation process giving inflated figures.
Revisions statement	With the implementation of Agenda for Change (AfC) staff groups during 2006 changed, resulting in Turnover for staff groups no longer being published, while employee's under went the assimilation process. Thus resulting in no trend data prior to 30th September 2006 in some staff groups. In conjunction with the ISD Workforce Technical Reference Group, there will be discussion future methodology of Turnover. This will ensure these data are still fit for purpose and fulfil workforce planning requirements.
Concepts and definitions	Each excel workbook contains detailed definitions.
Relevance and key uses of statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Workforce information is captured through the Scottish Workforce Information Standard System (SWISS) - Workforce Information Repository. Further information on this system , data capture and accuracy can be found within the ISD Workforce Web pages.
Completeness	Information on all NHSS employees is captured (100%) within SWISS. However it is acknowledged that certain fields within the system are better captured than others. ISD continues to work with the SWISS project team and NHS Boards to improve data quality .
Comparability	Workforce data are comparable and regularly used in both UK and international comparison reports (eg EUROSTAT)
Accessibility	It is the policy of ISD Scotland to make its web sites and products accessible according to published guidelines .
Coherence and clarity	All Workforce tables are accessible via the ISD website. Workforce statistics are presented within Excel spreadsheets of staff groupings, where appropriate. This should minimise the number of spreadsheets a user has to access.
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Value type and unit of measure	Headcount, Number compliant = Number, rate, percentage. See here for further information.
Official Statistics designation	National Statistics.

UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Help email	nss.isdwfdinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Bank & Agency Nursing
Description	Annual update of latest Nurse Bank and Agency information
Theme	Health and Social Care
Topic	Bank and Agency Usage Information
Format	Excel workbooks
Data source(s)	Bank is extracted 19th April; Agency collections return deadline date from each NHS Board is 30th May 2011.
Date that data is acquired	19th July 2011
Release date	30 th August 2011
Frequency	Annually
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Information is available from 2004/05 onwards.
Revisions statement	From 2008 onwards data on Grade was not collected due to the transition to Agenda for Change band structure.
Concepts and definitions	Each excel workbook contains detailed definitions.
Relevance and key uses of statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Agency Nurse data is captured through an electronic/paper based data collection. Bank Nurse staff is captured through the Scottish Workforce Information Standard System (SWISS) - Workforce Information Repository.
Completeness	The Nurse bank is owned by NHSS and therefore all employees are captured (100%) within SWISS. However it is acknowledge that certain fields within the system are better captured than others. ISD continues to work with the SWISS project team and NHS Boards to improve data quality. Nurses employed through agencies are not necessarily employed by NHSS and therefore this data collection is required, ISD work closely with National Procurement to ensure accurate data is submitted.
Comparability	Workforce data are comparable and regularly used in both UK and international comparison reports (eg EUROSTAT)
Accessibility	It is the policy of ISD Scotland to make its web sites and products accessible according to published guidelines .
Coherence and clarity	All Workforce tables are accessible via the ISD website. Workforce statistics are presented within Excel spreadsheets of staff groupings, where appropriate. This should minimise the number of spreadsheets a user has to access.
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Value type and unit of measure	Cost, Usage (hours) and Average Whole Time Equivalent.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Help email	nss.isdwfdinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Equality & Diversity
Description	Annual update of latest Equality and Diversity information
Theme	Health and Social Care
Topic	Equality and Diversity information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	19 th July 2011
Release date	30 th August 2011
Frequency	Annually
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Information is available from 31 st March 2006 onwards.
Revisions statement	NA
Concepts and definitions	Each excel workbook contains detailed definitions.
Relevance and key uses of statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Workforce information is captured through the Scottish Workforce Information Standard System (SWISS) - Workforce Information Repository. Further information on this system , data capture and accuracy can be found within the ISD Workforce Web pages .
Completeness	Information on all NHSS employees is captured (100%) within SWISS. However it is acknowledged that certain fields within the system are better captured than others. ISD continues to work with the SWISS project team and NHS Boards to improve data quality .
Comparability	Workforce data are comparable and regularly used in both UK and international comparison reports (eg EUROSTAT)
Accessibility	It is the policy of ISD Scotland to make its web sites and products accessible according to published guidelines .
Coherence and clarity	All Workforce tables are accessible via the ISD website. Workforce statistics are presented within Excel spreadsheets of staff groupings, where appropriate. This should minimise the number of spreadsheets a user has to access.
Value type and unit of measure	Headcount and percentage
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Help email	nss.isdwfinfo@nhs.net

A3 – Early Access details (including Pre-Release Access)

Pre-Release Access

Under terms of the "Pre-Release Access to Official Statistics (Scotland) Order 2008", ISD are obliged to publish information on those receiving Pre-Release Access ("Pre-Release Access" refers to statistics in their final form prior to publication). The standard maximum Pre-Release Access is five working days. Shown below are details of those receiving standard Pre-Release Access and, separately, those receiving extended Pre-Release Access.

Standard Pre-Release Access:
Scottish Government Health Department
NHS Board Chief Executives
NHS Board Communication leads

Extended Pre-Release Access

Extended Pre-Release Access of 8 working days is given to a small number of named individuals in the Scottish Government Health Department (Analytical Services Division). This Pre-Release Access is for the sole purpose of enabling that department to gain an understanding of the statistics prior to briefing others in Scottish Government (during the period of standard Pre-Release Access).

Scottish Government Health Department (Analytical Services Division)