

Publication Report



NHSScotland Workforce Information

Quarterly update of Staff in Post, Vacancies
and Turnover at 30 June 2015

Publication date – 1 September 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 update of the following NHSScotland workforce information as at 30 June 2015:

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

A review of community nursing staff data, including district nurses and health visitors, was undertaken in 2014/15 to ensure the availability of 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

R – Please note that this publication includes a revision of data on AHP vacancies for the orthoptics profession for NHS Forth Valley, NHS Greater Glasgow & Clyde, NHS Lanarkshire, NHS Borders and NHS Fife for September 2009, June 2011, September 2011, March 2011 and June 2012. This is a result of errors made in the initial data collection.

The revision affects the [AHP vacancies J2015.xls](#) and [Non-Medical Trend J2015.xls](#) workbooks. The band total figure for orthoptics establishment, total vacancies, vacant less than 3 months and/or vacant 3 months or more for the aforementioned NHS Boards, their regions and Scotland have been amended accordingly.

R – This publication also includes a revision to March 2015 nursing and midwifery vacancies due to a resubmission of figures made by NHS Grampian due to errors in the recording vacancies for community band groups 1-4 and 5-9 adult nurses.

The revision affects the [Nursing and Midwifery Vacancies J2015.xls](#) and [Non-Medical Trend J2015.xls](#) workbooks. The figures for establishment, total vacancies, vacant less than 3 months and vacancies as a percentage of establishment total and 3 months or more for NHS Grampian have been amended accordingly. North Region and Scotland figures are therefore also affected. All other regions and boards are unaffected.

R – The September 2014 dental technician figures have been revised as a result of a formula error. This revision only affects dental technician figures and does not affect the medical and dental support or the HCHS medical and dental staff totals.

The revision affects the [M and D staffinpost J2015.xls](#) and [Medical Trend J2015.xls](#) files.

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

- There has been an increase of 4.2% (5,506.8 WTE) in the total NHSScotland workforce since June 2011.
- At 30 June 2015, NHSScotland had a headcount of 160,635 staff, equivalent to 137,420.7 whole time staff (WTE), increases of 1.0% and 1.1% respectively since 30 June 2014.
- Of the overall increase in staff of 1,540.0 WTE between June 2014 and June 2015, the biggest increase was seen in nursing and midwifery (611.4 WTE).
- The number of consultants in post increased by 5.4% (252.7 WTE) to 4,943.0 WTE between June 2014 and June 2015..
- Combined nursing and midwifery vacancies increased by 390.6 WTE from June 2014 to 2,255.9 WTE in June 2015, a rate of 3.7%.
- At 30 June 2015, 8.3% (447.5 WTE) of consultant posts were vacant, an increase from the rate of 6.9% at June 2014. Of these, 188.0 WTE were vacant for more than six months, an increase of 95.1 WTE on June 2014.

Number of Staff in Post

At 30 June 2015, NHSScotland had a headcount of 160,635 staff, equivalent to 137,420.7 whole time staff.

Table 1: NHSScotland workforce by staff group at 30 June 2015

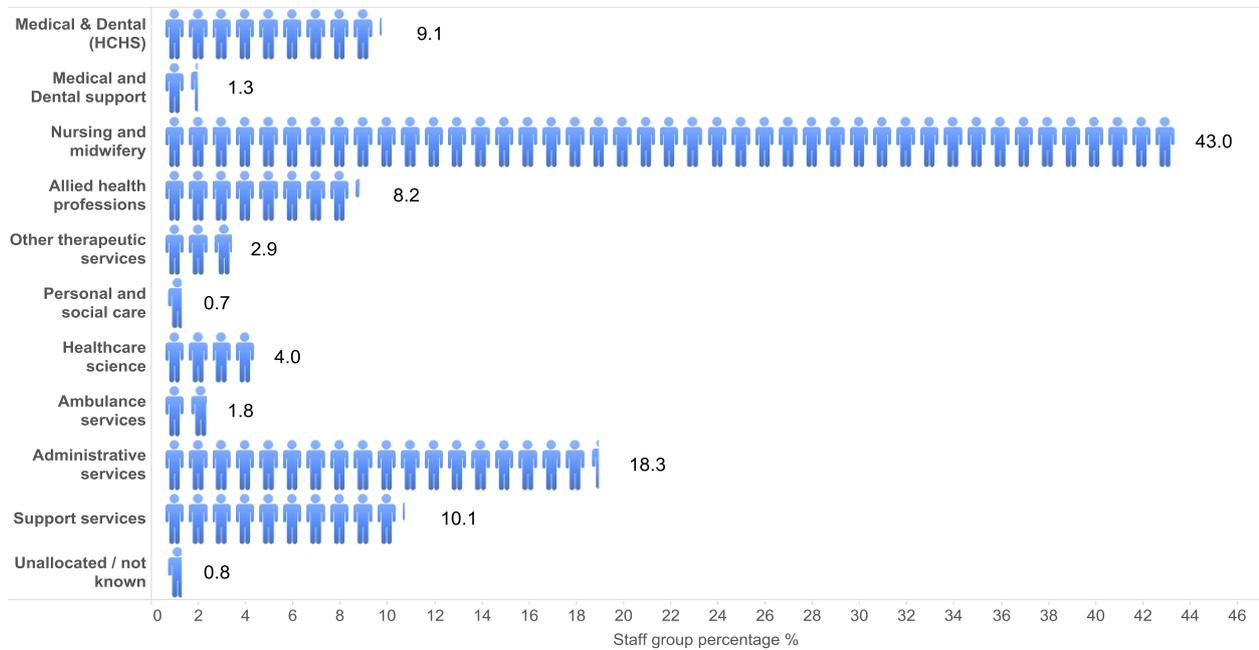
Staff Group	Headcount	Whole Time Equivalent
All NHS Scotland staff	160,635	137,420.7
Medical (HCHS) ¹	13,060	11,797.9
Dental (HCHS) ¹	824	662.3
Medical & dental support	2,185	1,821.6
Nursing & midwifery	67,909	59,073.6
Allied health professions	13,345	11,244.5
Other therapeutic services	4,586	3,924.7
Personal & social care	1,186	995.1
Healthcare science	6,016	5,429.8
Ambulance services	2,545	2,444.6
Administrative services	29,187	25,161.1
Support services	18,785	13,828.8
Unallocated / not known ^{2,3}	1,392	1,036.5

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 June 2015, of those unallocated staff transferred into NHS Highland: 120.0 wte (144 hc) are in administrative services; 2.0 wte (2 hc) in allied health professions; 0.5 wte (1 hc) in healthcare science; 828.2 wte (1,156 hc) in personal and social care; and 48.9 wte (57 hc) in support services.

The following chart shows the NHSScotland workforce as at 30 June 2015 by staff group. The largest group in the workforce remains nursing and midwifery, with 59,073.6 WTE, which accounted for 43.0% of all staff; administrative services accounted for 18.3%; support services 10.1%; and medical and dental 9.1% (all WTE).

Chart 1: NHSScotland workforce staff group percentages (WTE) at 30 June 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](#)

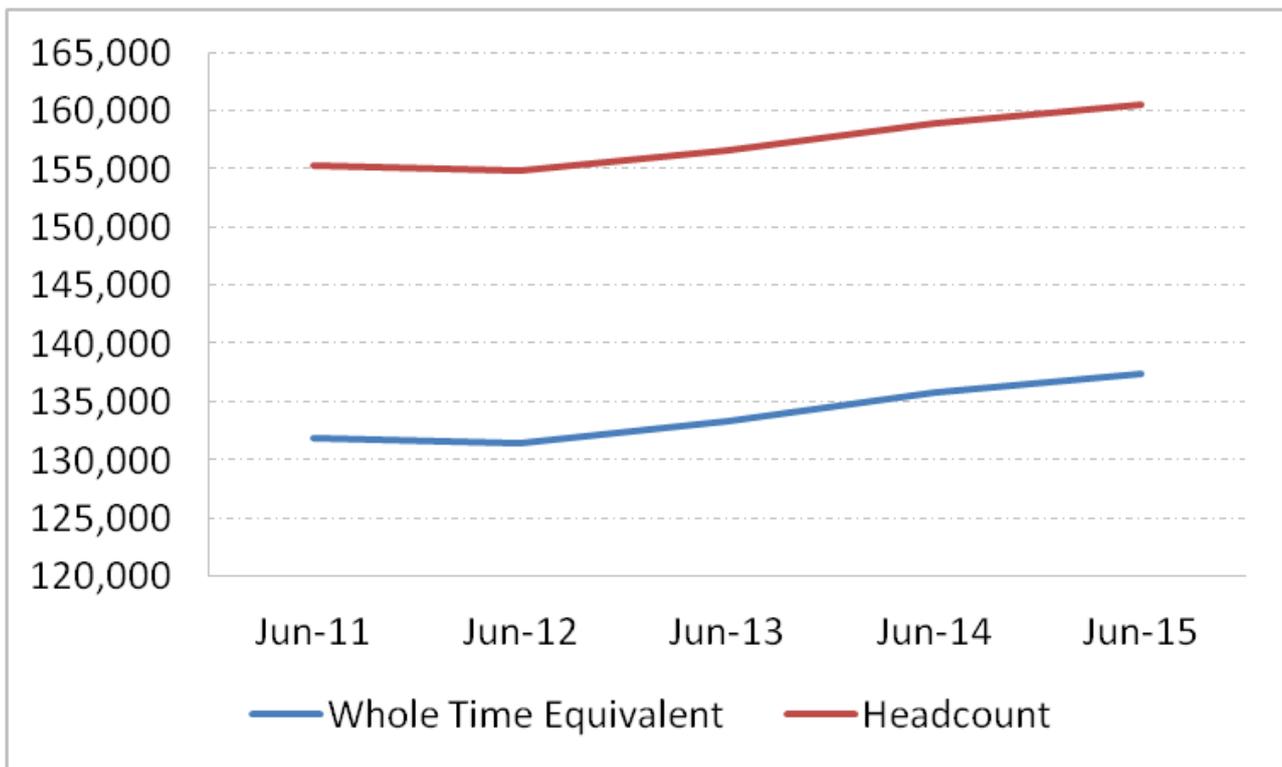
[Medical trend](#)

[Non-medical trend](#)

Trends in Staff Numbers

There has been an increase of 4.2% (5,506.8 WTE) in the total NHSScotland workforce since June 2011.

Chart 2: NHSScotland total workforce trend



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

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

Staff Group	Jun-11	Jun-12	Jun-13	Jun-14	Jun-15
All NHSScotland staff	131,913.9	131,425.3	133,378.9	135,880.7	137,420.7
Medical (HCHS) ¹	10,640.0	11,009.2	11,105.2	11,391.4	11,797.9
Dental (HCHS) ¹	728.4	710.7	699.6	681.6	662.3
Medical & dental support	1,870.6	1,853.1	1,887.2	1,864.1	1,821.6
Nursing & midwifery	56,681.2	56,183.7	57,152.7	58,462.3	59,073.6
Allied health professions ²	9,412.6	9,358.7	10,971.2	11,197.5	11,244.5
Other therapeutic services	3,448.4	3,514.8	3,668.2	3,820.1	3,924.7
Personal & social care	931.7	902.0	897.8	929.5	995.1
Healthcare science	5,474.4	5,307.6	5,288.3	5,374.7	5,429.8
Ambulance services ²	3,662.9	3,611.9	2,324.6	2,402.2	2,444.6
Administrative services	24,983.1	24,089.8	24,443.7	24,789.3	25,161.1
Support services	14,011.6	13,713.8	13,786.9	13,858.6	13,828.8
Unallocated / not known ^{3,4}	68.9	1,170.0	1,153.6	1,109.5	1,036.5

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 June 2015, of those unallocated staff transferred into NHS Highland: 120.0 wte (144 hc) are in administrative services; 2.0 wte (2 hc) in allied health professions; 0.5 wte (1 hc) in healthcare science; 828.2 wte (1,156 hc) in personal and social care; and 48.9 wte (57 hc) in support services.

Between June 2014 and June 2015, there was an increase in staff of 1.1% (1,540.0 WTE). The majority of this increase was seen in nursing and midwifery (611.4 WTE), medical staff (406.5 WTE) and administrative services (371.8 WTE).

Table 3 shows the number of consultants by specialty group. The number of consultants increased by 5.4% in the year to 30 June 2015.

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

Consultants ¹	Jun-11	Jun-12	Jun-13	Jun-14	Jun-15
All specialties	4,400.6	4,418.4	4,525.9	4,690.3	4,943.0
All medical specialties	4,299.0	4,318.3	4,421.5	4,596.1	4,849.3
Clinical laboratory specialties	568.2	547.7	563.9	582.2	609.8
Medical specialties	979.9	977.4	1,006.8	1,057.1	1,143.6
Psychiatric specialties	531.9	530.6	524.0	511.5	535.1
Surgical specialties	853.8	842.3	827.9	879.2	914.9
Paediatrics specialties	217.9	223.9	224.8	259.2	293.9
All dental specialties	101.6	100.1	104.4	94.1	93.7

Source: Scottish Workforce Information Standard System (SWISS).

1. Includes Directors of Public Health

Part of the increase in the number of consultants in post in NHSScotland is due to NHS Boards reviewing their data during 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 4.2% (2,392.5 WTE) since June 2011.

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

	Jun-11	Jun-12	Jun-13	Jun-14	Jun-15
Nursing and midwifery staff	56,681.2	56,183.7	57,152.7	58,462.3	59,073.6
Nursing	53,785.9	53,074.2	54,112.5	55,439.2	56,057.0
Midwifery	2,843.2	2,935.9	2,956.2	2,943.2	2,937.8
Not assimilated / not known	52.1	173.5	84.1	79.9	78.8

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. NHS Boards are currently working with ISD to improve the consistency and accuracy of vacancy recording.

Consultants

At 30 June 2015, 8.3% (447.5 WTE) of consultant posts were vacant, an increase from the rate of 6.9% at June 2014. Of these, 188.0 WTE were vacant for more than six months, an increase of 95.1 WTE on June 2014.

Table 5 shows the 10 specialties with the highest number of consultant vacancies at 30 June 2015. Clinical radiology had the highest number of vacancies (36.8 WTE; 37 headcount), a 10.5% vacancy rate.

High numbers of vacancies arise to meet the increasing demand of the health service. Factors such as a lack of trainee doctors in a particular specialty or difficulties in recruiting and retaining qualified staff can result in vacancies being hard to fill. Note that increasing the supply of consultants is particularly challenging due to the length and expense of training.

Table 5: The ten specialties with the highest number of consultant vacancies (WTE) as at 30 June 2015

Specialties	Total vacant posts	Total vacancy rate
Clinical radiology	36.8	10.5%
Anaesthetics	35.0	4.7%
General (acute) medicine	32.6	18.6%
Paediatrics	26.2	8.3%
General surgery	26.0	9.0%
Geriatric medicine	24.0	12.9%
Emergency medicine	23.8	10.6%
General psychiatry	20.1	5.9%
Trauma & orthopaedic surgery	14.5	6.1%
Obstetrics & gynaecology	14.0	5.6%

Source: ISD(M) 36.

Allied Health Professions

At 30 June 2015, the rate of vacant allied health profession posts was 4.1% (480.3 WTE), the same as at June 2014. 85.7 WTE posts were vacant for more than three months, a decrease of 33.7 WTE on June 2014. The highest vacancy rates were found in therapeutic radiography (10.9%) and occupational therapy and physiotherapy (both 5.1%).

Nursing and Midwifery

At 30 June 2015, 3.7% (2,255.9 WTE) of nursing and midwifery posts were vacant, an increase from the rate of 3.1% at June 2014. 630.9 WTE posts were vacant for more than three months, an increase of 158.2 WTE on June 2014.

Table 6: Trend in vacancies (WTE): consultants, allied health professions and nursing and midwifery

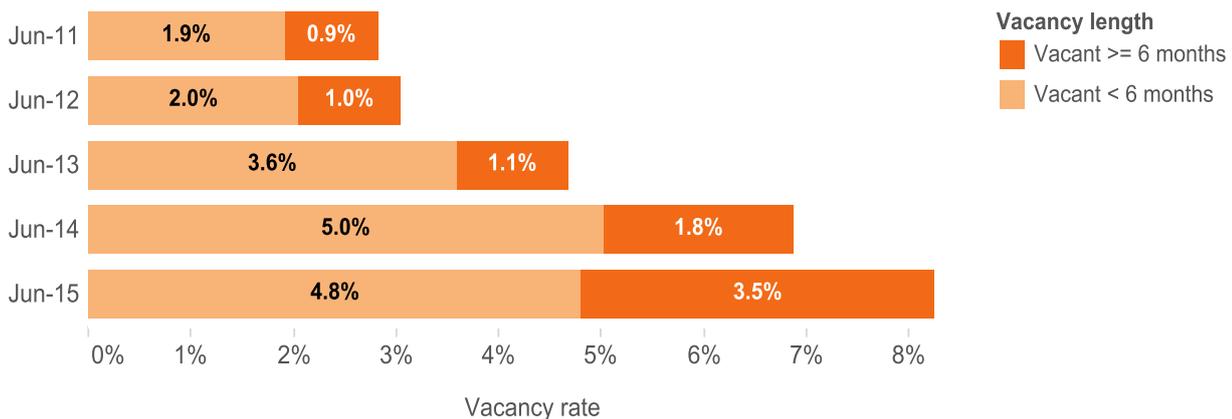
Date	Consultants ¹		Allied health professions		Nursing & midwifery	
	Total vacant posts	Total vacancy rate	Total vacant posts	Total vacancy rate	Total vacant posts	Total vacancy rate
Jun-11	127.9	2.8%	163.5	1.7%	579.4	1.0%
Jun-12	138.6	3.0%	308.8	3.2%	984.4	1.7%
Jun-13	221.9	4.7%	456.9	4.0%	1,688.7	2.9%
Jun-14	346.7	6.9%	481.2	4.1%	1,865.3	3.1%
Jun-15	447.5	8.3%	480.3	4.1%	2,255.9	3.7%

Source: Scottish Workforce Information Standard System (SWISS), ISD(M)36.

1. Includes Directors of Public Health

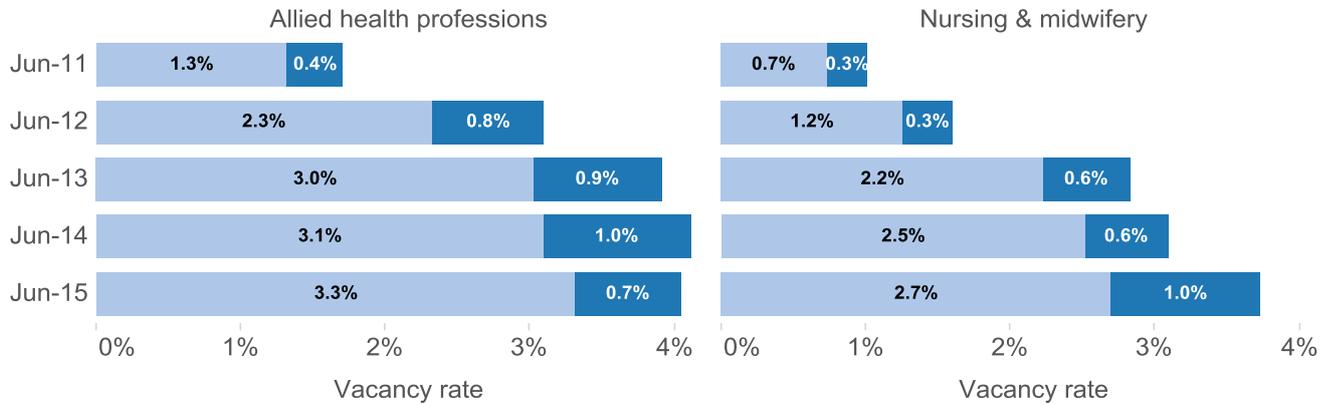
Charts 3 and 4 show how long posts were vacant for in each of the staff groups. Consultant vacancies are grouped into ‘vacant for less than six months’ or ‘vacant for six months or more’.

Chart 3: Trend in length of 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 length¹ of allied health professions and nursing and midwifery vacancies



Vacancy length
 ■ Vacant >= 3 months
 ■ Vacant < 3 months

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

Turnover

Between April and June 2015, 2,413.8 WTE people joined and 1,809.4 WTE people left NHSScotland. 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	June 2015	Excel [472kb]
2	Medical trend	June 2015	Excel [11,859kb]
3	Non-medical trend	June 2015	Excel [15,623kb]
4	Overall NHSScotland workforce summary by staff grouping	June 2015	Excel [7,045 kb]
5	Staff turnover	March – June 2015	Excel [1,955kb]
6	Medical & dental staff in post	June 2015	Excel [9,505kb]
7	HCHS medical and dental staff by specialty	June 2015	Excel [20,564kb]
8	HCHS medical and dental staff by grade	June 2015	Excel [8,709kb]
9	Consultant staff in post	June 2015	Excel [1,162kb]
10	Consultant vacancies	June 2015	Excel [4,432 kb]
11	Consultant contract	Sept 2014	Excel [6,970kb]
12	Nursing and midwifery staff in post	June 2015	Excel [39,735kb]
13	Community nurses	June 2015	Excel [2,297kb]
14	Nursing and midwifery vacancies	June 2015	Excel [9,545kb]
15	Clinical nurse specialists	Sept 2014	Excel [5,410kb]
16	Bank and agency nursing and midwifery comparison (capacity)	March 2015	Excel [377kb]
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	June 2015	Excel [8,650kb]
20	Allied health professions vacancies	June 2015	Excel [2,736kb]
21	Other therapeutic staff and personal social care staff in post	June 2015	Excel [4,915kb]
22	Healthcare science staff in post	June 2015	Excel [6,180kb]
23	All other staff in post	June 2015	Excel [11,311kb]
24	Pharmacy vacancies	Sept 2014	Excel [630 kb]
25	Sickness absence	March 2015	Excel [157kb]
26	Equality and Diversity	March 2015	Excel [401kb]

27	Dentists	March 2015	Excel [840kb]
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Further Information

The Information Services Division publishes a wide range of workforce statistics. You can find all our workforce information at: <http://www.isdscotland.org/Health-Topics/Workforce/>.

[Workbooks containing the data](#) from this publication are available to download.

The next release of this report is expected to be in December 2015.

Rate this publication

Please [provide feedback](#) on this publication to help us improve our services.

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)

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	17 July 2015.
Release date	1 September 2015.
Frequency	Quarterly.
Timeframe of data and timeliness	Data as at 30 June 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	M&D SIP table – Revision made to September 2014 dental technician figures due to table formula error. This revision only affects dental technician figures on the trend tab of this table and does not affect the medical and dental support or the HCHS medical and dental staff totals.
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 June 2015.
Next published	3 December 2015
Date of first publication	Paper publications since 1970s, web publications since 1996.
Help email	nss.isdwfinfo@nhs.net
Date form completed	August 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	17 July 2015.
Release date	1 September 2015.
Frequency	Quarterly.
Timeframe of data and timeliness	Data as at 30 June 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	N&M Vacancy table – table updated to reflect a revision to NHS Grampian March 2015 return. AHP vacancy table – Table updated to include a revision of the orthoptics specialty for NHS Forth Valley, NHS Greater Glasgow & Clyde, NHS Lanarkshire, NHS Borders and NHS Fife for September 2009, June 2011, September 2011, March 2011 and June 2012 data respectively. This is a result of an error in the initial data collection. The June 2015 non-medical trend table has been revised accordingly for both revisions.
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 June 2015.
Next published	3 December 2015
Date of first publication	Paper publications since 1970s, web publications since 1996.
Help email	nss.isdwfinfo@nhs.net
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.