

Publication Report



NHSScotland Workforce Information

Quarterly update of Staff in Post, Vacancies
and Turnover at 31 December 2014

Publication date – 3 March 2015



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Introduction

Workforce information is collected and published by the Information Services Division (ISD) to support NHS Boards and the Scottish Government in their local, regional and national workforce planning.

About this Release

This release provides an updates of the following NHSScotland workforce information as at 31 December 2014.

- All staff in post
- Vacancy numbers for nursing and midwifery, allied health professions and consultants
- Staff turnover

As part of an ongoing review of community nurses, December 2014 nursing and midwifery data for certain sub job families have been removed from the staff in post, vacancy and non medical trend tables. Data prior to the review (September 2014 and earlier) is not comparable for these sub job families. The December 2014 staff in post data can be found in a separate table. Please see the relevant nursing and midwifery tables for further information.

Please note that this publication includes a revision for allied health profession vacancy data for June 2012, to fix an error in the collection form. The total Scotland, NHS Lothian and East region total vacancies have been amended as well as the data for the Orthoptics profession.

Scottish Government – Workforce Vision

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.

Glossary

Agenda for Change: The national pay system for NHS workforce.

Establishment: Term used in calculating NHSScotland vacancy information to describe the total filled and vacant posts. Establishment is calculated by adding the number of staff in post to the number of vacant posts.

Headcount: The actual number of individuals working within NHSScotland. This figure eliminates any double counting that may exist as a result of an employee holding more than one post. The headcount variable counts the employee only once and not, for example, under each organisation / region / specialty / grade they work.

Scottish Workforce Information Standard System (SWISS): The main source of NHSScotland workforce statistics.

Whole time equivalent (WTE): The WTE is calculated by dividing the number of contracted hours by the number of hours worked (conditioned hours). WTE is sometimes a more useful measurement than headcount because it adjusts headcount figures to take account of part time working i.e. one person may work 20 hrs a week so just using headcount could make the workforce appear larger than it is. WTE is sometimes referred to as full time equivalent (FTE) in some organisations.

A full Workforce information glossary is available on our website [here](#).

Key points

- The total number of NHSScotland staff in post was 137,511.9 whole time equivalent (WTE) and 160,524 headcount at 31 December 2014. This is an increase of 1.8% and 1.5% respectively since 31 December 2013.
- The largest group in the workforce continues to be nursing and midwifery, which accounted for 42.9% of all staff with 59,003.8 WTE, at 31 December 2014.
- The number of consultants in post (including Directors of Public Health) recorded has seen an annual increase of 6.4% (294.8 WTE) to 4,900.6 WTE at 31 December 2014. This is partly due to more complete recording of data as boards move to a new national HR system.
- The total number of combined nursing and midwifery vacancies has decreased by 65.3 WTE since the last quarter to 2,088.3 WTE. However, the number of midwifery vacancies has increased by 29.8 WTE to 100.0 WTE.
- There are 395.6 WTE consultant vacancies; 163.7 WTE have been vacant for more than six months, an increase of 44.9% (50.7 WTE) since September 2014.

Number of Staff in Post

At 31 December 2014, NHSScotland had a headcount of 160,524 staff, equivalent to 137,511.9 whole time staff.

Table 1: NHSScotland workforce by staff group at 31 December 2014

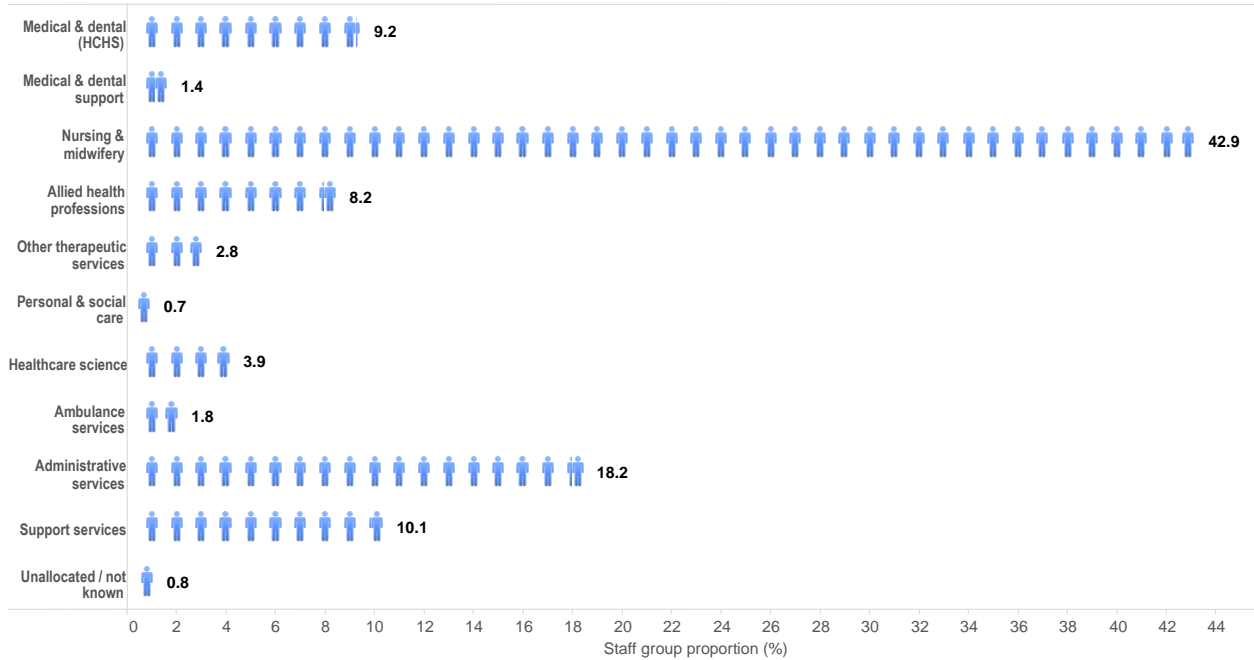
Staff Group	Headcount	Whole Time Equivalent
All NHS Scotland staff	160,524	137,511.9
Medical hospital, community, and public health services (HCHS)	13,224	11,966.8
Dental hospital, community, and public health services (HCHS)	847	686.3
Medical & dental support	2,246	1,885.2
Nursing & midwifery	67,805	59,003.8
Allied health professions	13,361	11,296.7
Other therapeutic services	4,556	3,912.5
Personal & social care	1,124	944.4
Healthcare science	5,984	5,404.3
Emergency services	2,533	2,432.7
Administrative services	28,995	25,040.8
Support services	18,781	13,852.6
Unallocated / not known ^{1,2}	1,447	1,085.7

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 December 2014, of those unallocated staff transferred into NHS Highland: 126.7 WTE (149 headcount) are in administrative services; 2.0 WTE (2 headcount) in allied health professions; 0.5 WTE (1 headcount) in healthcare science; 865.2 WTE (1,205 headcount) in personal and social care; and 52.2 WTE (59 headcount) in support services.

The following chart shows the NHSScotland workforce as at 31 December 2014 by staff group. The largest group in the workforce was nursing and midwifery, with 59,003.8 WTE, which accounted for 42.9% of all staff; administrative services accounted for 18.2%; support services 10.1%; and medical and dental 9.2% (all WTE).

Chart 1: NHSScotland workforce staff group proportions (WTE) at 31 December 2014



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

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

[Overall trend](#)

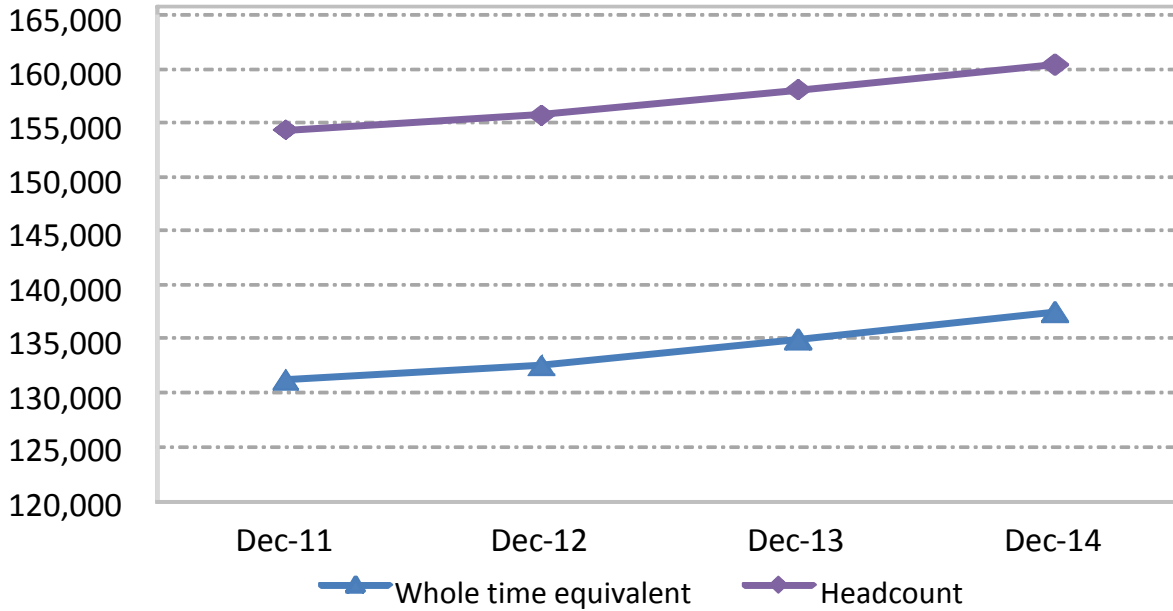
[Medical trend](#)

[Non-medical trend](#)

Trends in Staff Numbers

There has been an increase of 4.8% (6,237.6 WTE) in the total NHSScotland workforce since December 2011.

Chart 2: NHSScotland total workforce trend



The following table shows the trend between December 2011 and 2014, broken down by staff group.

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

Staff Group	Dec-11	Dec-12	Dec-13	Dec-14
All NHSScotland staff	131,274.3	132,541.5	135,016.3	137,511.9
Medical (HCHS) ¹	11,199.7	11,297.0	11,438.3	11,966.8
Dental (HCHS) ¹	720.1	706.3	667.2	686.3
Medical & dental support	1,851.9	1,889.8	1,904.5	1,885.2
Nursing & midwifery	56,238.5	56,608.5	57,877.7	59,003.8
Allied health professions	9,360.4	9,511.8	11,152.1	11,296.7
Other therapeutic services	3,459.0	3,623.5	3,738.9	3,912.5
Personal & social care	929.4	893.2	909.3	944.4
Healthcare science	5,376.1	5,271.4	5,356.9	5,404.3
Emergency services	3,628.2	3,661.8	2,341.5	2,432.7
Administrative services	24,501.8	24,222.2	24,668.1	25,040.8
Support services	13,735.7	13,708.1	13,823.9	13,852.6
Unallocated / not known ²	273.7	1,147.9	1,138.0	1,085.7

Source: Scottish Workforce Information Standard System (SWISS)

1. HCHS - Hospital, Community, and Public Health Services

2. Includes staff transferred into NHS Highland as part of their move to an integrated health and social care model.

There has been an annual increase in staff of 1.8% (2,495.6 WTE). The majority of the increase are seen in nursing and midwifery (1,126.1 WTE), medical (528.5 WTE) and administrative services (372.8 WTE).

The number of consultants in post (including Directors of Public Health) has seen an increase of 6.4% from 4,605.8 WTE at 31 December 2013 to 4,900.6 WTE at 31 December 2014.

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

Consultants	Dec-11	Dec-12	Dec-13	Dec-14
All specialties	4,425.7	4,494.3	4,605.8	4,900.6
All medical specialties	4,326.2	4,392.7	4,507.8	4,804.7
Clinical laboratory specialties	566.1	561.7	562.2	603.4
Medical specialties	984.9	1,012.7	1,035.9	1,131.5
Psychiatric specialties	538.5	527.7	516.2	528.9
Surgical specialties	855.2	839.9	856.0	906.2
Paediatrics specialties	224.3	227.3	243.4	289.4
All dental specialties	99.4	101.6	98.1	95.9

Source: Scottish Workforce Information Standard System (SWISS)

Part of the increase in the number of consultants in post as at December 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](#)

The number of nursing and midwifery staff has seen an increase of 4.9% (2,765.3 WTE) since December 2011.

Table 4: NHSScotland nursing and midwifery staff in post trend (WTE)

	Dec-11	Dec-12	Dec-13	Dec-14
Nursing and midwifery staff	56,238.5	56,608.5	57,877.7	59,003.8
Nursing	53,325.7	53,575.4	54,821.7	55,983.2
Midwifery	2,835.5	2,944.2	2,963.3	2,946.1
Not Assimilated / not known	77.2	88.9	92.7	74.5

Source: Scottish Workforce Information Standard System (SWISS)

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

[Nursing and midwifery staff in post](#)

[Community nurses](#)

Vacancies

Vacancies are counted as posts that have been cleared for advert after being through the redeployment process (internal or external advert) and remain as a vacancy until an individual starts in the post.

Consultants

At 31 December 2014, 7.5% (395.6 WTE) of consultant posts (including Directors of Public Health) were vacant, an increase from the rate of 6.5% in September 2014. 163.7 WTE of these posts were vacant for six months or more. High vacancy rates were found in intensive care medicine (35.3 %) and general acute medicine (18.0 %).

Allied Health Professions

At 31 December 2014, 3.4% (400.1 WTE) of allied health profession posts were vacant, a decrease from the rate of 4.1% in September 2014. 164.0 WTE of these posts were vacant for three months or more. The highest vacancy rates were found in physiotherapy (5.1%) and occupational therapy (4.5%).

Nursing and Midwifery

At 31 December 2014, 3.4% (2,088.3 WTE) of nursing and midwifery posts were vacant. This is a decrease from the 2,153.5 WTE of vacant posts in September 2014. Of these, 561.5 WTE posts were vacant for three months or more. While the total number of vacant nursing posts has decreased, the number of vacant posts in midwifery has increased by 29.8 WTE.

Table 5: Trend in vacancies (WTE): 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
Dec-11	123.0	2.7%	172.1	1.8%	661.9	1.2%
Dec-12	150.8	3.2%	357.1	3.6%	1,623.2	2.8%
Dec-13	218.1	4.5%	411.3	3.6%	1,514.1	2.5%
Dec-14	395.6	7.5%	400.1	3.4%	2,088.3	3.4%

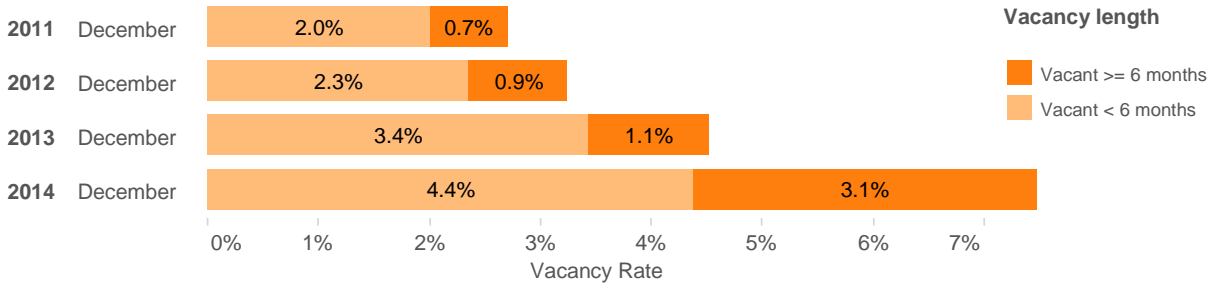
Source: Scottish Workforce Information Standard System (SWISS)

Each of the staff groups is shown by how long posts were vacant for. Consultant vacancies are grouped into ‘vacant for less than six months’ or ‘vacant for six months or more’.

Charts 3 and 4 show how long posts were vacant for in each of the staff groups.

Chart 3: Trend in consultant vacancies by length of vacancy

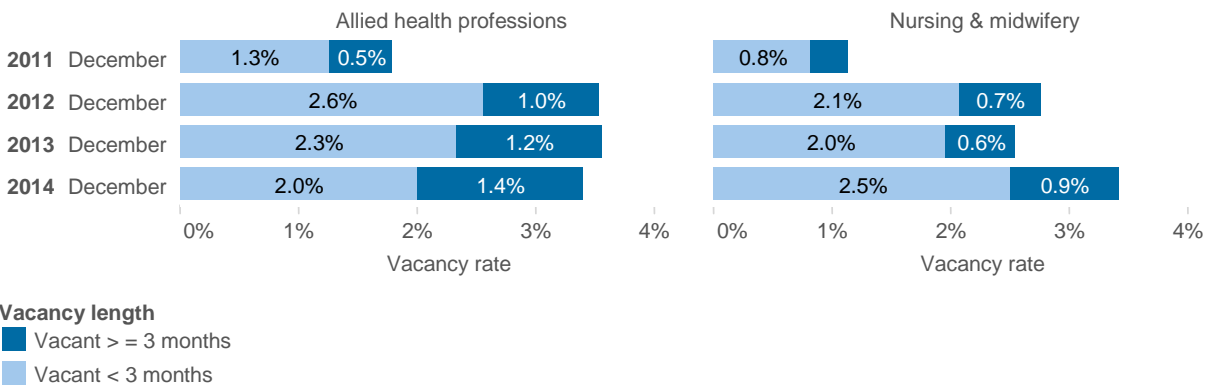
Consultant vacancies



Allied health professions and nursing and midwifery are grouped into ‘vacant for less than three months’ or ‘vacant for three months or more’.

Chart 4: Trend in allied health professions and nursing and midwifery vacancies by length of vacancy¹

Vacancies



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

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

[Consultant vacancies](#)

[Allied health professions vacancies](#)

[Nursing and midwifery vacancies](#)

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](#)

List of Tables

Table No.	Name	Time period	File & size
1	Overall trend	Dec 2014	Excel [451kb]
2	Medical trend	Dec 2014	Excel [9,301 kb]
3	Non-medical trend	Dec 2014	Excel [14,114kb]
4	Overall NHSScotland workforce summary by staff grouping	Dec 2014	Excel [6,304kb]
5	Staff turnover	Sep-Dec 2014	Excel [3,189 kb]
6	Medical & dental staff in post	Dec 2014	Excel [8,635kb]
7	HCHS medical and dental staff by specialty	Dec 2014	Excel [18,565kb]
8	HCHS medical and dental staff by grade	Dec 2014	Excel [6,285kb]
9	Consultant staff in post	Dec 2014	Excel [5,855 kb]
10	Consultant vacancies	Dec 2014	Excel [3,284kb]
11	Consultant contract	Sept 2014	Excel [6,970kb]
12	Nursing and midwifery staff in post	Dec 2014	Excel [37,039kb]
13	Community nurses	Dec 2014	Excel [506kb]
14	Nursing and midwifery vacancies	Dec 2014	Excel [8,376kb]
15	Clinical nurse specialists	Sept 2014	Excel [5,410kb]
16	Bank and agency nursing and midwifery comparison (capacity) (March 2014)	March 2014	Excel [325kb]
17	Nursing and midwifery - student intakes and students in training	Sept 2014	Excel [38kb]
18	Nursing and midwifery progression rates	Sept 2014	Excel [366kb]
19	Allied health professions staff in post	Dec 2014	Excel [7,416kb]
20	Allied health professions vacancies	Dec 2014	Excel [5,342kb]
21	Other therapeutic staff and personal social care staff in post	Dec 2014	Excel [4,359kb]
22	Healthcare science staff in post	Dec 2014	Excel [6,002kb]
23	All other staff in post	Dec 2014	Excel [10,233kb]
24	Pharmacy vacancies	Sept 2014	Excel [630 kb]
25	Sickness absence (March 2014)	March 2014	Excel [154kb]
26	Equality and Diversity (March 2014)	March 2014	Excel [372kb]
27	Dentists	Sept 2014	Excel [1,197kb]

Contact

Workforce team mailbox – viewed daily

nss.isdwfdinfo@nhs.net

Robyn Pascoe

Senior Information Analyst

robyn.pascoe@nhs.net

0131 275 6290

Nicola Williams

Senior Information Analyst

nicolawilliams7@nhs.net

0141 282 2018

Stephen Goold

Principal Information Analyst

stephen.goold@nhs.net

0131 275 6316

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). SWISS brings together HR and Payroll information into one system.

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

Data is shown in AfC job families, more information on what is included in each of the job families can be found [here](#).

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

Since June 2012, NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. Those that have transferred into NHS Highland are currently shown in unallocated / not known. Figures are noted on table 1 above.

Trend information

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

Data quality

Workforce information is sourced from each board's 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 individual 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 boards providing the data.

The ISD workforce team work with boards throughout the year in an attempt to improve data quality. Published information may change over time to reflect these improvements.

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	20 January 2015
Release date	3 March 2015
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 31 December 2014
Continuity of data	Non medical and dental staff data has a break in 2006 due to the introduction of Agenda for Change (AfC). Medical and dental staff data are continuous from 1990.
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	None.
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 each individual board 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	2 December 2014
Next published	2 June 2015
Date of first publication	Paper publications since 1970s, web publications since 1996
Help email	nss.isdwfinfo@nhs.net
Date form completed	February 2015

Metadata Indicator	Description
Publication title	NHSScotland Workforce - Vacancies
Description	Quarterly census of vacancies in Nursing and midwifery, Allied Health Professions and Consultants.
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	20 January 2015
Release date	3 March 2015
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 31 December 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	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	AHP vacancy table – vacancy figure for June 2012 has been updated to correct an error on the collection form. Nursing and midwifery table – posts under review data for Jun 2013 to Sep 2014 has been removed. This is no longer collected and incorrect data was being shown.
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	2 December 2014
Next published	2 June 2015
Date of first publication	Paper publications since 1970s, web publications since 1996
Help email	nss.isdwfinfo@nhs.net
Date form completed	February 2015

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.

Standard Pre-Release Access:

- Scottish Government Health Department
- NHS Board Chief Executives
- NHS Board Communication leads

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.