

# Publication Report



## **NHSScotland Workforce Information**

Quarterly update of Staff in Post, Vacancies  
and Turnover at 31 March 2015

**Publication date – 2 June 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 March 2015.

- All staff in post
- Vacancy numbers for nursing and midwifery, allied health professions and consultants
- Staff turnover
- Dentists working in hospital, community and the General Dental Service (GDS)
- Bank and agency usage for nursing and midwifery staff
- Sickness absence
- Equality and diversity

A review of community nursing staff data, including district nurses and health visitors, was recently undertaken to ensure more accurate and consistent data reporting for these staff groups. The main section of the review is now complete and workforce information for these staff groups is now available in a separate table. Note that there may be some further changes as boards continue to review their data. Please see the relevant nursing and midwifery tables for further information.

## Revisions

Please note that this publication includes a revision of consultant vacancies for NHS Ayrshire & Arran who have resubmitted December 2014 data. Vacancies have changed for specialties under the clinical laboratories group. 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 Ayrshire & Arran, the west region and Scotland for these specialties have been amended accordingly. All other regions and boards are unaffected.

A revision was made on 11/06/2015 to percentage change calculations in all worksheets of the Non-Medical\_Trend\_M2015.xls workbook: previously, these calculations were wrongly based on the Sep 14 to Dec 14 and the Dec 13 to Dec 14 changes respectively, but have now been revised appropriately.

This publication also includes a revision made on 01/09/2015 to March 2015 nursing and midwifery vacancies due to a resubmission of figures made by NHS Grampian. The most up to date nursing and midwifery vacancy information can be found in the following tables:  
[Nursing and Midwifery Vacancies S2015.xls](#)  
[Non-Medical Trend S2015.xls](#)

On 01/12/2015 revisions were made to nursing and midwifery agency figures for financial year 1st April 2014 to 31st March 2015 due to resubmissions by NHS Highland and NHS Greater Glasgow & Clyde. Total agency figures are not affected. The revised figures can be found in the following table:

[Bank and Agency comp M2015.xls](#)

## Scottish Government – Workforce Vision

In June 2013, the Scottish Government launched the [2020 Workforce Vision "Everyone Matters"](#) to ensure that everyone who works for NHS Scotland 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 achieve 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; e.g. 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

- At 31 March 2015, NHSScotland had a headcount of 160,746 staff, equivalent to 137,603.5 whole time staff (WTE). These are increases of 1.5% and 1.2% respectively since 31 March 2014.
- Of the overall increase in staff of 1,977.8 WTE between March 2014 and March 2015, the biggest increase was seen in nursing and midwifery (1,001.8 WTE)
- The number of consultants in post saw an annual increase of 4.8% (224.8 WTE) to 4,918.4 WTE at 31 March 2015. This was partly due to more complete recording of data, as boards moved to a new national HR system.
- The total number of combined nursing and midwifery vacancies increased by 354.3 WTE from March 2014 to 1,991.8 WTE, a rate of 3.3%<sup>R</sup>.
- At 31 March 2015, 7.7% (407.6 WTE) of consultant posts were vacant, an increase from the rate of 6.5% at March 2014. Of these, 147.7 WTE were vacant for more than six months, an increase of 68.5 WTE on March 2014.
- The use of agency nursing and midwifery staff increased by 53.4% over the past year. Agency staff provided cover equivalent to 191 whole time staff at a cost of £16m, compared to 124 whole time staff (£9.3m) the year before. Bank nurse usage increased over the same period from 3,933 WTE to 4,256 WTE.

## Number of Staff in Post

At 31 March 2015, NHSScotland had a headcount of 160,746 staff, equivalent to 137,603.5 whole time staff.

**Table 1: NHSScotland workforce by staff group at 31 March 2015**

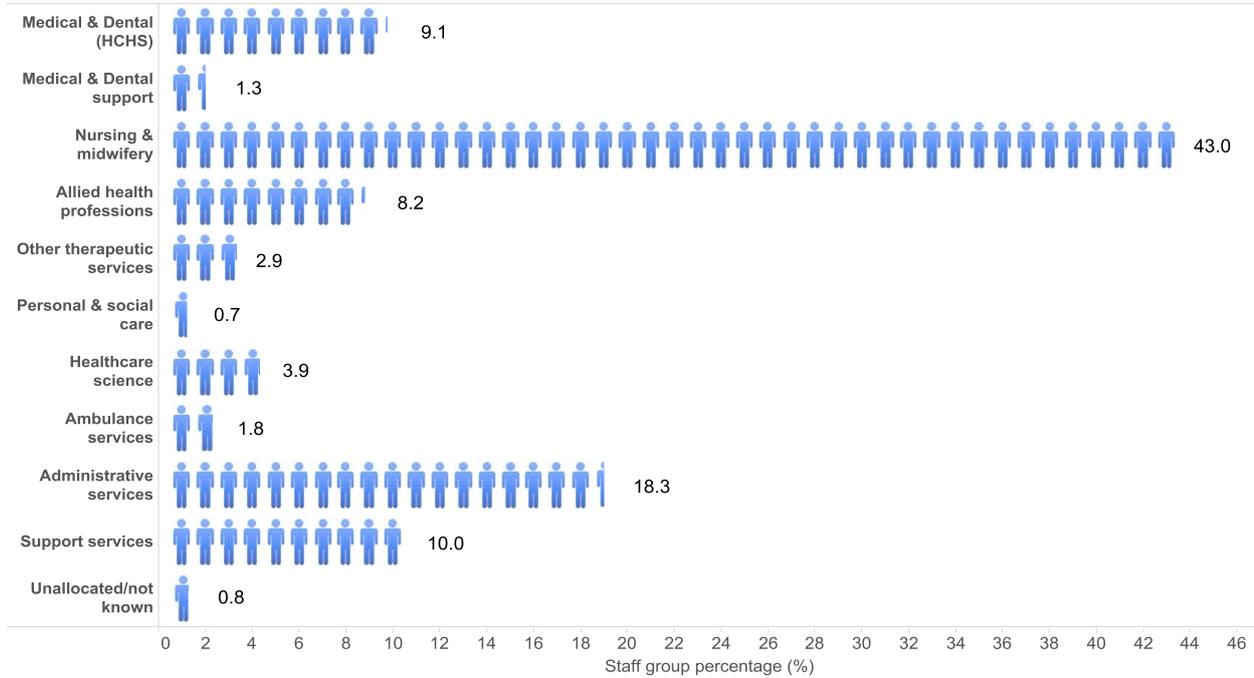
Staff Group	Headcount	Whole Time Equivalent
<b>All NHS Scotland staff</b>	<b>160,746</b>	<b>137,603.5</b>
Medical (HCHS) <sup>1</sup>	13,126	11,868.0
Dental (HCHS) <sup>1</sup>	829	669.5
Medical & dental support	2,221	1,855.7
Nursing & midwifery	68,006	59,174.6
Allied health professions	13,346	11,267.3
Other therapeutic services	4,605	3,946.8
Personal & social care	1,173	980.5
Healthcare science	6,014	5,419.6
Ambulance services	2,537	2,437.1
Administrative services	29,150	25,144.2
Support services	18,726	13,799.2
Unallocated / not known <sup>2,3</sup>	1,398	1,041.0

Source: Scottish Workforce Information Standard System (SWISS).

1. HCHS - Hospital, Community, and Public Health Services.
2. NHS Highland and Highland Council are currently developing an integrated model for health and social care. Staff involved in the delivery of core integrated services started to transfer from Highland Council to NHS Highland in June 2012. Staff who have already transferred into NHS Highland but have not yet been assimilated to AfC are currently recorded as unallocated / not known.
3. As at March 2015, of those unallocated staff transferring into NHS Highland: 118.1 WTE (142 HC) are in administrative services; 2.0 WTE (2 HC) in allied health professions; 0.5 WTE (1 HC) in healthcare science; 832.6 WTE (1,164 HC) in personal and social care; and 50.6 WTE (58 HC) in support services.

The following chart shows the NHSScotland workforce as at 31 March 2015 by staff group. The largest group in the workforce was nursing and midwifery, with 59,174.6 WTE, which accounted for 43.0% of all staff; administrative services accounted for 18.3%; support services 10.0%; and medical and dental 9.1% (all WTE).

**Chart 1: NHSScotland workforce staff group percentages (WTE) at 31 March 2015**



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](#)

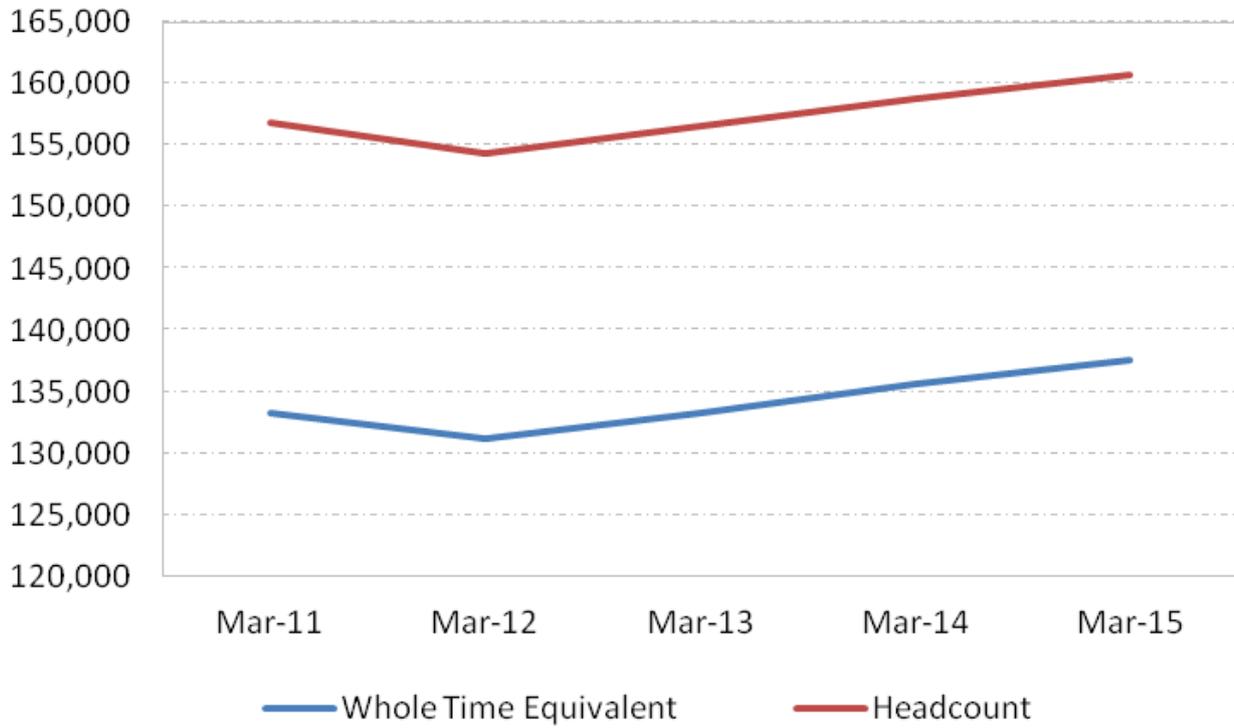
[Medical trend](#)

[Non-medical trend](#)

## Trends in Staff Numbers

There has been an increase of 3.2% (4,277.2 WTE) in the total NHSScotland workforce since March 2011.

**Chart 2: NHSScotland total workforce trend**



The following table shows the trend between March 2011 and 2015, broken down by staff group.

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

Staff Group	Mar-11	Mar-12	Mar-13	Mar-14	Mar-15
All NHSScotland staff	<b>133,326.3</b>	<b>131,172.1</b>	<b>133,205.3</b>	<b>135,625.7</b>	<b>137,603.5</b>
Medical (HCHS) <sup>1</sup>	10,697.7	11,114.6	11,224.0	11,489.4	11,868.0
Dental (HCHS) <sup>1</sup>	722.9	720.0	701.8	691.1	669.5
Medical & dental support	1,838.8	1,863.7	1,869.8	1,899.1	1,855.7
Nursing & midwifery	57,166.9	56,467.3	57,036.6	58,172.7	59,174.6
Allied health professions <sup>2</sup>	9,510.6	9,428.2	9,583.4	11,194.0	11,267.3
Other therapeutic services	3,413.1	3,489.8	3,651.2	3,781.5	3,946.8
Personal & social care	971.1	923.2	906.3	909.3	980.5
Healthcare science	5,570.7	5,356.9	5,273.5	5,371.0	5,419.6
Ambulance services <sup>2</sup>	3,698.4	3,608.9	3,670.1	2,388.9	2,437.1
Administrative services	25,482.9	24,297.8	24,381.9	24,750.9	25,144.2
Support services	14,184.0	13,710.1	13,755.9	13,837.8	13,799.2
Unallocated / not known <sup>3,4</sup>	69.3	191.7	1,150.7	1,139.9	1,041.0

Source: Scottish Workforce Information Standard System (SWISS)

1. HCHS - Hospital, Community, and Public Health Services
2. From 1 April 2013, paramedics have been reclassified from ambulance services staff to allied health professions.
3. NHS Highland and Highland Council are currently developing an integrated model for health and social care. Staff involved in the delivery of core integrated services started to transfer from Highland Council to NHS Highland in June 2012. Staff who have already transferred into NHS Highland but have not yet been assimilated to AfC are currently recorded as unallocated / not known.
4. As at March 2015, of those unallocated staff transferring into NHS Highland: 118.1 WTE (142 HC) are in administrative services; 2.0 WTE (2 HC) in allied health professions; 0.5 WTE (1 HC) in healthcare science; 832.6 WTE (1,164 HC) in personal and social care; and 50.6 WTE (58 HC) in support services.

Between March 2014 and March 2015, there was an increase in staff of 1.5% (1,977.8 WTE). The majority of this increase was seen in nursing and midwifery (1,001.8 WTE), administrative services (393.3 WTE) and medical staff (378.5 WTE).

Table 3 shows the number of consultants by specialty group. The number of consultants increased by 4.8% from 4,693.6 WTE at 31 March 2014 to 4,918.4 WTE at 31 March 2015.

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

<b>Consultants <sup>1</sup></b>	<b>Mar-11</b>	<b>Mar-12</b>	<b>Mar-13</b>	<b>Mar-14</b>	<b>Mar-15</b>
<b>All specialties</b>	<b>4,424.9</b>	<b>4,427.7</b>	<b>4,531.6</b>	<b>4,693.6</b>	<b>4,918.4</b>
<b>All medical specialties</b>	<b>4,322.6</b>	<b>4,326.0</b>	<b>4,426.7</b>	<b>4,596.9</b>	<b>4,823.1</b>
Clinical laboratory specialties	573.7	559.4	563.1	576.4	597.4
Medical specialties	985.1	987.3	1,003.9	1,051.6	1,133.1
Psychiatric specialties	541.8	540.5	532.2	513.2	533.7
Surgical specialties	867.0	852.7	836.1	891.8	901.9
Paediatrics specialties	220.9	226.6	227.0	255.2	294.1
<b>All dental specialties</b>	<b>102.3</b>	<b>101.7</b>	<b>105.0</b>	<b>96.7</b>	<b>95.2</b>

Source: Scottish Workforce Information Standard System (SWISS).

1. Includes Directors of Public Health

Part of the increase in the number of consultants in post as at March 2015 was due to boards reviewing their data, near the end of 2014, as they migrated to the new national HR system, the electronic Employee Support System (e:ESS). This 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 increased by 3.5% (2,007.6 WTE) since March 2011.

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

	Mar-11	Mar-12	Mar-13	Mar-14	Mar-15
<b>Nursing and midwifery staff</b>	<b>57,166.9</b>	<b>56,467.3</b>	<b>57,036.6</b>	<b>58,172.7</b>	<b>59,174.6</b>
Nursing	54,102.6	53,358.3	53,982.6	55,151.9	56,157.8
Midwifery	3,024.5	2,942.8	2,968.7	2,938.6	2,946.6
Not Assimilated / not known	39.9	166.2	85.3	82.1	70.1

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.

The number of vacancies is a measure of how many posts are being recruited to. Figures may reflect a variety of circumstances within a board such as a gap in staffing or the establishment or growth of services in which new staff are being recruited to.

However, note that a post marked as a vacancy may still be occupied by the previous incumbent and so also included within the staff in post figure. In contrast, some NHS Boards may not recruit where the post is currently being covered by a locum. ISD is currently working with NHS Boards to improve the consistency of how vacancies are recorded.

## Consultants

At 31 March 2015, 7.7% (407.6 WTE) of consultant posts were vacant, an increase from the rate of 6.5% at March 2014. 147.7 WTE were vacant for more than six months, an increase of 68.5 WTE on March 2014.

Specialties which continue to be hard to recruit to include clinical radiology with a rate of 11.6% (40.0 WTE vacancies), general acute medicine with 16.9% (26.0 WTE), emergency medicine with 10.6% (23.8 WTE) and geriatric medicine with 11.8% (20.9 WTE).

## Allied Health Professions

At 31 March 2015, 3.5% (402.7 WTE) of allied health profession posts were vacant, a decrease from the rate of 3.9% at March 2014. 108.0 WTE posts were vacant for more than three months, a decrease of 9.2 WTE on March 2014. The highest vacancy rates were found in physiotherapy (5.1%) and dietetics and therapeutic radiography (both 4.2%).

## Nursing and Midwifery

At 31 March 2015, 3.3% (1,991.8 WTE) of nursing and midwifery posts were vacant<sup>R</sup>. This is an increase from the rate of 2.7% at March 2014. 472.7 WTE posts were vacant for more than three months, an increase of 120.5 WTE on March 2014.

**Table 5: Trend in vacancies (WTE): consultants, allied health professions and nursing and midwifery**

Date	Consultants <sup>1</sup>		Allied health professions		Nursing & midwifery	
	Total vacant posts	Total vacancy rate	Total vacant posts	Total vacancy rate	Total vacant posts	Total vacancy rate
Mar-11	135.7	3.0%	206.7	2.1%	552.4	1.0%
Mar-12	167.3	3.6%	273.1	2.8%	1,027.9	1.8%
Mar-13	202.5	4.3%	425.3	4.2%	1,609.1	2.7%
Mar-14	324.8	6.5%	452.5	3.9%	1,637.5	2.7%
Mar-15	407.6	7.7%	402.7	3.5%	1,991.8 <sup>R</sup>	3.3% <sup>R</sup>

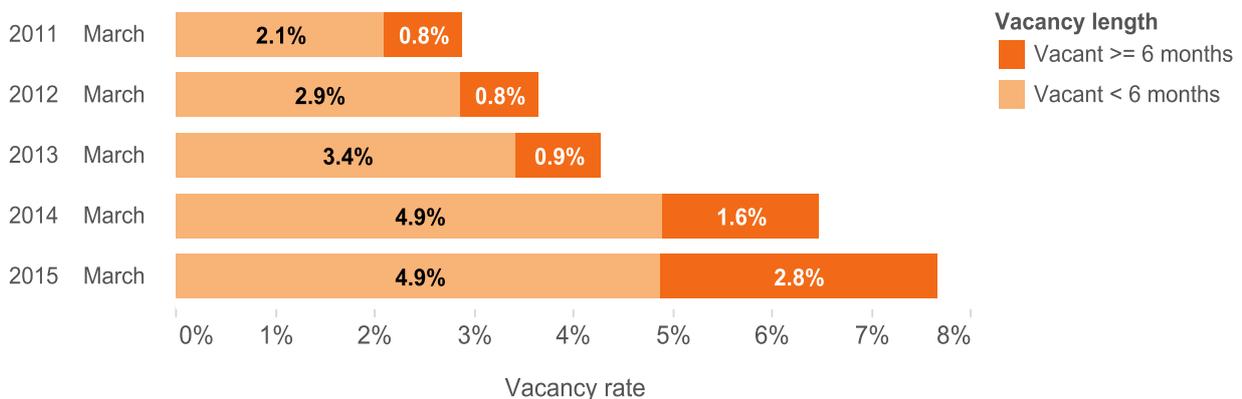
Source: Scottish Workforce Information Standard System (SWISS).

1. Includes Directors of Public Health

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.

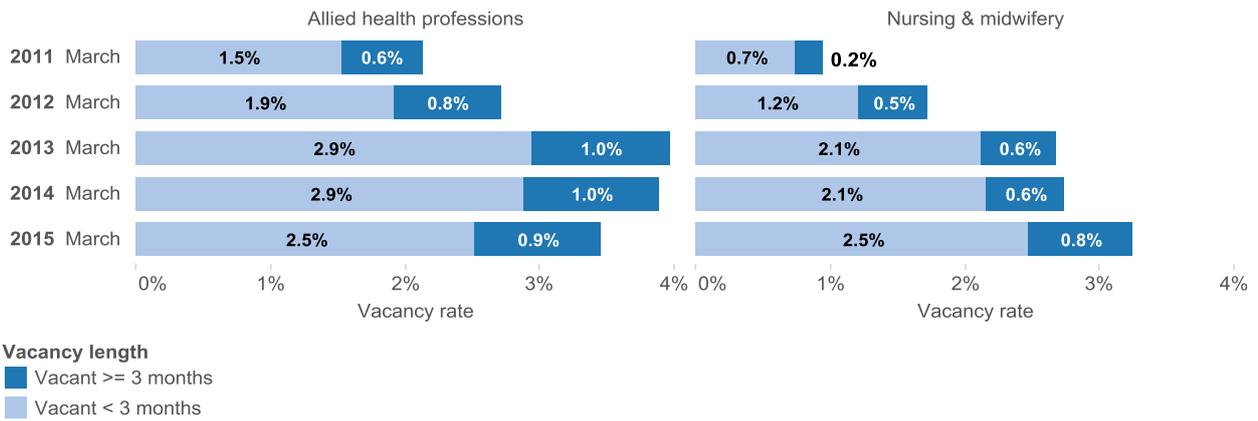
**Chart 3: Trend in consultant vacancies by length of vacancy**



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

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 vacancy<sup>1</sup>**



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](#)

## Nursing and midwifery: bank and agency

NHS Boards occasionally need to use extra staff to cover variations in activity or the numbers of staff available for work. These staff are either bank nurses (NHS employees working extra shifts) or agency staff (employed by private companies).

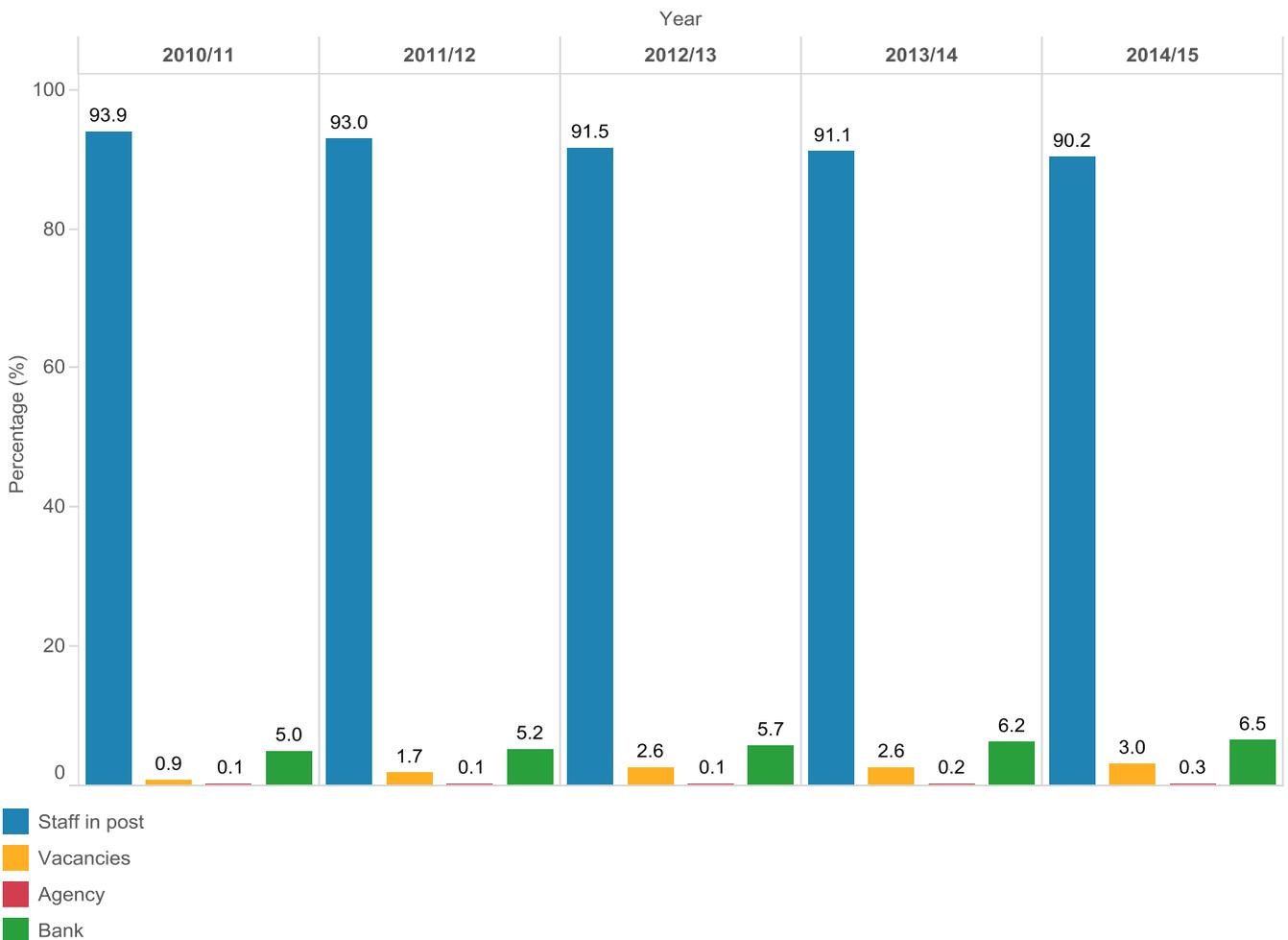
Information on hours worked and cost of agency nursing and midwifery staff is collected on an annual basis. Hours worked are used to determine an average WTE based on the assumption that a person works 37.5 hours a week, 52 weeks a year.

For the year ending 31 March 2015:

- Nursing and midwifery bank staff provided 4,256.0 WTE of cover at a cost of £129.6m. This was an increase of 8.2% WTE and £11.4m on year ending March 2014.
- Agency nursing and midwifery staff provided 191.0 WTE of cover at a cost of £16m. This was an increase of 53.4% WTE and £6.7m on year ending March 2014.
- Of the agency nurse and midwifery cover, 163.3 WTE was provided by registered staff and 27.6 WTE was provided by non registered staff.

Chart 5 below shows the nursing and midwifery staff capacity for the latest 5 financial years (1 April – 31 March).

**Chart 5: Trend in nursing and midwifery proportions (%) capacity**



[Bank and agency nursing and midwifery comparison \(capacity\)](#)

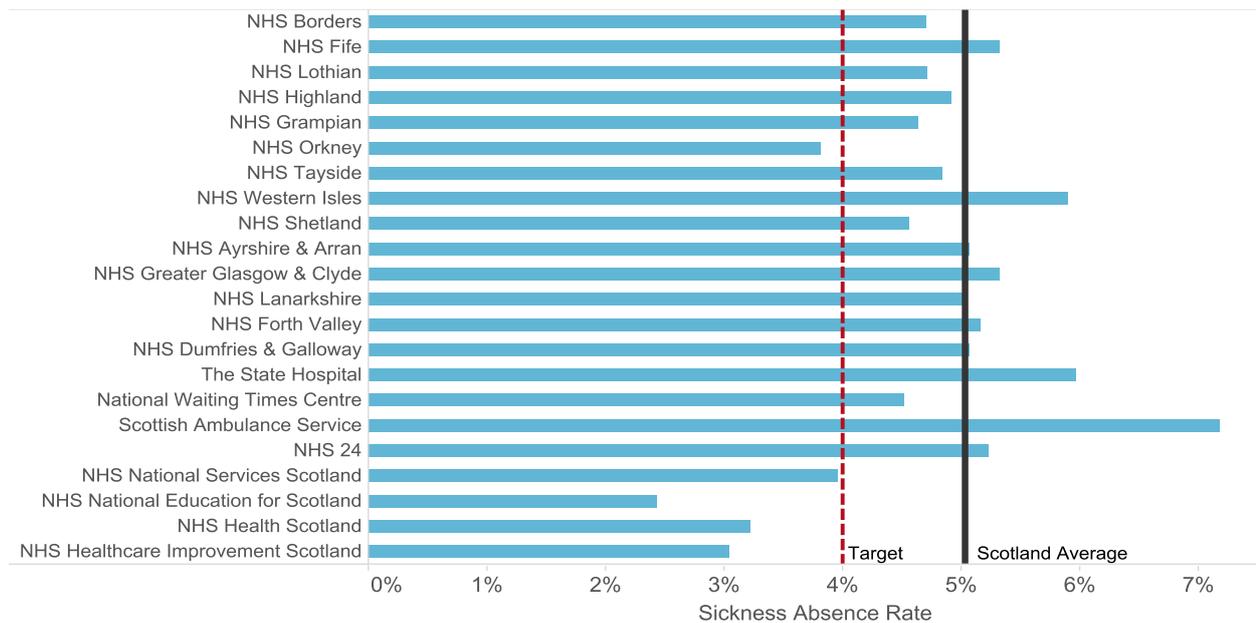
## Sickness Absence

There is a national standard which requires NHS Boards to achieve a sickness absence rate of 4% or lower. Monitoring takes place throughout the year in a collaboration between NHS Boards and the Scottish Government.

From April 2014 to March 2015 the sickness absence rate for Scotland was 5.04%, which is an increase from 4.76% in the previous year. Only 5 boards out of 22 achieved a sickness absence rate below the target.

Chart 6 below presents sickness absence rates by NHS Board for the latest financial year.

**Chart 6: Sickness absence rate by NHS Board; April 2014 to March 2015**



Information showing the trend in sickness absence rates for NHS Scotland from 2002 and for NHS Boards from 2005 can be found in the following table:

[Sickness Absence](#)

## Other information updated in this release

### Turnover

Between January and March 2015, 2,322.1 WTE people joined and 2,351.9 WTE people left NHSScotland. For information on the number of joiners and leavers by NHS Board and staff group, see the following table:

[Turnover](#)

### Dentist numbers

At 31 March 2015, there was a headcount of 3,583 dentists working across Scotland, an increase of 1.3% from 31 March 2014. For more information on dentist numbers, see the following table:

[Dentists](#)

### Equality and Diversity

Information presented in this section is based on self-reporting by staff in NHS Scotland. Data is collected via staff engagement forms when people join or change organisations within NHS Scotland, or via a questionnaire exercise undertaken for all staff in post.

For information on all equality and diversity categories, which include ethnic group, religion, disability, transgender and sexual orientation, please go to the following table:

[Equality and Diversity](#)

## List of Tables

Table No.	Name	Time period	File & size
1	<a href="#">Overall trend</a>	March 2015	Excel [462kb]
2	<a href="#">Medical trend</a>	March 2015	Excel [11,150 kb]
3	<a href="#">Non-medical trend</a>	March 2015	Excel [14,927kb]
4	<a href="#">Overall NHSScotland workforce summary by staff grouping</a>	March 2015	Excel [6,755kb]
5	<a href="#">Staff turnover</a>	Dec 2014 - March 2015	Excel [3,349kb]
6	<a href="#">Medical &amp; dental staff in post</a>	March 2015	Excel [8,882kb]
7	<a href="#">HCHS medical and dental staff by specialty</a>	March 2015	Excel [19,661kb]
8	<a href="#">HCHS medical and dental staff by grade</a>	March 2015	Excel [6,654kb]
9	<a href="#">Consultant staff in post</a>	March 2015	Excel [1,120kb]
10	<a href="#">Consultant vacancies</a>	March 2015	Excel [3,850kb]
11	<a href="#">Consultant contract</a>	Sept 2014	Excel [6,970kb]
12	<a href="#">Nursing and midwifery staff in post</a>	March 2015	Excel [36,189kb]
13	<a href="#">Community nurses</a>	March 2015	Excel [1,639kb]
14	<a href="#">Nursing and midwifery vacancies</a>	March 2015	Excel [8,988kb]
15	<a href="#">Clinical nurse specialists</a>	Sept 2014	Excel [5,410kb]
16	<a href="#">Bank and agency nursing and midwifery comparison (capacity)</a>	March 2015	Excel [377kb]
17	<a href="#">Nursing and midwifery - student intakes and students in training</a>	Sept 2014	Excel [38kb]
18	<a href="#">Nursing and midwifery progression rates</a>	Sept 2014	Excel [366kb]
19	<a href="#">Allied health professions staff in post</a>	March 2015	Excel [7,833kb]
20	<a href="#">Allied health professions vacancies</a>	March 2015	Excel [5,544kb]
21	<a href="#">Other therapeutic staff and personal social care staff in post</a>	March 2015	Excel [4,697kb]
22	<a href="#">Healthcare science staff in post</a>	March 2015	Excel [5,936kb]
23	<a href="#">All other staff in post</a>	March 2015	Excel [10,774kb]
24	<a href="#">Pharmacy vacancies</a>	Sept 2014	Excel [630 kb]
25	<a href="#">Sickness absence</a>	March 2015	Excel [157kb]
26	<a href="#">Equality and Diversity</a>	March 2015	Excel [401kb]

27	<a href="#">Dentists</a>	March 2015	Excel [840kb]
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## Further Information

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

## Rate this publication

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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

NHS Highland and Highland Council are currently developing an integrated model for health and social care. Staff involved in the delivery of core integrated services started to transfer from Highland Council to NHS Highland in June 2012. Staff who have already transferred into NHS Highland but have not yet been assimilated to AfC are currently recorded as 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, and this affects data on 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)**

<b>Metadata Indicator</b>	<b>Description</b>
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)	<a href="#">Scottish Workforce Information Standard System</a> (SWISS).
Date that data are acquired	17 April 2015.
Release date	2 June 2015.
Frequency	Quarterly.
Timeframe of data and timeliness	Data as at 31 March 2015.
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	A revision was made on 11/06/2015 to percentage change calculations in all worksheets of the Non-Medical_Trend_M2015.xls workbook: previously, these calculations were wrongly based on the Sep 14 to Dec 14 and the Dec 13 to Dec 14 changes respectively, but have now been revised appropriately.
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 <a href="#">Scottish Workforce Information Standard System (SWISS)</a> - 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 <a href="#">published guidelines</a> .
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 <a href="#">ISD protocol on Statistical Disclosure Protocol</a> is followed.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Last published	3 March 2015.
Next published	1 September 2015.
Date of first publication	Paper publications since 1970s, web publications since 1996.
Help email	<a href="mailto:nss.isdwfinfo@nhs.net">nss.isdwfinfo@nhs.net</a>
Date form completed	May 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)	<a href="#">Scottish Workforce Information Standard System</a> (SWISS).
Date that data are acquired	17 April 2015.
Release date	2 June 2015.
Frequency	Quarterly.
Timeframe of data and timeliness	Data as at 31 March 2015.
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 – table updated to reflect a revision to NHS Ayrshire & Arran December 2014 return.  A revision was made on 11/06/2015 to percentage change calculations in all worksheets of the Non-Medical_Trend_M2015.xls workbook: previously, these calculations were wrongly based on the Sep 14 to Dec 14 and the Dec 13 to Dec 14 changes respectively, but have now been revised appropriately.
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 <a href="#">published guidelines</a> .
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 <a href="#">ISD protocol on Statistical Disclosure Protocol</a> is followed.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Last published	3 March 2015.
Next published	1 September 2015.
Date of first publication	Paper publications since 1970s, web publications since 1996.
Help email	<a href="mailto:nss.isdwfinfo@nhs.net">nss.isdwfinfo@nhs.net</a>
Date form completed	May 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.