

Publication Report



NHSScotland Workforce Information

Quarterly update of Staff in Post, Vacancies and Turnover

At 30 September 2014

Publication date – 2 December 2014



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Introduction

The workforce has a significant role to play in the delivery of quality services that meet the needs of patients, their families and the general public in a modern health service. In June 2013, the Scottish Government launched the [2020 Workforce Vision "Everyone Matters"](#) to ensure that everyone who works for NHSScotland is: treated fairly; empowered to influence the way they work; supported to work to the best of their ability; supported to keep their skills and knowledge up to date.

The [2020 Workforce vision](#) sets out the key ambitions, as well as the main challenges, facing the future provision of healthcare services in Scotland. The programme also sets out a framework of what the workforce needs to look like in order to deliver against those ambitions and meet those challenges in the future, therefore, to achieving the 2020 Vision for Healthcare in Scotland.

The main source of workforce statistics is the Scottish Workforce Information Standard System (SWISS). Further background information on historic and current data sources and collections can be found on the [Workforce Statistics Frequently Asked Questions](#) page.

Information updated in this release is:

- All staff in post (as at 30th September 2014)
- Vacancies - nursing and midwifery, allied health professions, consultants and pharmacy (as at 30th September 2014)
- Staff turnover (as at 30th September 2014)
- Nursing and midwifery student intakes, students in training and progression rates
- Consultant contract
- Clinical Nurse Specialists (as at 30th September 2014)

Workforce information which has not been updated in this publication, for example use of bank and agency staff and sickness absence, is available on the ISD website [here](#).

Data for general practitioners (GPs) is no longer included in this publication. You can find the latest GP data via the ISD GP Workforce page [here](#).

Nursing and midwifery vacancy information was revised on 2nd December 2014 to include information which was previously not available for publication and changes have been backdated to the "as at 30th September 2013" position. Please see the nursing and midwifery vacancy table for further information.

R – Revised December 2014. Due to errors in recording vacancies for Hospital Band 5 Adult nurses in NHS Tayside, the changes to previously published data are as follows:

The establishment, total vacancies, vacant less than 3 months, vacant 3 months or more, and vacancies as a percentage of establishment total and 3 months or more for NHS Tayside have been amended.

North Region and Scotland figures are therefore also affected. All other regions and boards are unaffected.

For all Nursing and Midwifery staff:

Establishment for Scotland changed from 60,698.8 WTE to 60,561.0 WTE. North Region 14,995.2 WTE to 14,857.4 WTE. NHS Tayside 5,716.6 WTE to 5,578.8 WTE.

Total vacancies for Scotland changed from 2,291.3 WTE to 2,153.5 WTE. North Region from 950.5 WTE to 812.7 WTE. NHS Tayside from 449.2 WTE to 311.4 WTE.

Vacancies less than 3 months for Scotland changed from 1,742.7 WTE to 1,668.9 WTE. North Region from 598.1 WTE to 524.3 WTE. NHS Tayside from 257.5 WTE to 183.7 WTE.

Vacant 3 months or more for Scotland changed from 548.6 WTE to 484.6 WTE. North Region from 352.4 WTE to 288.4 WTE. NHS Tayside from 191.7 WTE to 127.7 WTE.

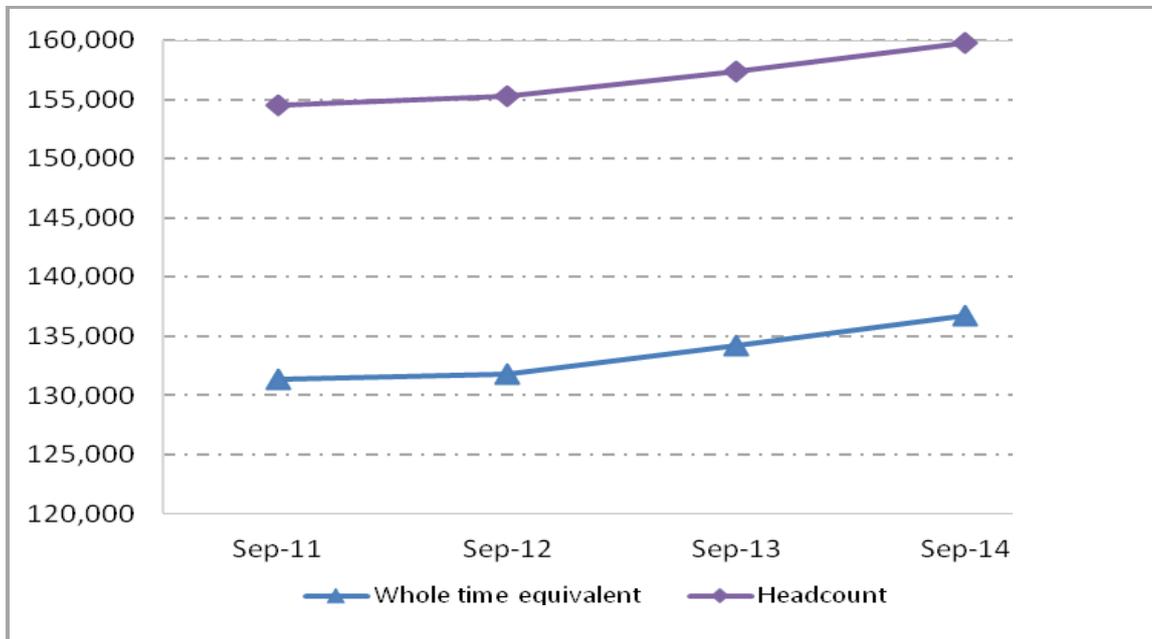
Total vacancy rate for Scotland changed from 3.8% to 3.6%. North Region from 6.3% to 5.5%. NHS Tayside from 7.9% to 5.6%.

Vacancy rate for 3 months or more for Scotland changed from 0.9% to 0.8% WTE. North Region from 2.4% to 1.9%. NHS Tayside from 3.4% to 2.3%.

Key points

Overall staff

- The total number of NHSScotland staff in post continues to increase with 136,684.7 whole time equivalent (WTE) and 159,748 headcount on 30th September 2014.



Staff groups

- The annual increase in staff of 1.9% WTE is mainly due to increases in:
 - nursing and midwifery (1,038.5 WTE),
 - medical (528.8 WTE)
 - administrative services (395.5 WTE)
 - allied health professions (244.5 WTE).
- The largest group in the workforce continues to be nursing and midwifery, which accounted for 42.7% of all staff with 58,407.5 WTE at 30th September 2014.
- The number of consultants in post (including Directors of Public Health) has seen an annual increase of 6.7% from 4,584.6 WTE at 30th September 2013 to 4,890.7 WTE at 30th September 2014. This is partly due to better recording of data as boards move to a new national HR system.

Vacancies

- On the 30th September 2014, the total number of vacancies for :
 - consultants (including Directors of Public Health) was 339.3 WTE, a rate of 6.5%.
 - nursing and midwifery was 2,153.5 WTE, a rate of 3.6%^R.
 - allied health profession was 487.4 WTE, a rate of 4.1%.
- The number of consultant vacancies has increased from 213.1 WTE (4.4%) on 30th September 2013.

Results and Commentary

All NHSScotland workforce statistics included within this publication can be found on the full [list of tables](#) web page from the [ISD Workforce homepage](#).

An explanation of each job family included in the statistics can be found [here](#)

Staff in post

The total number of staff in post was 136,684.7 whole time equivalent (WTE) and 159,748 headcount on 30th September 2014.

Table 1: NHSScotland workforce summary by staff group as at 30th September 2014

Staff Group	Headcount	Whole Time Equivalent
All NHSScotland staff	159,748	136,684.7
Medical hospital, community, and public health services (HCHS)	13,240	12,013.8
Dental hospital, community, and public services (HCHS)	850	685.1
Medical & dental support	2,238	1,874.6
Nursing & midwifery	67,292	58,407.5
Allied health professions	13,344	11,286.6
Other therapeutic services	4,488	3,857.8
Personal & social care	1,118	942.2
Healthcare science	5,966	5,393.1
Ambulance services	2,482	2,385.0
Administrative services	28,842	24,899.3
Support services	18,830	13,855.9
Unallocated / not known ¹	1,436	1,083.9

Source: Scottish Workforce Information Standard System (SWISS)

1. NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. Staff involved in the delivery of these core services started to transfer between the two organisations in June 2012, those that have transferred into NHS Highland are currently shown in Unallocated / not known.
2. As at September 2014, of those unallocated staff transferred into NHS Highland: 128.6 WTE (152 headcount) are working in administrative services; 3.0 WTE (3 headcount) in allied health professions; 859.8 WTE (1,190 headcount) in personal and social care; and 55.1 WTE (64 headcount) in support services.

Staff groups

The following table shows that there was an increase of 1.9% (2,513.3 WTE) in all staff in comparison with September 2013.

Table 2: NHSScotland workforce trend (WTE) by staff group

Staff Group	Sep-11	Sep-12	Sep-13	Sep-14
All NHSScotland staff	131,339.6	131,845.2	134,171.4	136,684.7
Medical (HCHS)	11,236.8	11,230.6	11,485.0	12,013.8
Dental (HCHS)	723.9	713.3	696.5	685.1
Medical & dental support	1,828.5	1,903.4	1,908.3	1,874.6
Nursing & midwifery	56,309.4	56,263.5	57,368.9	58,407.5
Allied health professions	9,347.0	9,422.3	11,042.0	11,286.6
Other therapeutic services	3,424.3	3,528.8	3,683.5	3,857.8
Personal & social care	925.4	896.2	909.3	942.2
Healthcare science	5,426.1	5,274.0	5,324.4	5,393.1
Ambulance services	3,642.8	3,639.7	2,337.7	2,385.0
Administrative services	24,667.5	24,137.1	24,503.4	24,899.3
Support services	13,767.3	13,703.3	13,777.2	13,855.9
Unallocated / not known ¹	40.5	1,133.2	1,135.3	1,083.9

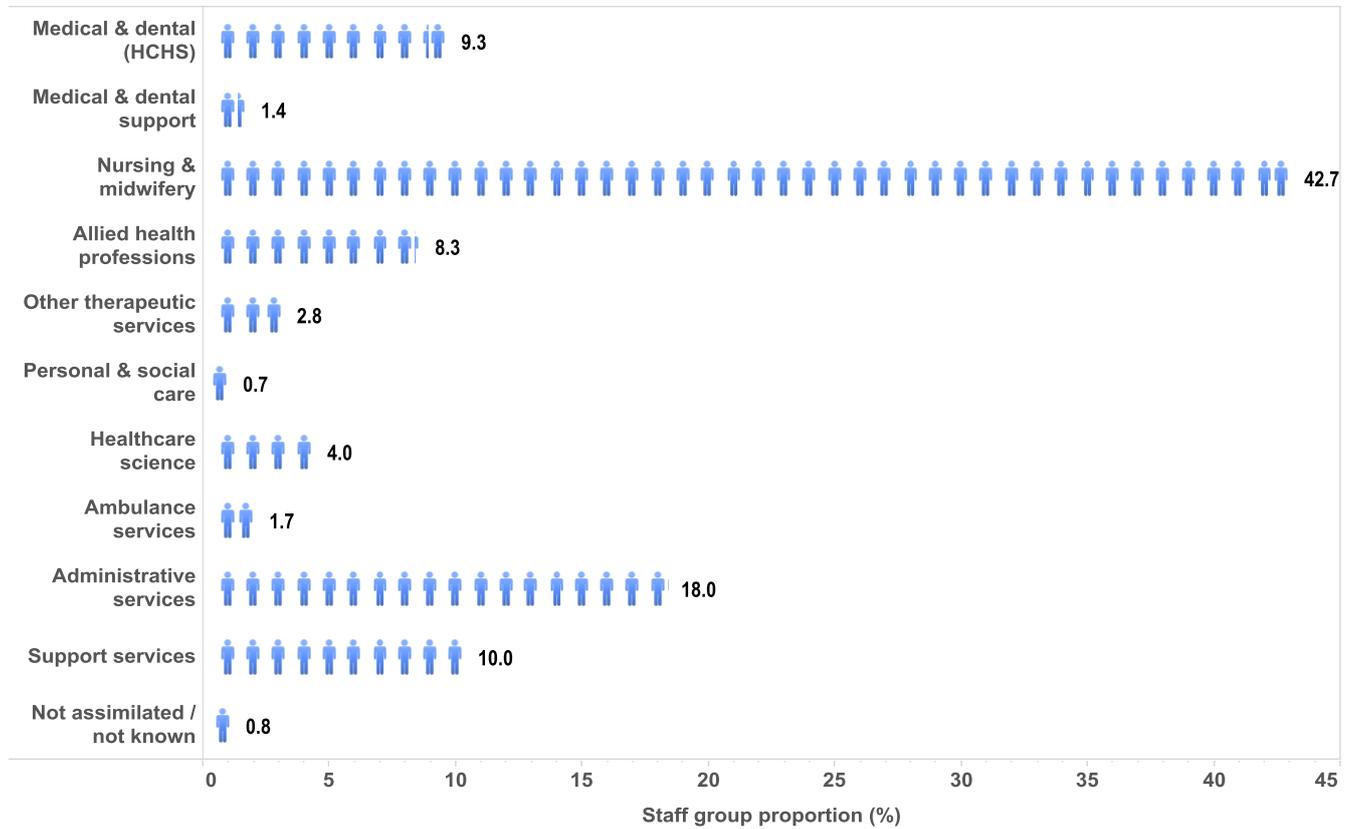
1. NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. Staff involved in the delivery of these core services started to transfer between the two organisations in June 2012, those that have transferred into NHS Highland are currently shown in Unallocated / not known.

The annual increase in staff of 1.9% WTE is mainly due to increases in nursing and midwifery (1,038.5 WTE), medical (528.8 WTE), administrative services (395.5 WTE), and allied health professions (244.5 WTE).

The increase seen in medical staff is partly down to boards reviewing their data as part of their migration to the new national HR system, the electronic Employee Support System (e:ESS). Increased completeness and accuracy of the data has led to more medics being correctly identified and included in the national figures.

The following chart shows the NHSScotland workforce as at 30th September 2014 by staff group. The largest group in the workforce was nursing and midwifery, with 58,407.5 WTE which accounted for 42.7% of all staff; administrative services accounted for 18.2%; support services 10.1%; and medical and dental 9.3% (all WTE).

Chart 1: NHSScotland workforce staff group proportions (WTE) as at 30th September 2014



More detailed information on staff group, age, gender, contract type, NHS Board and region can be found on the ISD website in the following tables:

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

[Overall trend](#)

[Medical trend](#)

[Non-medical trend](#)

Consultant staff in post

The number of consultants in post (including Directors of Public Health) has seen an annual increase of 6.7% from 4,584.6 WTE at 30th September 2013 to 4,890.7 WTE at 30th September 2014.

Table 3: NHSScotland consultant staff in post trend (WTE) by speciality groups

Consultants	Sep-11	Sep-12	Sep-13	Sep-14
All specialities	4,428.5	4,476.2	4,584.6	4,890.7
All medical specialties	4,328.7	4,373.4	4,483.3	4,794.3
Clinical laboratory specialties	573.1	558.7	566.5	602.6
Medical specialties	982.8	990.7	1,020.8	1,127.7
Psychiatric specialties	542.3	524.8	526.9	535.2
Surgical specialties	856.2	848.3	834.1	906.3
Paediatrics specialties	222.7	223.8	232.4	278.7
All dental specialties	99.8	102.7	101.4	96.4

Part of the increase in the number of consultants in post in September 2014 is due to boards reviewing their data as they migrate to the new national HR system, the electronic Employee Support System (e:ESS). This has led to more consultants being identified with the correct grade.

A further breakdown of this data can be found on the ISD website in the following table:

[Consultant staff in post](#)

Vacancies

As at 30th September 2014:

- 6.5% (339.3 WTE) of consultant posts (including Directors of Public Health) were vacant. This is an increase from 4.4% in September 2013. Of these, 113.0 posts were vacant for six months or more. The highest number of these vacancies were found in clinical radiology (16.2), anaesthetics (11.4) and emergency medicine (11.3) specialties.
- 4.1% (487.4 WTE) of allied health profession posts were vacant. This is an increase from 3.7% in September 2013. Of these, 115.7 posts were vacant for three months or more. The highest number of these vacancies were found in the physiotherapy (44.2), diagnostic radiography (19.0) and occupational therapy (18.3) professions.
- 3.6% (2,153.5 WTE) of nursing and midwifery posts were vacant^R. This is an increase from the rate of 3.0% in September 2013. Of these, 484.6^R posts were vacant for three months or more. The highest number of these vacancies were found in the adult (255.2^R), mental health (70.3) and district nursing (30.5) specialties.

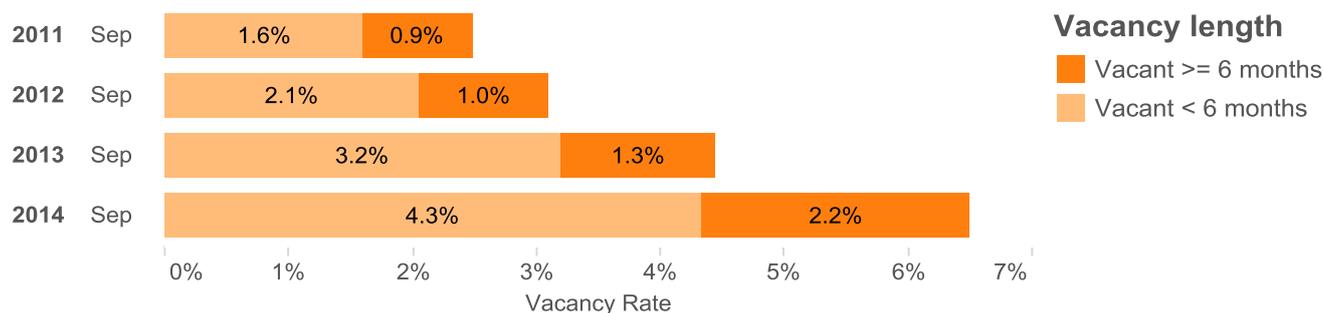
Table 4: Trend in vacancies (WTE): HCHS medical and dental consultants, allied health professions and nursing and midwifery

Date	Consultants		Allied health professions		Nursing & midwifery	
	Total vacant posts	Total vacancy rate	Total vacant posts	Total vacancy rate	Total vacant posts	Total vacancy rate
Sep-11	112.5	2.5%	199.1	2.1%	615.7	1.1%
Sep-12	143.1	3.1%	400.2	4.1%	1,390.8	2.4%
Sep-13	213.1	4.4%	424.0	3.7%	1,771.1	3.0%
Sep-14	339.3	6.5%	487.4	4.1%	2,153.5 ^R	3.6% ^R

Each of the staff groups can also be presented by how long the posts were vacant for. Consultant vacancies are grouped into 'Vacant for less than six months' or 'Vacant for six months or more'.

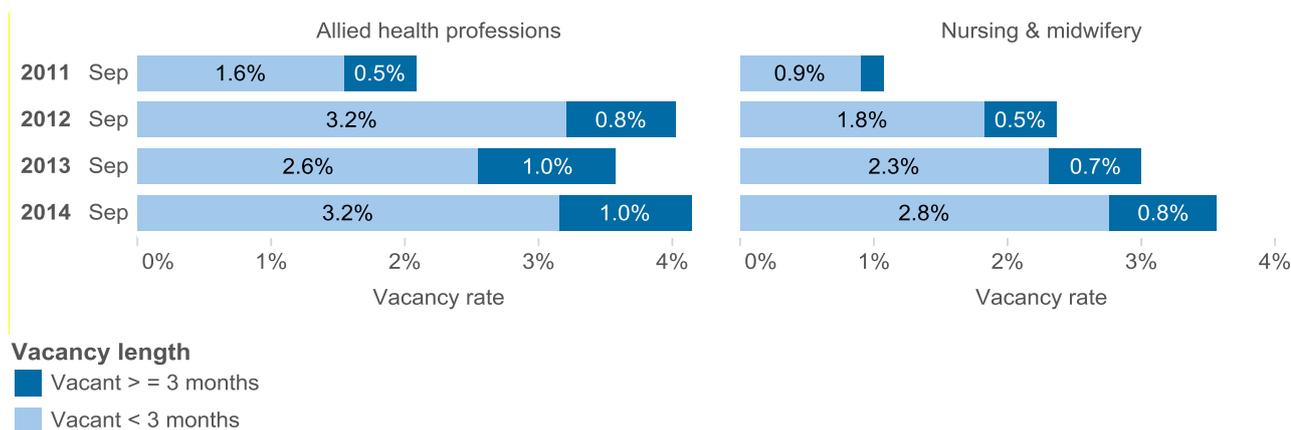
Charts 2 and 3 show how long the posts, in each of the staff groups, were vacant for.

Chart 2: Trend in HCHS medical and dental consultant vacancies by length of vacancy¹



Both allied health professions and nursing and midwifery differ and are grouped into ‘Vacant for less than three months’ or ‘Vacant for three months or more’

Chart 3: Trend in allied health professions and nursing and midwifery vacancies by length of vacancy^{1 R}



1. Chart does not include proportion (%) of vacancies with unknown length of time vacant for.

A further breakdown of this data by NHS Board and specialty can be found on the ISD website in the following tables:

[Consultant vacancies](#)

[Allied health professions vacancies](#)

[Nursing and midwifery vacancies](#)

Pharmacy vacancies

The total pharmacy workforce vacancy rate, as at September 2014 is 4.3%. Table 5 shows the number of vacancies (WTE) and the total vacancy rate for each of the staff groups.

Table 5: Pharmacy vacancies (WTE) as 30th September 2014

Staff Group	Total vacant posts	Total vacancy rate
All Pharmacy staff	113.9	4.3%
Pharmacists	52.4	4.3%
Pharmacy Technicians	33.4	4.4%
Trainee Pharmacy Technicians	4.0	16.7%
Pharmacy Assistants	19.3	4.7%
Administrative and clerical	4.8	2.4%

A further breakdown of this data can be found on the ISD website in the following table:

[Pharmacy vacancies](#)

Nursing and midwifery student intakes and progression

Table 6 shows the number of initial entrants and total number of students in training on those courses as at 31st October 2013.

Table 6: Student intakes and numbers in training (initial entrant)

Specialty	Initial entrant (2013)	In training
All Specialties	2,911	9,661
Adult	1,995	7,050
Mental Health	484	1,363
Learning Disability	78	228
Children	211	624
Midwifery	143	396

A further breakdown of this data can be found on the ISD website in the following tables:

[Nursing and midwifery - student intakes and students in training](#)

[Nursing and midwifery progression rates](#)

Other information updated in this release

For information on the number of joiners and leavers by NHS Board and staff group, see the following table:

[Turnover](#)

For information on the number of clinical nurse specialists, see the following table:

[Clinical Nurse Specialists](#)

For information on the number of consultants who have signed the new consultant contract, see the following table:

[Consultant Contract](#)

For information on the dental workforce, including dentists working for the General Dental Service (“high street dentists”), see the following table:

[Dentists](#)

Glossary

Workforce statistic terms relating to the data within this publication can be found within the [Glossary](#) document on the ISD Workforce homepage.

List of Tables

Table No.	Name	Time period	File & size
1	Overall trend	Sept 2014	Excel [238kb]
2	Medical trend	Sept 2014	Excel [3,856kb]
3	Non-medical trend	Sept 2014	Excel [6,609kb]
4	Overall NHSScotland workforce summary by staff grouping	Sept 2014	Excel [3,232kb]
5	Staff turnover	July-Sept 2014	Excel [2,102kb]
6	Medical & dental staff in post	Sept 2014	Excel [4,219kb]
7	HCHS medical and dental staff by specialty	Sept 2014	Excel [8,460kb]
8	HCHS medical and dental staff by grade	Sept 2014	Excel [2,896kb]
9	Consultant staff in post	Sept 2014	Excel [3,329kb]
10	Consultant vacancies	Sept 2014	Excel [1,246kb]
11	Consultant contract	Sept 2014	Excel [3,791kb]
12	Nursing and midwifery staff in post	Sept 2014	Excel [19,256kb]
13	Nursing and midwifery vacancies	Sept 2014	Excel [3,919kb]
14	Clinical nurse specialists	Sept 2014	Excel [5,402kb]
15	Bank and agency nursing and midwifery comparison (capacity) (March 2014)	March 2014	Excel [325kb]
16	Nursing and midwifery - student intakes and students in training	Sept 2014	Excel [22kb]
17	Nursing and midwifery progression rates	Sept 2014	Excel [175kb]
18	Allied health professions staff in post	Sept 2014	Excel [3,330kb]
19	Allied health professions vacancies	Sept 2014	Excel [2,290kb]
20	Other therapeutic staff and personal social care staff in post	Sept 2014	Excel [2,104kb]
21	Healthcare science staff in post	Sept 2014	Excel [2,838kb]
22	All other staff in post	Sept 2014	Excel [5,602kb]
23	Pharmacy vacancies	Sept 2014	Excel [269 kb]
24	Sickness absence (March 2014)	March 2014	Excel [154kb]
25	Equality and Diversity (March 2014)	March 2014	Excel [372kb]
26	Dentists	Sept 2014	Excel [581kb]

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Further Information

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

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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 SWISS. This alignment provided the opportunity to capture all NHSScotland staff in post information in 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.

A new national HR system, electronic Employee Support System (e:ESS), is currently being rolled out across all NHS Boards. As boards migrate to the new system, their data captured in e:ESS continues to feed into SWISS. SWISS brings together HR and Payroll information into one system.

Further information on current data sources and collections can be found on the ISD Workforce Statistics [Frequently Asked Questions](#) page. Information on historic data sources can be found [here](#).

Health and social care integration

NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. Staff involved in the delivery of these core services started to transfer between the two organisations in June 2012. Those that have transferred into NHS Highland are currently shown in unallocated / not known. As at September 2014, of those unallocated staff transferred into NHS Highland: 128.6 WTE (152 headcount) are in administrative services; 3.0 WTE (3 headcount) in allied health professions; 859.8 WTE (1,190 headcount) in personal and social care; and 55.1 WTE (64 headcount) in support services.

Trend information

Further information on workforce data trends can be found within the [ISD workforce statistics web pages](#)

Non medical and dental

Changes in the collection and presentation of workforce information due to Agenda for Change means that historical trend analysis is limited. It is however still available for some high level staff groupings.

The ambulance services job family was renamed in 2011, previously it was known as emergency services. ISD have first made this name change in tables published this quarter.

New Agenda for Change job families and sub job families are being introduced as the service evolves and there are requirements for more detailed level of reporting. These are however rarely new positions and previously would have been counted in another grouping. Footnotes on the tables affected explain the movements.

Medical and dental

Trend data for the medical and dental workforce (excluding medical and dental support) is available. 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 SWISS.

The figures reported from 2008 onwards are sourced from SWISS, and the Management Information and Dental Accounting System (MIDAS). Figures reported prior to 2008 are sourced from MEDMAN, and MIDAS.

Data quality

Workforce information is sourced from NHS Board HR and payroll systems. These are dynamic operational systems in which the data can change over time due to their live status and potential additional updates made by NHS Boards.

It is recognised that the published information does not always reflect the data used at board and regional level when planning and presenting the workforce. Accuracy of coding is crucial to the quality and credibility of the data and ISD seeks to minimise such data inaccuracies. However, responsibility for data accuracy lies with the NHS Boards providing the data.

The ISD workforce team is currently working with stakeholders on a number of data quality improvement projects and the published information will change over time to reflect these changes. One of the most recent of these improvements to be implemented was the introduction of new sub job families introduced to improve reporting on the dental support worker workforce for data from September 2014.

Rollout of national HR system – Electronic employee support system (e:ESS)

The e:ESS project aims to introduce a single national HR system for all boards in NHSScotland. The system will hold and manage employment information for all staff employed by NHSScotland's 22 NHS Boards, and will create a common national repository of workforce information.

e:ESS is being introduced across NHSScotland in phases with each board at a different stage in the process. A number of boards have migrated their data to e:ESS, currently this affects location of service delivery, medical grade and medical specialty. Changes have been seen in these as boards review their data as part of the migration process.

A2 – Publication Metadata (including revisions details)

Metadata Indicator	Description
Publication title	NHSScotland Workforce - Staff in Post
Description	Quarterly update of NHSScotland staff in headcount and whole time equivalent.
Theme	Health and Social Care
Topic	Workforce Staff in Post Information
Format	Excel workbooks
Data source(s)	Scottish Workforce Information Standard System (SWISS)
Date that data are acquired	14 th October 2014
Release date	2 nd December 2014
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30 th September 2014
Continuity of data	<p>Non medical and dental staff data has a break in 2006 due to the introduction of Agenda for Change (AfC).</p> <p>Medical and dental staff data are continuous from 1990.</p> <p>The ambulance services job family was renamed in 2011, previously it was known as emergency services. ISD have first made this name change in tables published this quarter.</p>
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.
Revisions relevant to this publication	Dental table – March 2014 figures have been revised to take into account the new Public Dental Service.
Concepts and definitions	Each Excel workbook contains detailed definitions pertinent to the particular staff group of interest.
Relevance and key uses of the 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 NHSScotland 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 (e.g. 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 measurement	Headcount 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.
Last published	26 th August 2014
Next published	3 rd March 2015
Date of first publication	Paper publications since 1970s, web publications since 1996
Help email	nss.isdwfinfo@nhs.net
Date form completed	November 2014

Metadata Indicator	Description
Publication title	NHSScotland Workforce - Vacancies
Description	Quarterly census of vacancies in Nursing and midwifery, Allied Health Professions and Consultants. Annual census of pharmacy staff.
Theme	Health and Social Care
Topic	Workforce Vacancy Information
Format	Excel workbooks
Data source(s)	Scottish Workforce Information Standard System (SWISS)
Date that data are acquired	14 th October 2014
Release date	2 nd December 2014
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30 th September 2014
Continuity of data	Non medical and dental staff data has a break in 2006 due to the introduction of Agenda for Change. Medical and dental staff data is continuous from 1990.
Revisions statement	During 2014, ISD, in conjunction with the ISD Workforce Technical Reference Group, will be discussing future requirements of this data collection to ensure it is still fit for purpose and fulfils workforce planning requirements.
Revisions relevant to this publication	Medical trend – data on the consultant vacancies tab for all census dates up to and including June 2011 have been revised to correct processing errors. Consultant vacancy table – vacancy figure for June 2014 has been revised as updated information was received from one NHS Board. Nursing and midwifery vacancy table – vacancy figures for all census dates from September 2013 to June 2014 have been updated to correct a processing error. Nursing and midwifery vacancy table – vacancy figures for hospital band 5 Adult nurses in NHS Tayside for December 2014 have been updated to correct a recording error by the board.
Concepts and definitions	Each Excel workbook contains detailed definitions pertinent to the particular staff group of interest.
Relevance and key uses of the statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Information is signed off by the relevant Director (e.g. 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 (e.g. 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 measurement	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.
Last published	26 th August 2014
Next published	3 rd March 2015
Date of first publication	Paper publications since 1970s, web publications since 1996
Help email	nss.isdwfinfo@nhs.net
Date form completed	November 2014

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)

Early Access for Quality Assurance

These statistics have been made available to NHS Board workforce planners and HR directors to help quality assure the publication.

A4 – ISD and Official Statistics

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.