



NHS FORTH VALLEY
Area Partnership Forum
Friday 5 November 2021

This report relates to
Item 6.4 the agenda

AREA PARTNERSHIP FORUM

Workforce Information Report
Quarter 1 April - June 2021

Linda Donaldson
Director of HR
August 2021

Introduction

This paper provides information on the NHS Forth Valley workforce from April to June 2021. The purpose of this report is to highlight to the Area Partnership Forum the patterns of absence within NHS Forth Valley within the first quarter of 2021/2022. The report also provides information regarding general workforce patterns within NHS Forth Valley and, where necessary, highlights exceptions to the norm and describes any implications for the service.

NHS Forth Valley sickness absence performance trajectory

The following charts demonstrate the sickness absence performance for all areas within NHS Forth Valley against the target performance trajectory for Quarter 1 2021/22.

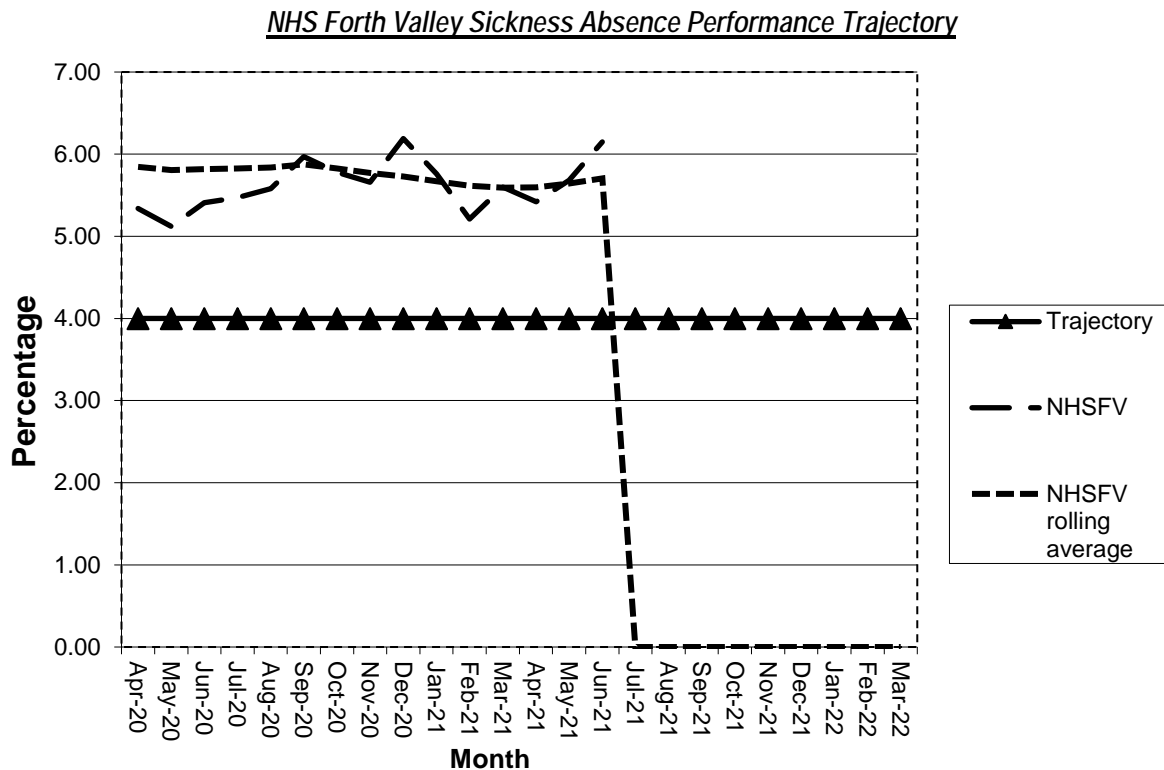


Chart 1

As can be seen from chart 1 NHS Forth Valley is currently performing above the revised trajectory both on a point in time basis and on a rolling average basis for the year to date, and the individual monthly trend has been variable over the three months in the reporting period.

Sickness Absence Performance Trajectory by Service Area

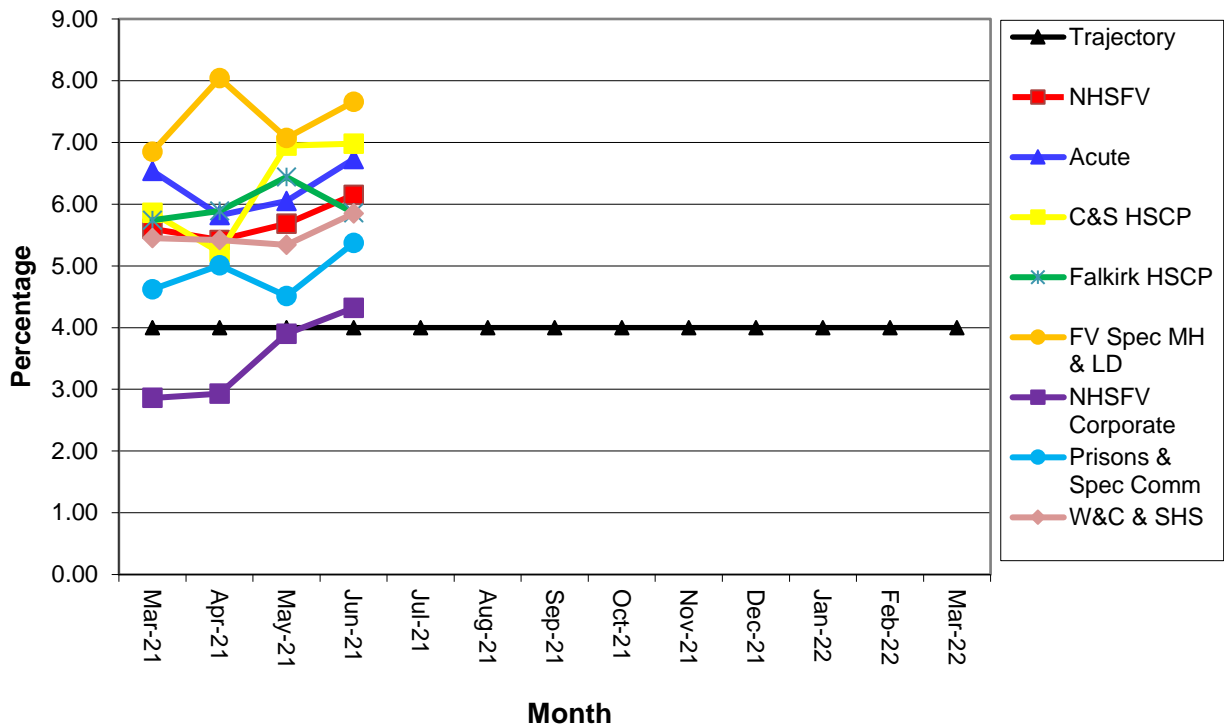


Chart 2

Chart 2 shows that all areas except Corporate have consistently tracked above the trajectory during Quarter 1.

NHS Forth Valley

For the purposes of this report NHS Forth Valley comprises the following services from March 2021.

- Acute Services
- Corporate Services
- Clackmannanshire and Stirling HSCP
- Falkirk HSCP
- Forth Valley Specialist Mental Health & Learning Disability Services
- Prison Healthcare & Specialist Community Health Services
- Women & Children & Sexual Health Services

And the following Job Families as defined by SWISS

- Admin Services and Managers
- Allied Health Professionals
- Health Science Services (mainly laboratory staff)
- Medical and Dental
- Medical & Dental Support*
- Nursing and Midwifery
- Nursing and Midwifery (Unregistered)

- Other Therapeutic*
- Personal and Social Care*
- Support Services

Two new job families were introduced nationally in December 2007 and staff began to be assimilated into a second new job family from October 2008. Data for these groups is now routinely present in all reported information obtained from SWISS from October 2008 onwards. Additionally, numbers of staff in the "other" category are reducing over time and this category should eventually disappear completely. However, this additional realignment means that it is not possible to make comparisons with job family data for the previous financial year except at an NHS Forth Valley overall and Unit/CHP level.

Medical and Dental Support includes Physicians' Assistants, Dental Care Practitioners, in particular dental nurses and technicians. Theatre services, including theatre practitioners have also been grouped under medical and dental support. These staff were previously categorised under Qualified/Unregistered Nurses and Midwives or Healthcare Scientists.

Other Therapeutic staff includes Clinical Psychology / Therapy / Counselling, Genetic Counselling, Optometry, Pharmacy and Play specialists who were previously categorised as either Allied Health Professions or Healthcare Scientists.

Personal and Social Care staff includes groups such as Chaplains and clinical staff (except Medical & Dental staff) working in areas such as Sexual Health and Health Promotion but numbers in this group are still minimal. It is likely that there will be some further realignment of staff currently assimilated into other job families as the definition of this grouping becomes clearer.

NHS Forth Valley Absence Rates

As previously indicated first quarter absence rates within NHS Forth Valley have tracked above the target trajectory. This section of the report identifies absence rates for the services and job families identified above during this period.

NHS Forth Valley Sickness Absence Rates by Job Family Quarter 1 2021/22

Absence % by Job Family NHS Forth Valley

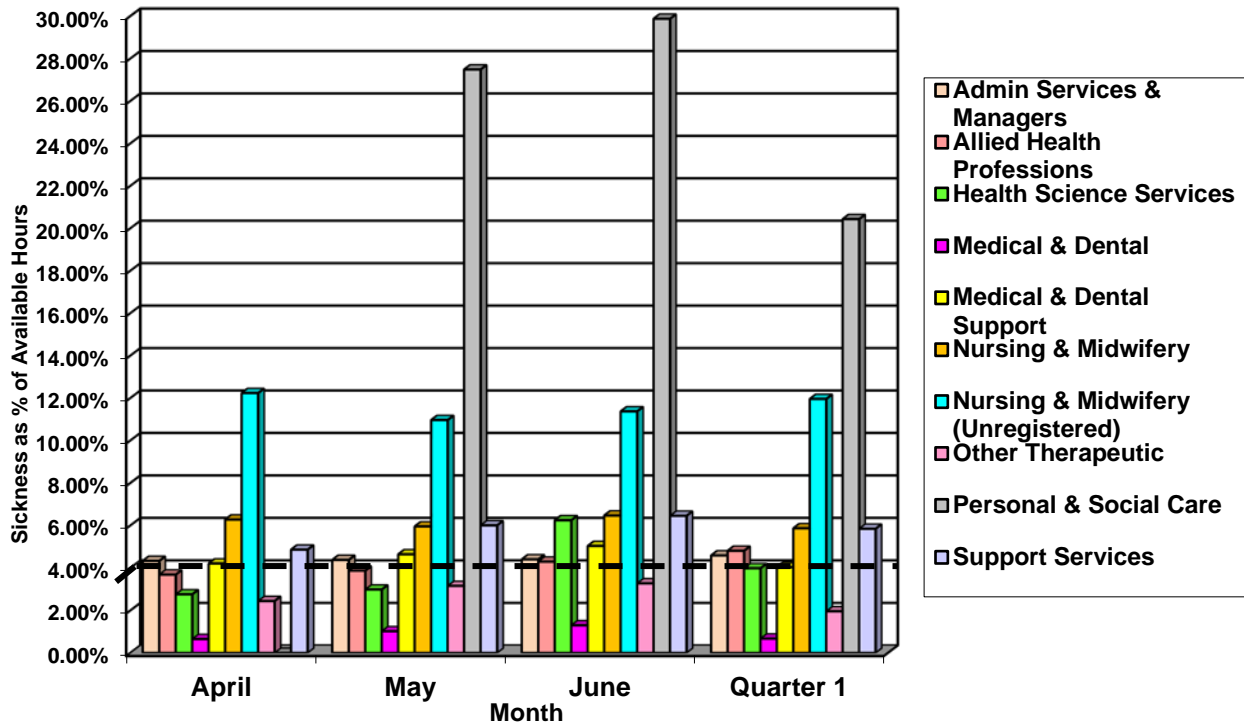


Chart 3

Chart 3 displays overall sickness absence for NHS Forth Valley. During Quarter 1 2021/22 overall sickness absence was 5.57% (an increase of 0.04% on the final quarter of 2020/21). However, it should be noted that the data source for local sickness absence reporting changed from SWISS to eESS for this data between quarters. The highest rates of sickness absence recorded were:

- Personal & Social Care – 30.48% (but minimal in-post headcount)
- Unregistered Nurses – 12.05%
- Nursing & Midwifery – 5.97%
- Support Services – 5.84%
- Admin Services & Managers – 5.17%
- Allied Health Professions – 4.80%
- Medical & Dental Support – 4.15 (but small in-post headcount)

All other Job Families were at or below the 4% target for the first quarter of 2021/22.

The following tables show the detail of absence by job family for each individual Service and include an average headcount per month of staff off sick in each group over the three months of Quarter 1 of 2021/22. Owing to the change in reporting structure in March 2021, it is not possible to provide comparative data for the previous quarter.

Headcounts of Staff off Sick and Absence Rates by Job Family – Quarter 1 2021/22

Job Family	Acute Q1		Clackmannanshire & Stirling HSCP Q1		Falkirk HSCP Q1		FV Specialist MH & LD Services Q1		NHSFV Corporate Q1		Prisons & Specialist Community Services Q1	
	Av Sick Head Count	Overall % Absence	Av Sick Head Count	Overall % Absence	Av Sick Head Count	Overall % Absence	Av Sick Head Count	Overall % Absence	Av Sick Head Count	Overall % Absence	Av Sick Head Count	Overall % Absence
Admin Services & Managers	66	6.29%	2	10.88%	8	3.77%	3	2.81%	29	2.79%	8	3.77%
Allied Health Professions	26	5.26%	8	3.41%	11	3.03%	8	1.87%			11	3.03%
Health Science Services	22	3.05%							7	7.24%		
Medical & Dental	6	0.69%							1	0.27%		
Medical & Dental Support	5	4.33%										
Nursing & Midwifery	168	6.03%	24	5.68%	21	8.15%	42	7.82%	8	3.95%	21	8.15%
Nursing & Midwifery Unregistered	109	12.75%	19	9.19%	19	14.89%	39	12.08%	3	7.63%	19	14.89%
Other Therapeutic	1	1.00%				1.54%	5	2.61%	19	1.98%		1.54%
Personal & Social Care					0	5.26%			1	20.43%	0	5.26%
Support Services	3	6.47%							50	5.80%		
Total	406	6.20%	52	6.39%	59	7.36%	97	7.58%	118	3.72%	59	7.36%

Table 1a

Headcounts of Staff off Sick and Absence Rates by Job Family – Quarter 1 2021/22 ctd

Job Family	Women & Children & SHS Q1		NHSFV Overall Q1	
	Av Sick Head Count	Overall % Absence	Av Sick Head Count	Overall % Absence
Admin Services & Managers	2	10.88%	97	4.59%
Allied Health Professions	8	3.41%	34	4.80%
Health Science Services			29	3.98%
Medical & Dental			7	0.67%
Medical & Dental Support			5	4.03%
Nursing & Midwifery	24	5.68%	200	5.86%
Nursing & Midwifery Unregistered	19	9.19%	130	11.95%
Other Therapeutic			20	1.96%
Personal & Social Care			1	20.43%
Support Services			53	5.84%
Total	52	6.39%	575	5.57%

Table 1b

Absence Rates by Service – Quarter 1 2021/22

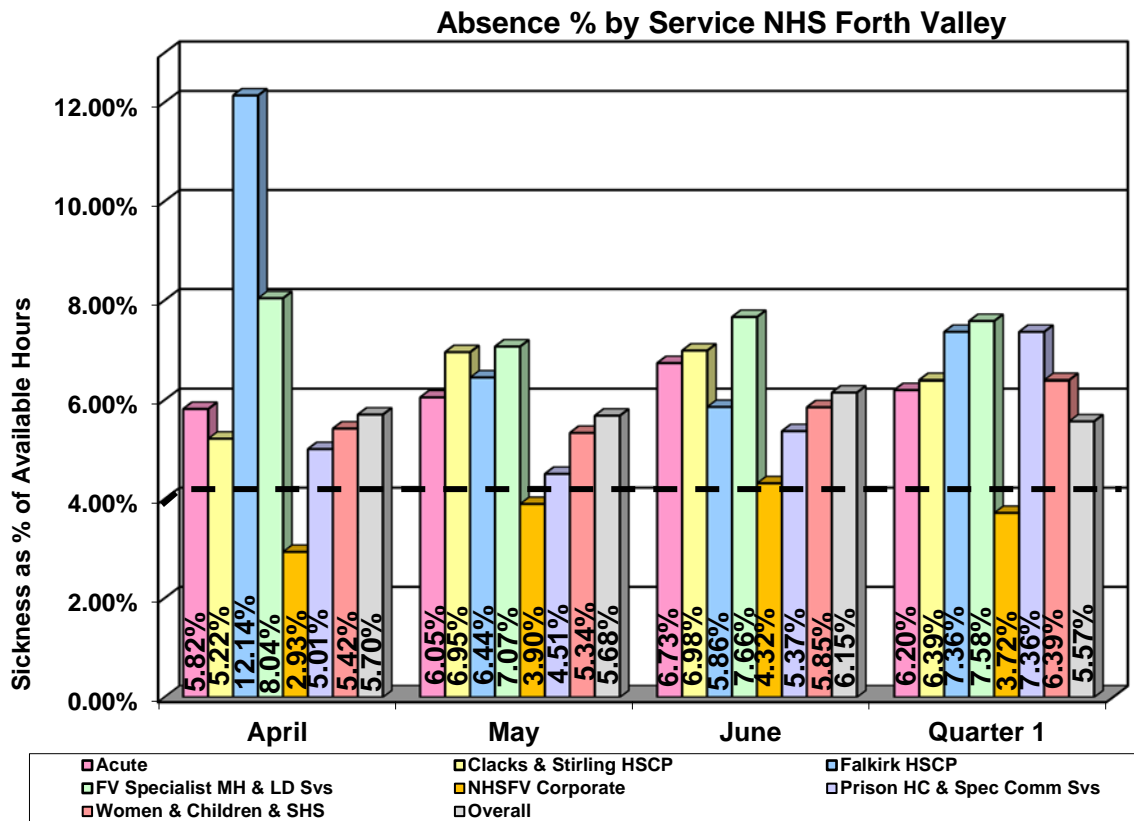


Chart 4

As illustrated in Chart 4 only Corporate Services achieved the 4% target over Quarter 1.

- Acute Services – 6.20%
- Clackmannanshire & Stirling HSCP – 6.39%
- Falkirk HSCP – 7.36%
- FV Specialist MH & LD Services – 7.58%
- NHSFV Corporate – 3.72%
- Prison HC & Specialist Community Services – 7.36%
- Women & Children & Sexual Health Services – 6.39%

This represents a significant challenge over the coming months with Nursing & Midwifery staff of all grades and Support Services staff remaining key targets for action. All Services require to achieve significant reductions over the coming months as shown in Table 2.

Required Reduction in Absence Rates to Achieve 4% Target by Service

	Quarter 1 %	Reduction required to achieve 4% target	2021 -2022 Overall %	Reduction required to achieve 4% target
Acute	6.20%	2.20%	6.20%	2.20%
Clackmannanshire & Stirling HSCP	6.39%	2.39%	6.39%	2.39%
Falkirk HSCP	7.36%	3.36%	7.36%	3.36%
FV Specialist MH & LD Services	7.58%	3.58%	7.58%	3.58%
NHSFV Corporate	3.72%	Achieved	3.72%	Achieved
Prisons & Specialist Community Services	7.36%	3.36%	7.36%	3.36%
Women, Children & Sexual Health Services	6.39%	2.39%	6.39%	2.39%
NHSFV Overall	5.57%	1.57%	5.57%	1.57%

Table 2

The following charts show the sickness absence rates within each of the Clinical Units within Acute Services, both HSCPs and Corporate Services during Quarter 1.

Acute Services Absence by Directorate – Quarter 1 2021/22

NHS Forth Valley Acute Services % Absence by Directorate

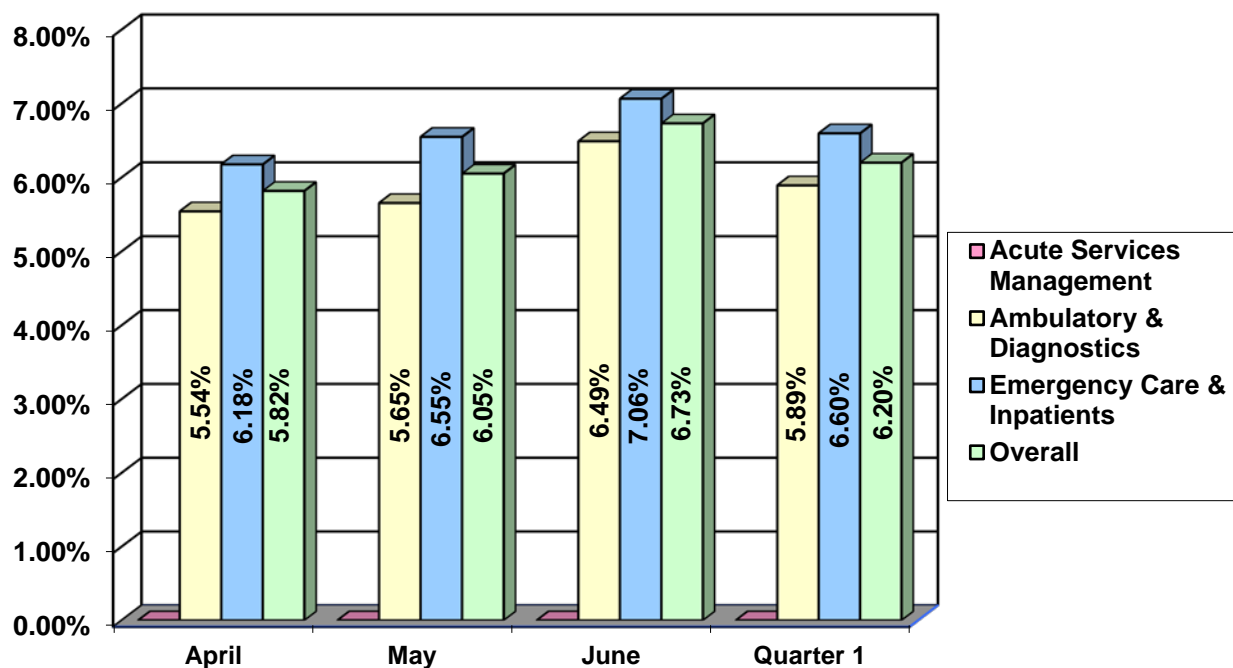


Chart 5a

Clackmannanshire & Stirling HSCP Absence by Directorate – Quarter 1 2021/22

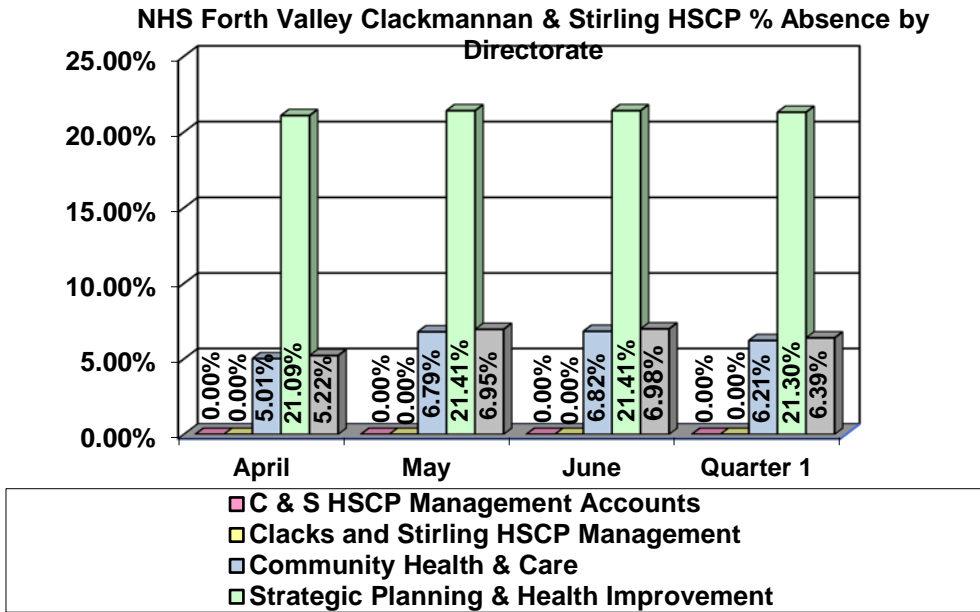


Chart 5b

Falkirk HSCP Absence by Directorate – Quarter 1 2021/22

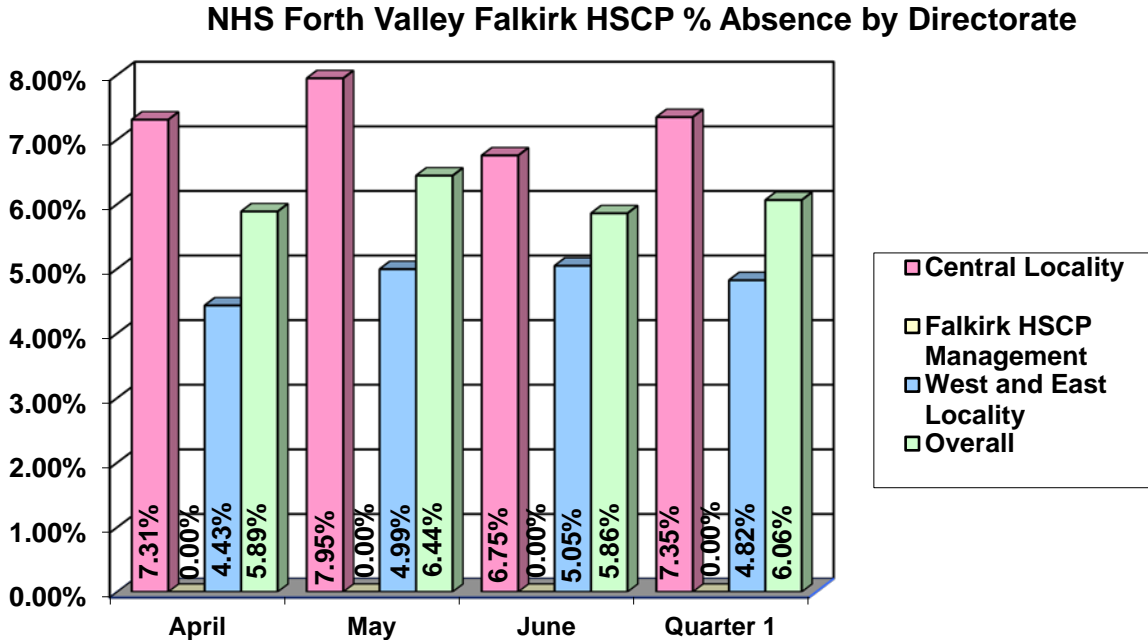


Chart 5c

NHSFV Corporate Absence by Directorate – Quarter 1 2021/22

NHS Forth Valley Corporate Services % Absence by Director

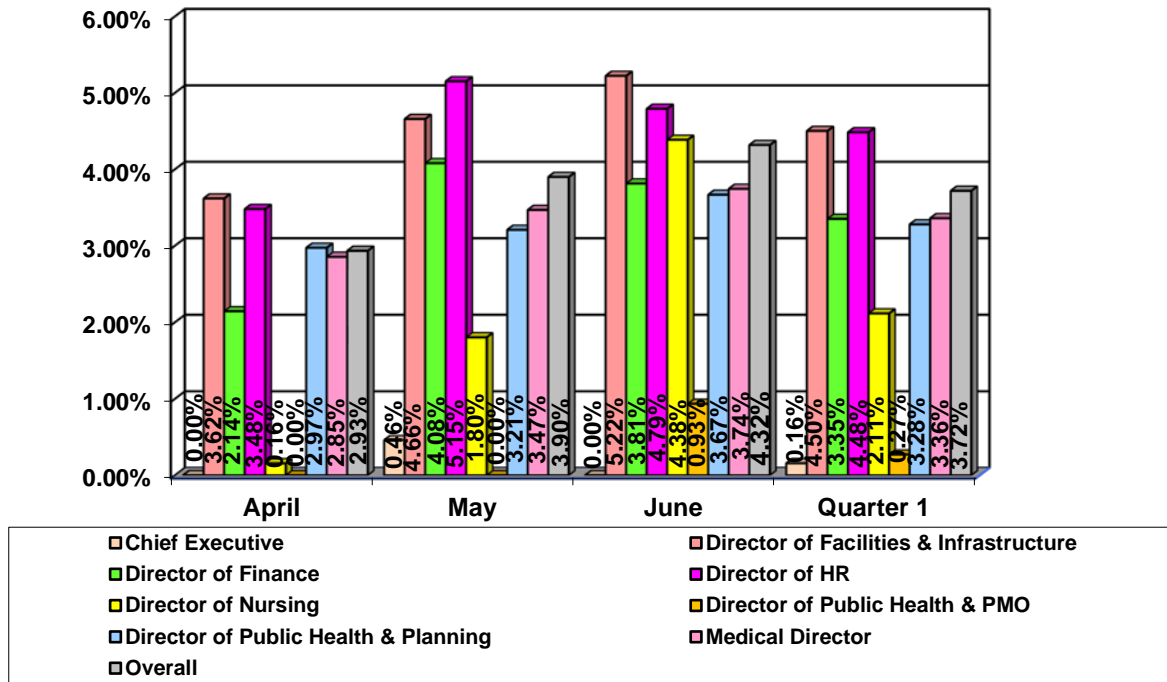


Chart 5d

Of the Directorates with any absence, only the Chief Executive, Director of Finance, Director of Nursing, Director of PMO, Director of Public Health and Medical Director achieved the 4% sickness absence target during Quarter 1.

Table 3 shows the reduction required by Service and Directorate to achieve the targets over the coming months. Figures in plain text show areas already achieving the 4% target, figures in italic text are within 1.5% of the 4% target on a point in time basis and figures in bold text are more than 1.5% away from achieving the 4% target on a point in time basis.

Service	Directorate	Quarter 1 %	Reduction required to achieve 4% target	2021–2022 Overall %	Reduction required to achieve 4% target
Acute	Acute Services Management		Achieved		Achieved
	Ambulatory & Diagnostics	5.89%	1.89%	5.89%	1.89%
	Emergency Care & Inpatients	6.60%	2.60%	6.60%	2.60%
	Acute Overall	6.20%	2.20%	6.20%	2.20%
Clackmannanshire & Stirling HSCP	C & S HSCP Management Accounts	0.00%	Achieved	0.00%	Achieved
	Clacks and Stirling HSCP Management	0.00%	Achieved	0.00%	Achieved
	Community Health & Care	6.21%	2.21%	6.21%	2.21%
	Strategic Planning & Health Improvement	21.30%	17.30%	21.30%	17.30%
	C&S HSCP Overall	6.39%	2.39%	6.39%	2.39%
Falkirk HSCP	Central Locality	7.35%	3.35%	7.35%	3.35%
	Falkirk HSCP Management	0.00%	Achieved	0.00%	Achieved
	West and East Locality	4.82%	0.82%	4.82%	0.82%
	Falkirk HSCP Overall	6.06%	2.06%	6.06%	2.06%
FV Specialist MH & LD Services Overall		7.58%	3.58%	7.58%	3.58%
NHSFV Corporate	Chief Executive	0.16%	Achieved	2.46%	Achieved
	Director of Estates & Facilities	4.50%	0.50%	4.81%	1.81%
	Director of Finance	3.35%	Achieved	1.22%	Achieved
	Director of HR	4.48%	0.48%	4.11%	0.11%
	Director of Nursing	2.11%	Achieved	2.07%	Achieved
	Director of PMO	0.27%	Achieved		
	Director of Public Health & Planning	3.28%	Achieved	3.53%	Achieved
	Medical Director	3.36%	Achieved	3.76%	Achieved
Corporate Overall	3.72%	Achieved	3.62%	Achieved	
Prisons & Specialist Community Services Overall		7.36%	3.36%	7.36%	3.36%
Women & Children & SHS Overall		6.39%	6.39%	6.39%	6.39%
NHSFV Overall		5.57%	1.57%	5.57%	1.57%

Table 3

Absence Rates Showing Long Term/Short Term Split by Job Family Quarter 1 2021/22

NHS Forth Valley Absence Summary April - June 2021

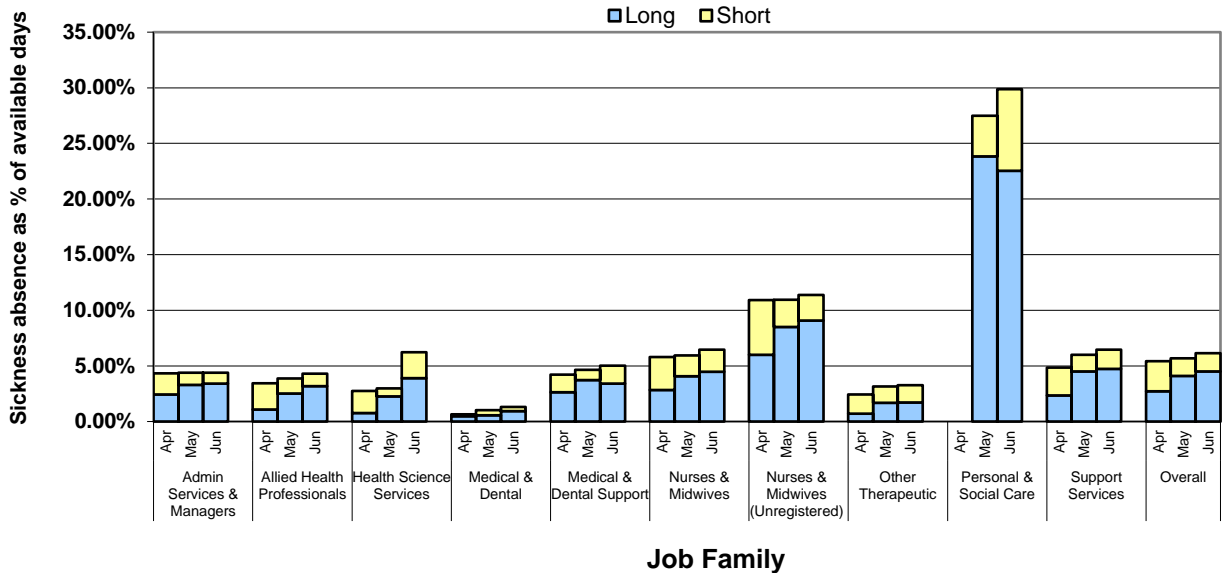


Chart 6

Chart 6 compares the levels of long term and short term sickness absences over Quarter 1 of 2021/22. There is no clear pattern to the make-up of sickness absence among the job families with **65.67%** of all absence (on average) being long term for Quarter 1 as a whole.

Of the Job Families with any long term sickness only Nurses & Midwives (**62.97%**), Allied Health Professions (**58.63%**), Healthcare Sciences (**57.91%**) and Other Therapeutic (**46.20%**) and had less than 65% of all absences (on average) accounted for by long term sickness over Quarter 1 as a whole.

Chart 7 shows the same information by Service. The average rates of long term sickness over the quarter were:

- Acute Services – **64.08%**
- Clackmannanshire & Stirling HSCP – **66.10%**
- Falkirk HSCP – **69.81%**
- FV Specialist MH & LD Services – **66.71%**
- NHSFV Corporate – **66.71%**
- Prison HC & Specialist Community Services – **64.99%**
- Women & Children & Sexual Health Services – **64.99%**

**NHS Forth Valley Absence Summary
April - June 2021**

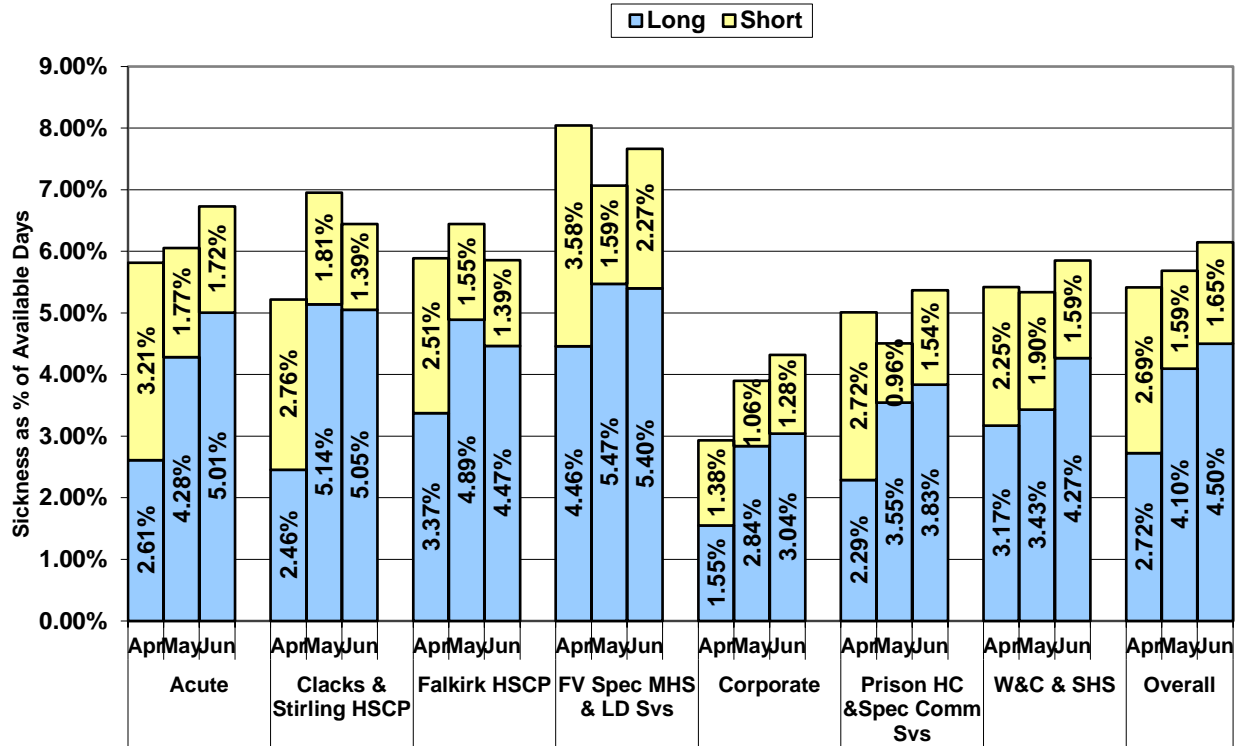


Chart 7

Within the individual Directorates which had any long term sickness, only Emergency Care & Inpatients, Community Health & Care, Director of Nursing and the Medical Director had less than 65% of absence on average attributable to long term sickness during Quarter 1 2021/22.

SSTS is fully rolled out across NHS Forth Valley, except for a small handful of staff whose terms and conditions of service do not fit the system's base rules and who cannot currently be input into the system. Table 4 shows the top 10 reasons for sickness absence in NHS Forth Valley overall during Quarter 1 of 2021/22 and Table 4a compares the relative sickness absence due to Anxiety/Stress/Depression/Other Psychiatric Illness with the grouped categories related to musculo-skeletal type conditions and infection type conditions during the same time period.

Again, because of the change in reporting structure in March 2021, it is not possible to provide comparable data for the previous quarter

NHS Forth Valley Overall Top 10 Reasons for Absence During Quarter 1

Absence Reason Description	% of Hours Lost Q4	% of Hours Lost Q1	Rank
Anxiety/Stress/Depression/Other Psychiatric Illness	34.41%	33.22%	1
Other Musculoskeletal Problems	10.75%	11.72%	2
Injury/Fracture	7.17%	6.65%	3
Gastro-Intestinal Problems	6.59%	6.44%	4
Other Known Causes Not Elsewhere Classified	5.78%	6.30%	5
Back Problems	6.29%	6.28%	6
Unknown Causes/Not Specified	2.31%	3.79%	7
Benign & Malignant Tumours/Cancers	3.73%	3.30%	8
Chest & Respiratory Problems	3.93%	3.06%	9
Genitourinary and Gynaecological Disorders	2.47%	2.93%	10

Table 4

Absence Reason Description	% of Hours Lost Q4	% of Hours Lost Q1	Rank
Anxiety/Stress/Depression/Other Psychiatric Illness	34.41%	33.22%	1
Other Musculoskeletal, Injury/Fracture & Back Problems	24.20%	24.65%	2
Gastro-Intestinal, Cough/Cold/Flu & Chest & Respiratory Problems	12.32%	11.15%	3

Table 4a

Although "Anxiety/Stress/Depression/Other Psychiatric Illness" was the top single reason for absence over Quarter 1 in NHS Forth Valley overall, collectively "Back Problems", "Injury Fracture" and "Other Musculoskeletal Problems" accounted for 24.65% of all recorded reasons for absence during Quarter 1. Similarly "Gastro-intestinal Problems", "Cough/Cold/Flu" and "Chest & Respiratory problems" collectively accounted for a further 11.15% of all recorded reasons for absence during Quarter 1.

Summary of Sickness Absence Information

Overall in Quarter 1 2021/22 NHS Forth Valley breached the target trajectory for sickness absence on both a point in time and rolling average basis. The high levels of absence within the Nursing and Midwifery and Support Services categories continue to have a significant impact on the overall rate, and this is particularly noticeable in levels of long term sickness absence compared to other staff groups.

There are key challenges in terms of sickness absence management that require to be addressed in order that NHS Forth Valley can achieve or better the performance trajectory.

NHS Forth Valley workforce composition & distribution

During the first quarter of 2021/22 there was an average total of 6614 (5595.24 WTE) staff working within NHS Forth Valley, an increase in average headcount of 11 and an increase of 24.99 average WTE compared to Quarter 4 of 2020/21. No Job Families except for Nursing & Midwifery (37, -32.41 WTE), Unregistered Nurses (+22, +24.10 WTE) and Admin Services & Managers (+20, +17.86 WTE) had a change in average headcount of more than 8 or a change in average WTE of more than 7.52 WTE (up or down). For reporting purposes these have been allocated to the following job families

- Admin Services & Managers – 1171 (1007.02 WTE)
- Allied Health Professions – 630 (507.22 WTE)
- Healthcare Sciences – 242 (208.88 WTE)
- Medical & Dental – 437 (358.98 WTE)
- Medical & Dental Support – 101 (82.42 WTE)
- Nursing & Midwifery – 2362 (2095.62 WTE)
- Nursing & Midwifery (Unregistered) – 1008 (856.80 WTE)
- Other Therapeutic – 306 (252.32 WTE)
- Personal & Social Care – 8 (6.65 WTE)
- Support Services – 349 (219.32 WTE)

NHS Forth Valley Workforce Distribution by Job Family – Quarter 1 2021/22

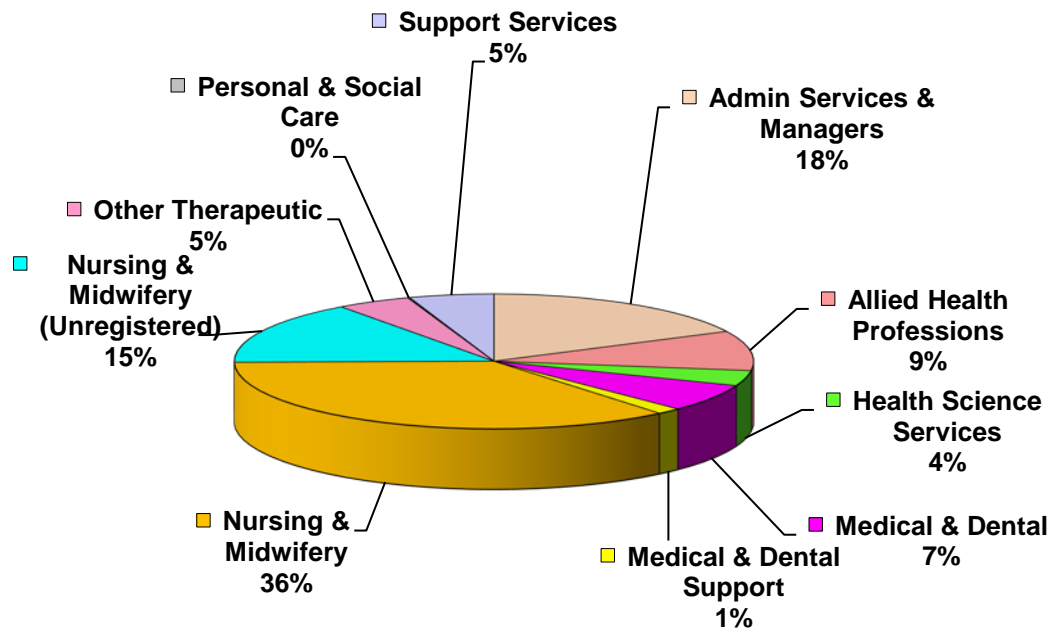


Chart 8

Chart 8 identifies the relative proportion of staff within each Job Family

NHS Forth Valley Workforce Distribution by Service

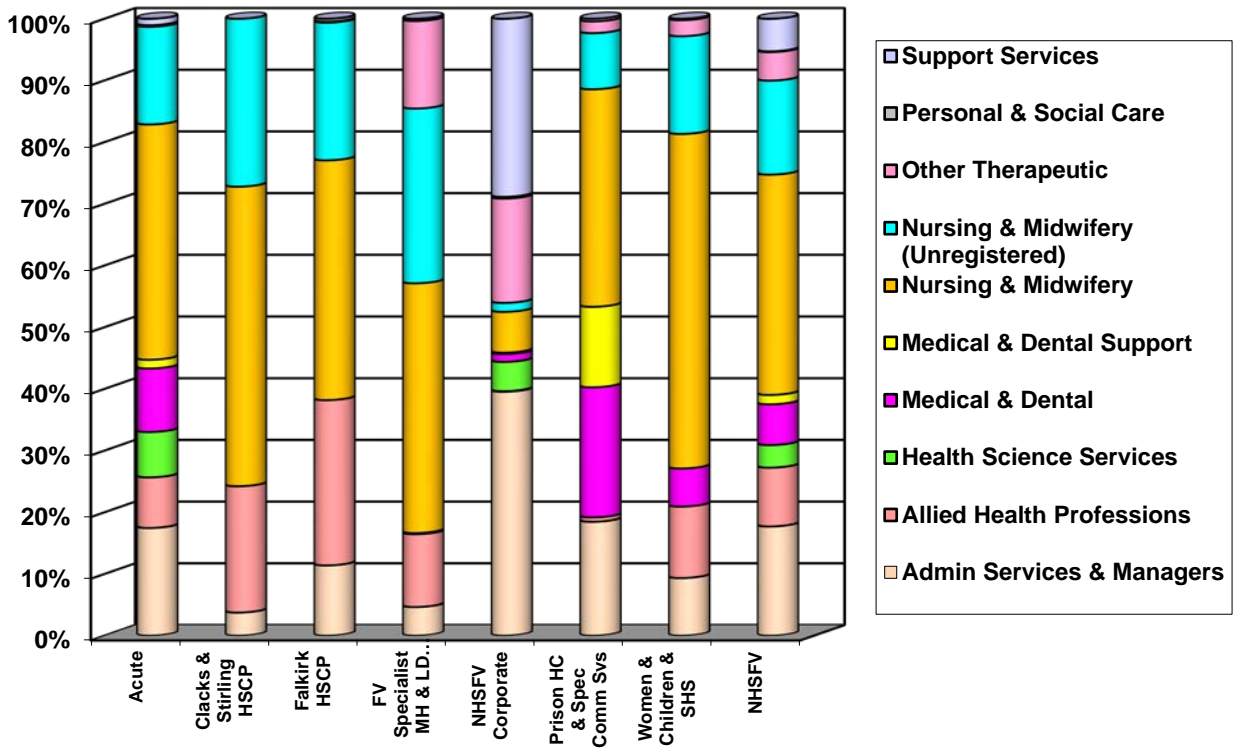


Chart 9

Chart 9 illustrates how the workforce is distributed across NHS Forth Valley.

NHS Forth Valley In-Post Part-time/Full-time Contract Distribution by Job Family – Quarter 1 2021/22

**NHS Forth Valley % Distribution of Whole-time/Part-time Staff in Post by Service
June 2021**

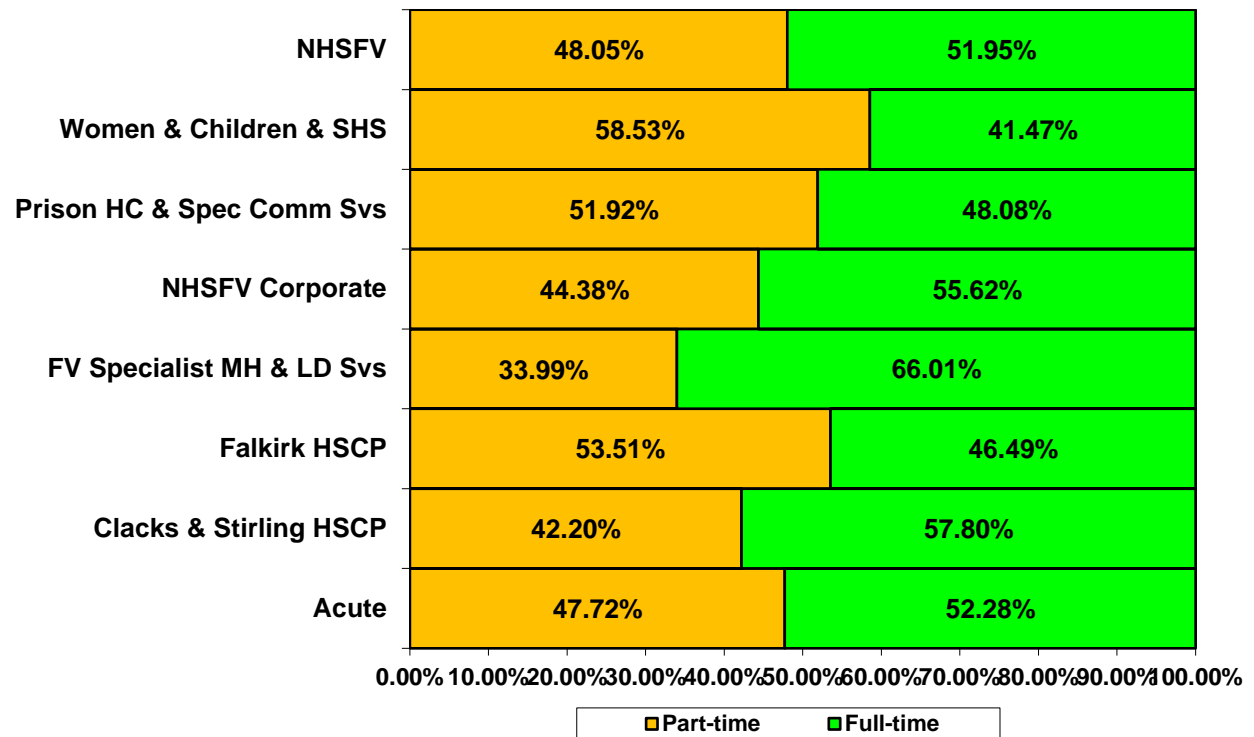


Chart 10

Chart 10 identifies the distribution of part-time and full-time staff within each service. Women, Children & Sexual Health Services have the highest percentage of part-time staff and FV Specialist MH & LD Services the lowest. Overall there was a decrease of 0.97% in the percentage of part-time staff compared to the final quarter of 2020/21.

**NHS Forth Valley % Distribution of Whole-time/Part-time Staff in Post by Job Family
June 2021**

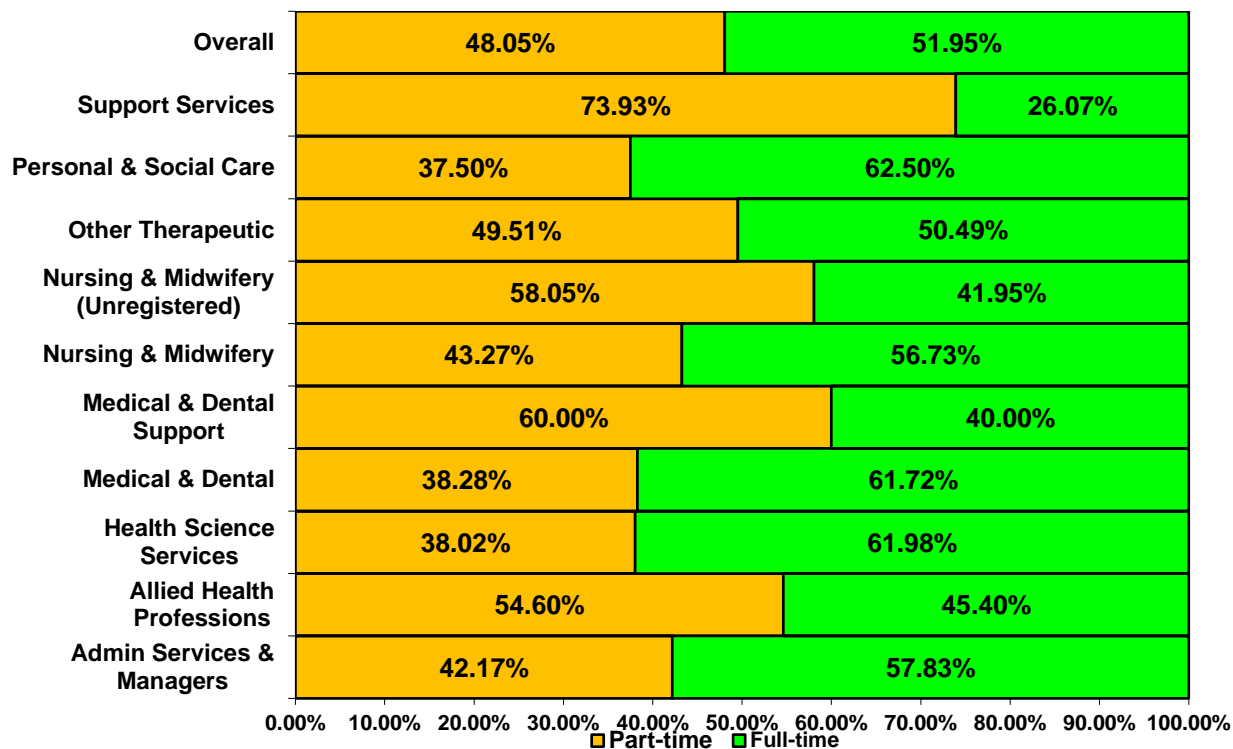


Chart 11

Chart 11 identifies the distribution of part-time and full-time staff within each staff group. The highest percentages of part-time staff are in the Support Services, Medical and Dental Support, Unregistered Nurses and Allied Health Professions.

NHS Forth Valley turnover

Overall turnover for Quarter 1 2021/22 is 3.18% (an increase of 0.49% on Quarter 4 of 2020/21).

Table 5 shows the turnover by Service for Quarter 1 2021/22. Turnover was highest in FV Specialist MH & LD Services (5.04%) and lowest in Acute Services (2.75%). In fact, Acute and Corporate Services saw the widest spread of turnover during the quarter.

	Acute	Clacks & Stirling HSCP	Falkirk HSCP	FV Specialist MH & LD Services	NHSFV Corporate	Prisons & Specialist Community Services	Women, Children & Sexual Health Services	NHSFV Overall
Admin Services & Managers	2.44%	0.00%	2.74%	11.54%	2.52%	2.29%	3.53%	2.73%
Allied Health Professions	0.94%	4.23%	4.08%	3.03%	0.00%	30.00%	0.95%	2.54%
Health Science Services	4.21%				1.91%			3.71%
Medical & Dental	4.14%			100.00%	0.00%	6.02%	3.57%	4.58%
Medical & Dental Support	2.73%				0.00%	4.86%		3.97%
Nursing & Midwifery	2.74%	4.75%	4.02%	5.30%	2.74%	1.20%	3.25%	3.26%
Nursing & Midwifery (Unregistered)	2.44%	2.12%	4.90%	1.89%	0.00%	4.65%	1.39%	2.58%
Other Therapeutic	0.00%		0.00%	5.04%	5.37%	0.00%	12.68%	5.56%
Personal & Social Care			0.00%		0.00%		0.00%	0.00%
Support Services	3.70%			0.00%	2.52%	0.00%		2.58%
Overall	2.75%	3.75%	4.65%	5.04%	2.90%	3.39%	2.97%	3.18%

Table 5

NHS Forth Valley Leavers by Job Family April - June 2021

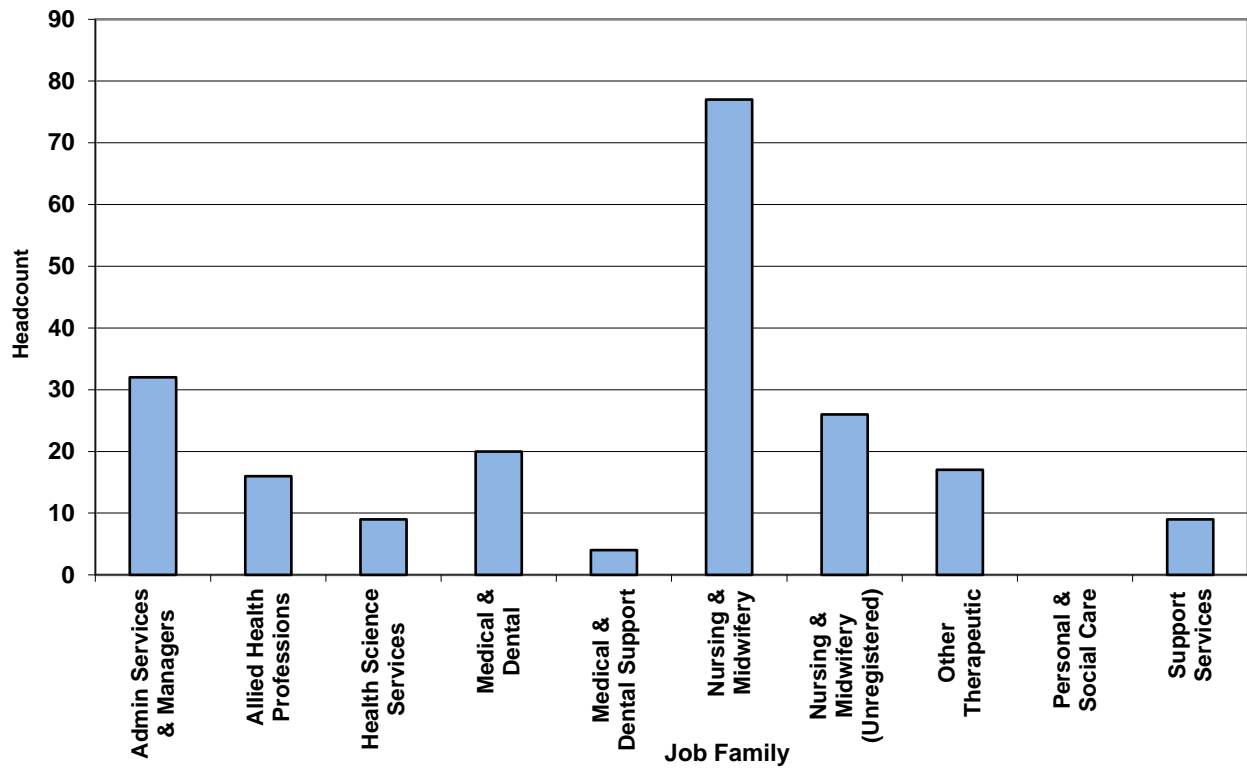


Chart 12

Chart 12 indicates that Nursing & Midwifery (77), Admin Services & Managers (32), Unregistered Nurses (26), Medical & Dental staff (20), Other Therapeutic staff (17) and Allied Health Professions (16) saw the greatest number of leavers from NHS Forth Valley in Quarter 1 but, this is not an unusual pattern in any of these groups.

NHS Forth Valley Age Distribution of Leavers by Service April - June 2021

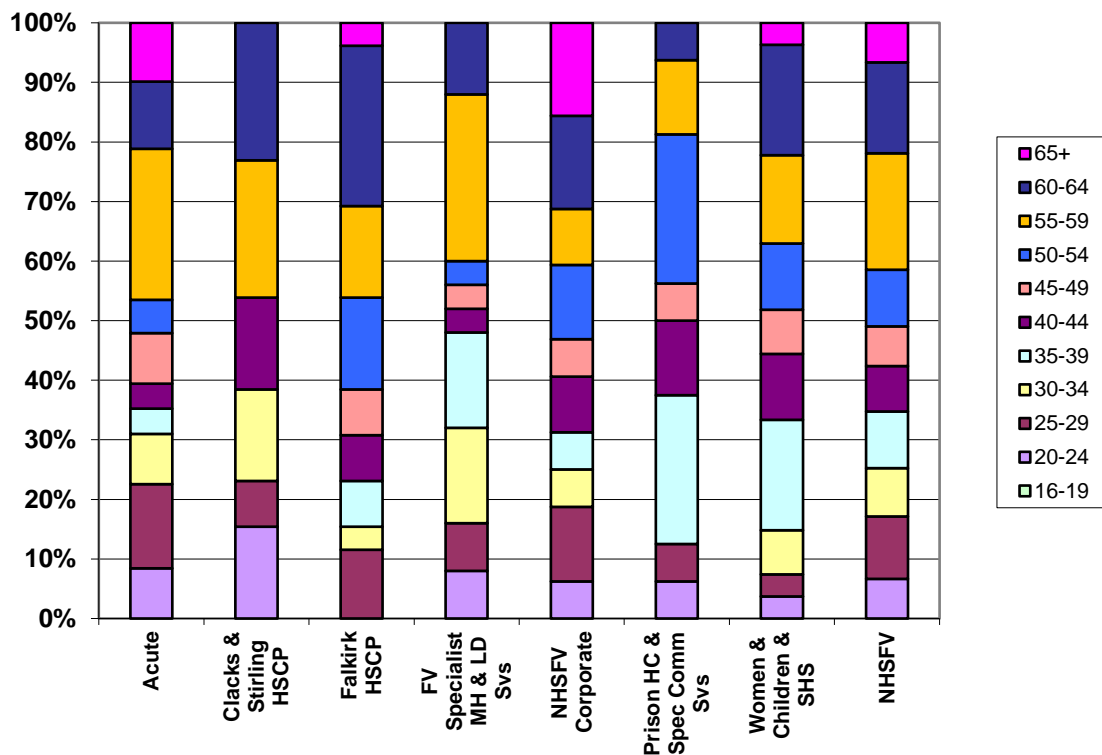


Chart 13

Chart 13 represents the leavers from NHS Forth Valley within each age bracket by Service. Numbers of leavers were lower in the under 45 age bracket (42.38%) than those aged 45+ with 21.90% of leavers aged 60+ (and 41.43% aged 55+). However as previously indicated the majority of leavers are within the administrative, medical and nursing fields that traditionally see movement as junior members of staff seek promotional or career development opportunities in other areas.

NHS Forth Valley Reasons for Leaving

Table 6 identifies the reason given for leaving the organisation. The top three most frequently given reasons for leaving were "Retirement - Age", "New Employment with NHS Scotland", and "Voluntary Resignation - Other". Table 7 indicates the destination of leavers from NHS Forth Valley. The most frequently recorded destinations were "Retired", "NHS Scotland" and "Other/Declined". This may be a result of Managers seeking assistance on completing the information in eESS. However, it may not be possible to eliminate the use of the "Other" and "Other/Declined" categories completely if leavers are reluctant to tell the organisation this information or else suggests that further work still needs to be done on exit interviews to collect the information.

ALL NHSFV LEAVERS APRIL - JUNE 2021

Reason for Leaving Description	Headcount	Rank
Death In Service	<=5	
Dismissal	<=5	
End of Fixed Term Contract	<=5	
Ill Health	<=5	
New employment with NHS outwith Scotland	<=5	
New employment with NHS Scotland	53	2
Other	20	4
Retirement - age	64	1
Retirement Other	8	5
Vol. resignation - Lateral Move	<=5	
Vol. resignation - Other	51	3
Vol. resignation - Promotion	<=5	
Total	210	

Numbers <=5 not shown as personally identifiable

Table 6

ALL NHSFV LEAVERS APRIL - JUNE 2021

Leaving Destination	Total	Rank
Abroad - EEA country	<=5	
Abroad non-EEA country	<=5	
Armed Forces	<=5	
Died	<=5	
Further Education/Training	<=5	
NHS Rest of UK	<=5	
NHS Scotland	53	2
No Employment	19	4
Other Private Sector	13	5
Other Public Sector	<=5	
Other/declined	28	3
Prison Service	<=5	
Private Health Organisation	<=5	
Retired	73	1
Self employed	<=5	
Social Care Vol/Priv.Org.	<=5	
Total	210	

Numbers <=5 not shown as personally identifiable

Table 7

Conclusion

The workforce information presented above indicates a stable situation with largely planned changes in workforce composition however there are key challenges in terms of sickness absence management that require to be addressed in order that NHS Forth Valley can continue to achieve or better the NHS Forth Valley performance trajectory.

Recommendation

The Area Partnership Forum is asked to note the content of this report and to comment on the suggestions for further information which could be provided in future reports.

The Workforce information report will be produced on a quarterly basis with the next report covering the period from 1 July to 30 September 2021.

Reviewed by

Name	Designation	Signature
Elaine Bell	Associate Director of HR	

Approved by

Name	Designation	Signature
Linda Donaldson	Director of Human Resources	