

Western Isles NHS Board

HR Workforce Report

June 2018

Data as at 31st May 2018

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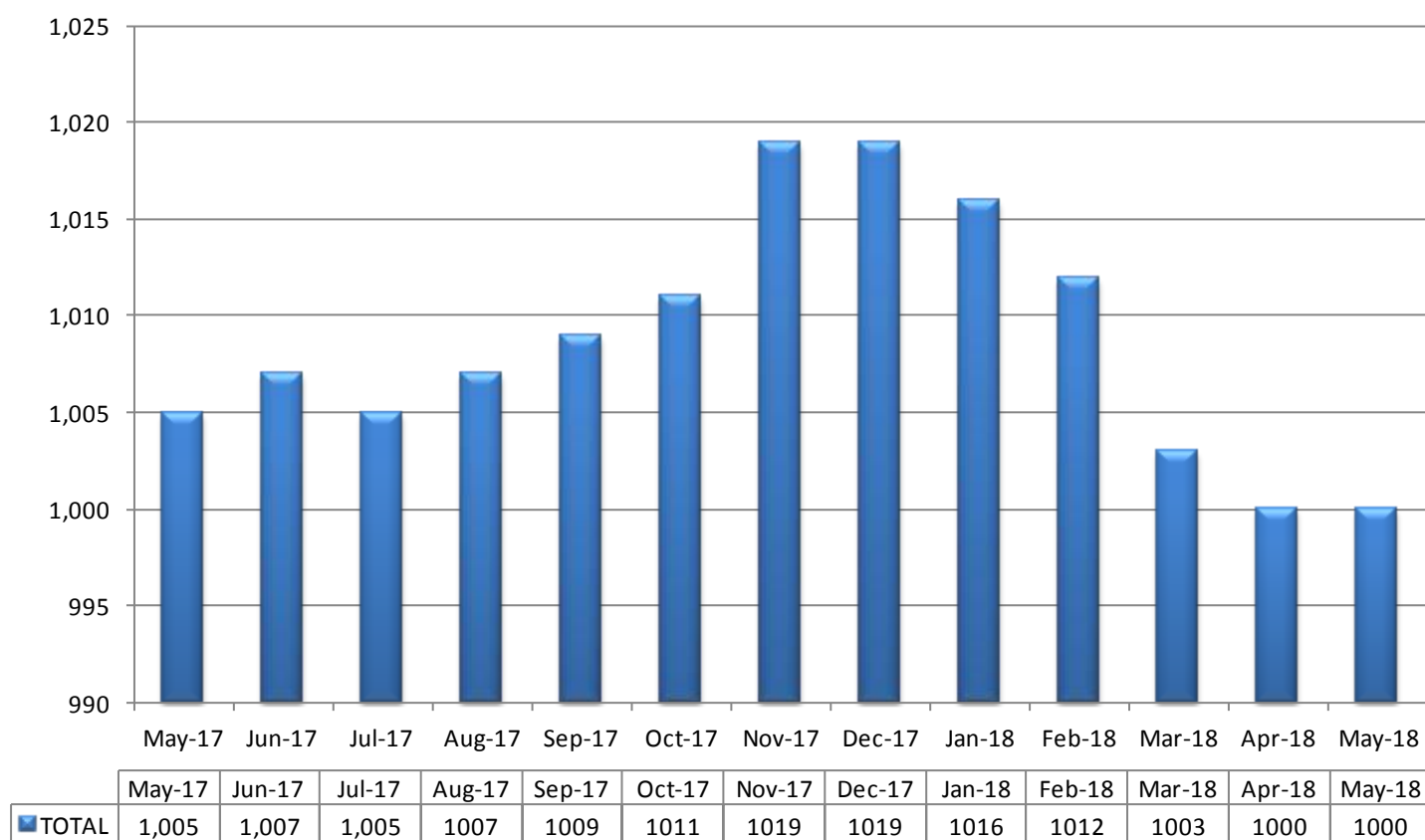
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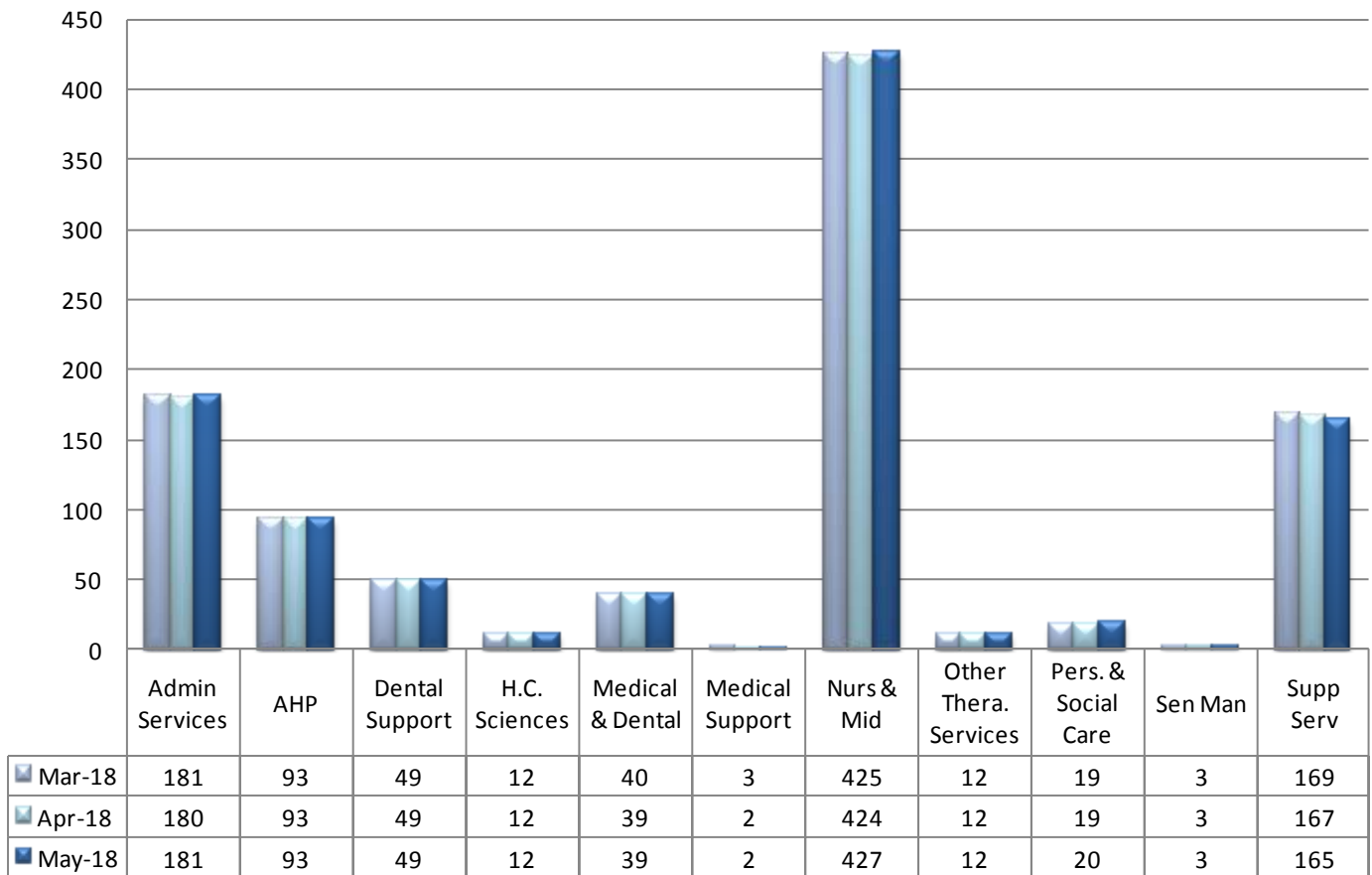
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1. Headcount

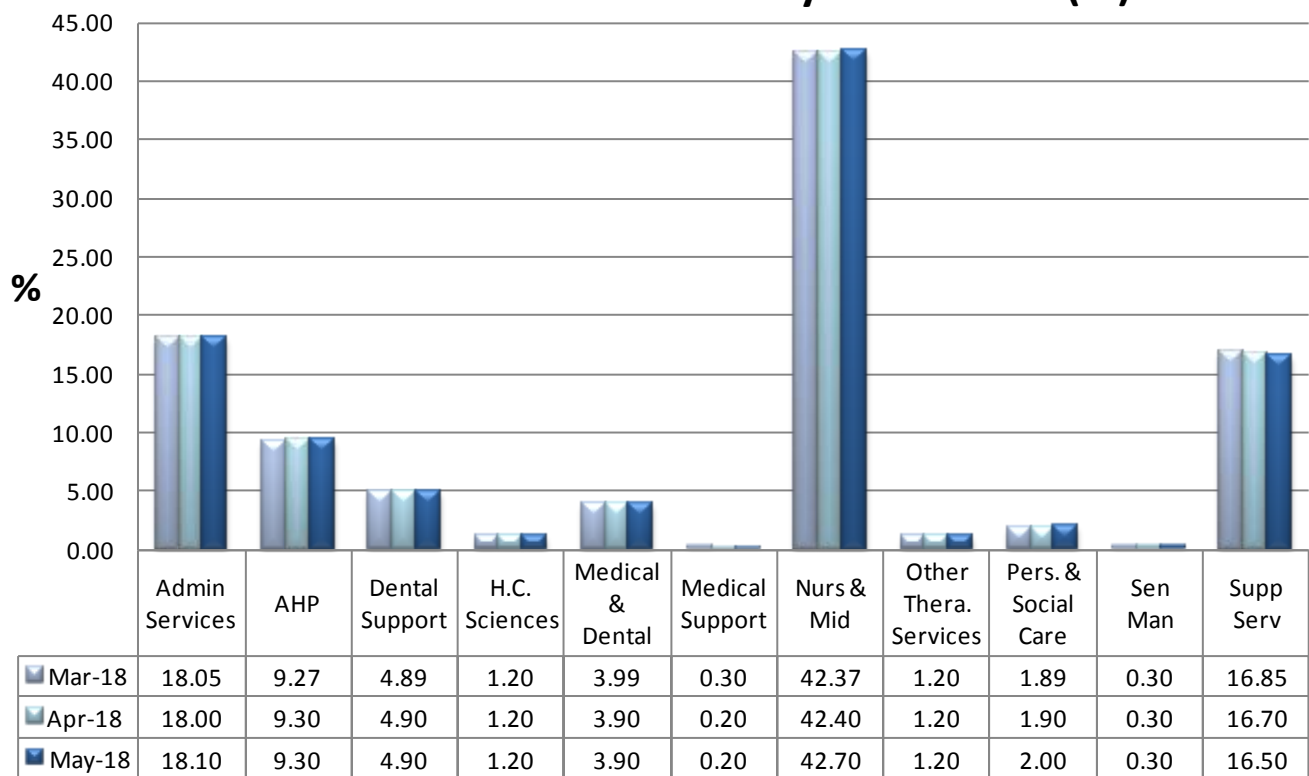
NHS Western Isles Total Headcount



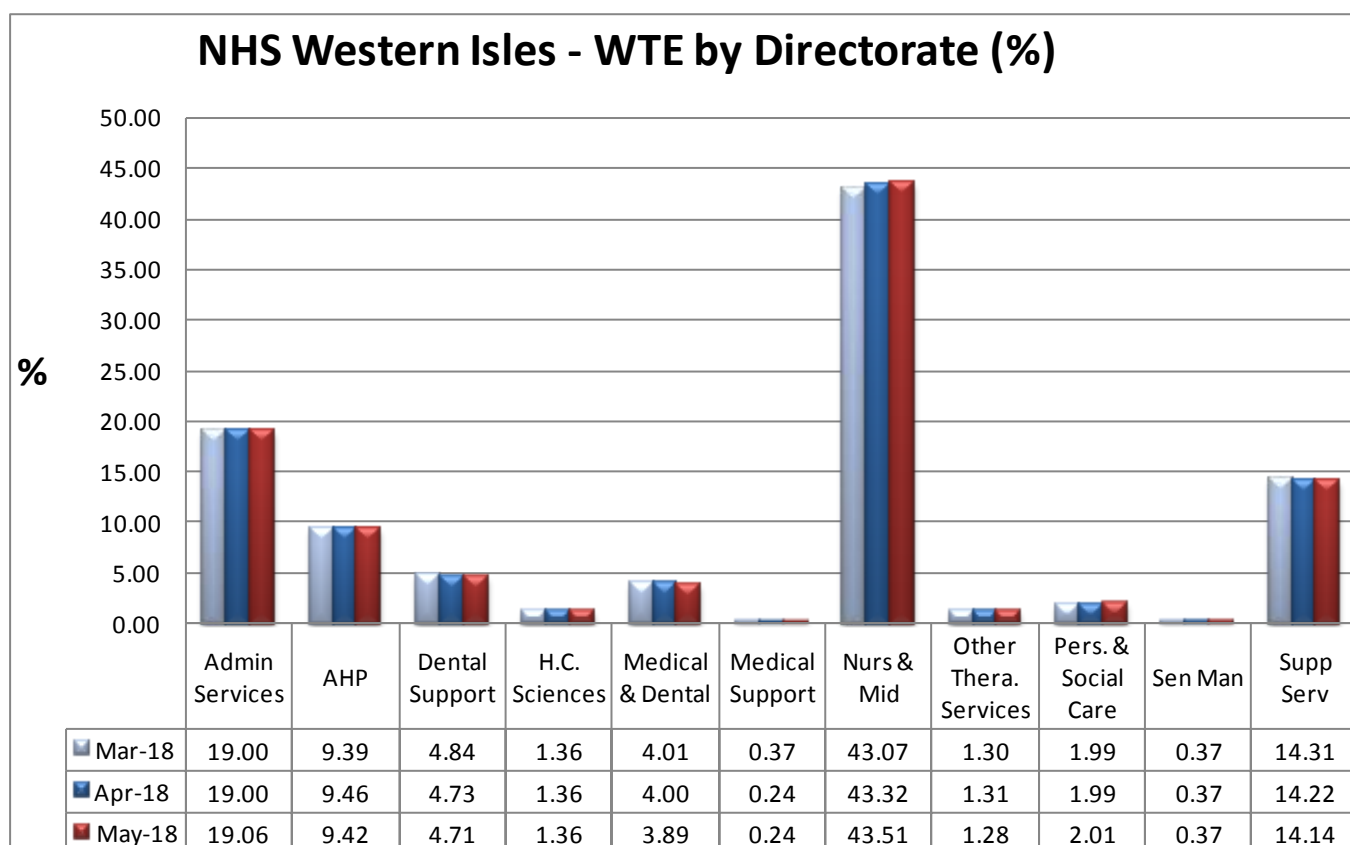
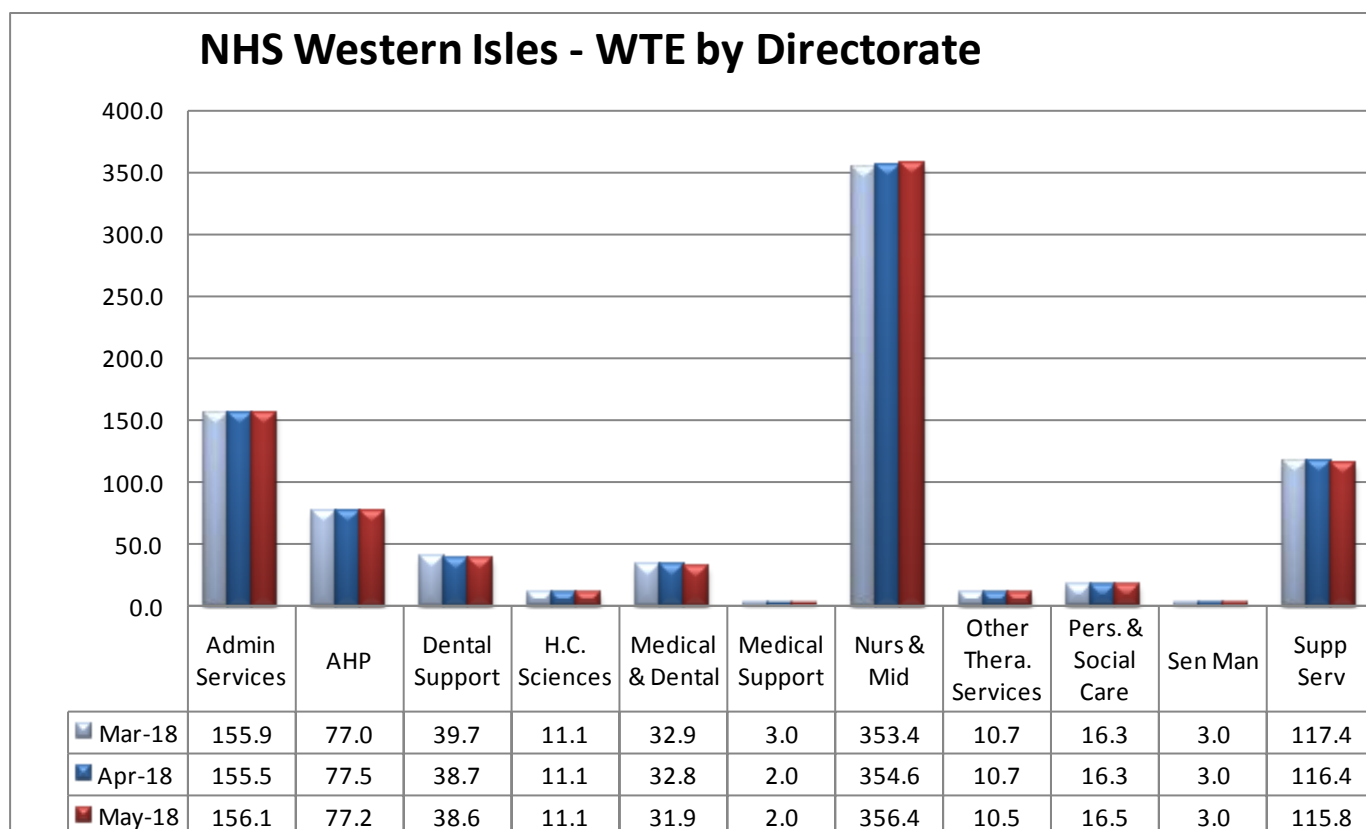
NHS Western Isles - Headcount by Directorate



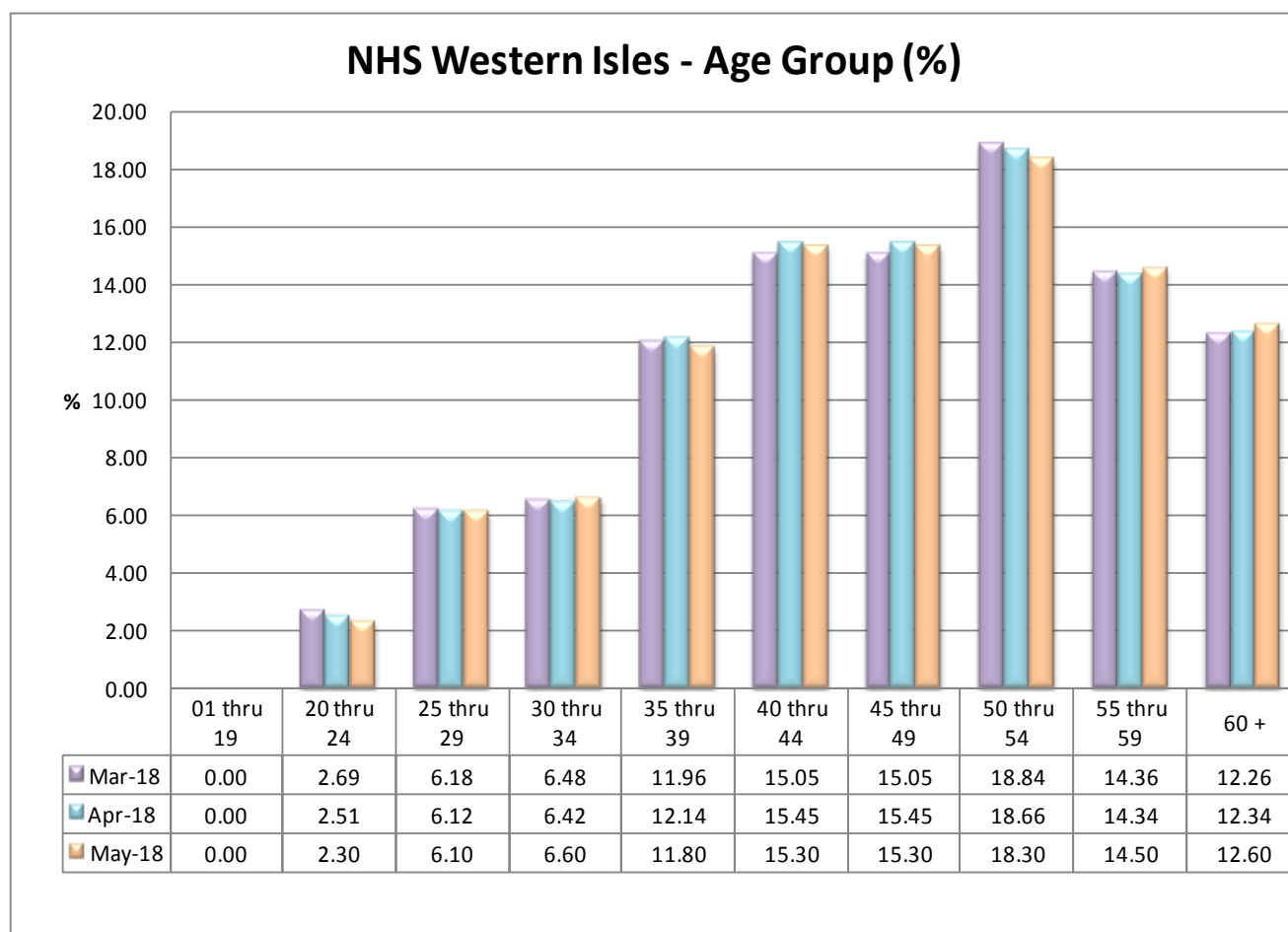
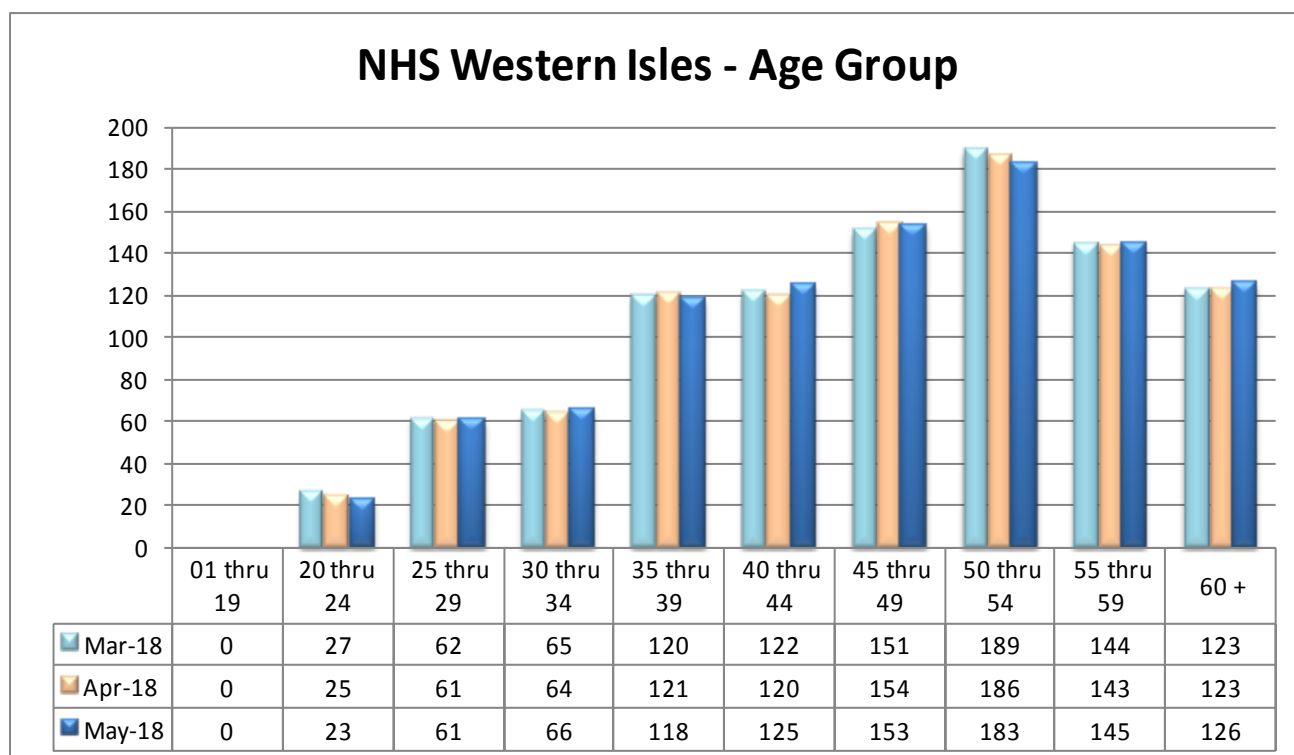
NHS Western Isles - Headcount by Directorate (%)



2. Staff in Post – WTE



3. Staff in Post – Age Group



4. Staff in Post

Staff Group	Staff in Post at Apr 2018	Staff in Post at May 2018	Change Since Last Report	Reason for Change
Medical	18.88	18.98	0.10	Starter/Change in Hours
Dental	13.91	12.91	-1.00	Leaver/Change in Hours
Medical Support	2.00	2.00	0.00	N/A
Dental Support	38.69	38.60	-0.09	Leaver/Change in Hours
Med & Dental Total	73.48	72.49	-0.99	
Nursing & Midwifery (Band 1 -4)	77.32	77.58	0.26	Starter/Change in Hours
Nursing & Midwifery (Band 5+)	277.29	278.79	1.50	Starter/Change in Hours
Nursing & Midwifery Total	354.61	356.37	1.76	
AHP (Band 1-4)	17.99	17.77	-0.22	Leaver/Change in Hours
AHP (Band 5+)	59.47	59.47	0.00	N/A
AHP Total	77.46	77.24	-0.22	
Other Therapeutic Service	10.70	10.50	-0.20	Leaver/Change in Hours
Personal & Social Care	16.33	16.49	0.16	Starter/Change in Hours
Health Science Services	11.14	11.14	0.00	N/A
Support Services	116.43	115.77	-0.66	Leaver/Change in Hours
Admin Services	155.52	156.12	0.60	Starter/Change in Hours
Management (Non AFC)	3.00	3.00	0.00	N/A
Other Total	313.12	313.02	-0.10	
TOTAL	818.67	819.12	0.45	

Posts as at 31st May 2018

	Admin Services	AHP	Dental Support	Health Science	Med& Dental	Medical Support	Nursing & Midwifery	Other Therapeutic	Personal & Social Care	Support Services	Senior Managers	TOTAL
Band 1	0	0	0	0	0	0	0	0	0	5	0	5
Band 2	33	7	0	5	0	0	71	0	0	113	0	235
Band 3	39	6	3	0	0	0	27	3	0	29	0	108
Band 4	48	8	35	0	0	0	0	2	0	11	0	103
Sub Total	120	21	38	5	0	0	98	5	0	158	0	451
Band 5	25	14	7	0	0	2	184	2	10	5	0	256
Band 6	23	37	3	0	0	0	98	0	6	1	0	161
Band 7	11	16	1	5	0	0	42	2	3	1	0	83
Band 8a	3	3	0	0	0	0	4	1	0	0	0	11
Band 8b	3	3	0	1	0	0	4	0	1	1	0	15
Band 8c	2	0	0	1	0	0	2	2	0	0	0	7
Sub Total	67	73	11	7	0	2	334	7	20	8	0	533
Med/Dental	0	0	0	0	40	0	0	0	0	0	0	41
Sen Man	0	0	0	0	0	0	0	0	0	0	3	3
Sub Total	0	0	0	0	40	0	0	0	0	0	3	44
TOTAL	187	94	49	12	40	2	432	12	20	166	3	1028

5. Recruitment

The following posts were advertised in May 2018

Post Ref	Times Advertised	Post Title	Location	FTC Permanent	WTE	Closing Date
WI2068	1	Operating Department Practitioner	WIH	Permanent	1.00	17/05/2018
WI2070a	2	Communications Manager	WIH	FTC	0.80	24/05/2018
WI2071	1	Healthcare Assistant (Erisort)	WIH	Permanent	0.53	17/05/2018
WI2072	1	Clinical Support Technician X2	OUAB	Permanent	0.73	18/05/2018
WI2073	1	Pharmacy Technician	WIH	FTC	1.00	15/05/2018
WI2075	1	Cardiac Specialist Nurse	OUAB	Permanent	0.60	31/05/2018
WI2076	1	Porter	WIH	Permanent	0.53	18/05/2018
WI2077	1	Speech and Language Therapy Assistant	WIH	Permanent	0.80	30/05/2018
WI2078	1	Staff Nurse (Theatre)	WIH	Permanent	0.53	30/05/2018
WI2079	1	Mental Health Worker	WIH	Permanent	1.00	28/05/2018
WI2080	1	Radiographer Student Helper	WIH	FTC	1.00	21/05/2018
WI2085	1	Locum Clinical Lead Radiology	WIH	FTC	0.11	12/06/2018
		TOTAL			8.64	

The following appointments have been made in May 2018

Post Ref	Post Title	Location	FTC/Perm	WTE
WI2062	Clinical Support Assistant	WIH	FTC	0.53
WI2063	Receptionist	WIH	Permanent	0.60
WI2064	Domestic Assistant	WIH	FTC	0.60
WI2065	Radiographer	WIH	FTC	1.00
WI2080	Radiographer Student Helper	WIH	FTC	1.00
WI2066	Clinical Support Assistant	WIH	Permanent	0.53
WI2067	Risk Systems Co-ordinator	HBO	FTC	0.60
TOTAL				4.87

The following posts were not appointed to in May 2018

Post Ref	Post Title	Location	FTC/Perm	WTE	Reason
WI2069	Staff Nurse (Theatre)	WIH	FTC	1.00	No suitable candidates
Total				1.00	

Fixed Term Contract in May 2018

Job Family	Number of Contracts	WTE	Ending within 2 Months	Reason	Number
Admin Services	19	15.60	1	Redeployment	0
				Cover Secondment	1
				Fixed Term Funding	12
				Cover Maternity Leave	3
				Cover Acting Post	1
				Organisational Change	2
				Cover FTC	0
Allied Health Profession	6	4.63	0	Cover Maternity Leave	0
				Cover Acting Post	0
				Fixed Term Funding	5
				Service Requirements	1
Dental Support	1	0.79	0	Cover Vacant Post	1
Medical and Dental	9	8.65	4	Fixed Term Funding	7
				Cover Vacant Post	1
				Locum Cover	1
Nursing & Midwifery	9	8.40	2	Fixed Term Funding	7
				Cover Secondment	0
				Cover Maternity Leave	0
				Organisational Change	0
				Development Post	1
				Cover Vacant Post	0
				Cover Acting Post	1
Other Therapeutic	1	1.00	0	Cover Maternity Leave	1
Personal & Social Care	2	0.69	0	Cover Vacant Post	1
				Fixed Term Funding	1
Support Services	1	0.40	0	Cover Maternity Leave	0
				Fixed Term Funding	1
TOTAL	48	40.16			48

Secondments in May 2018

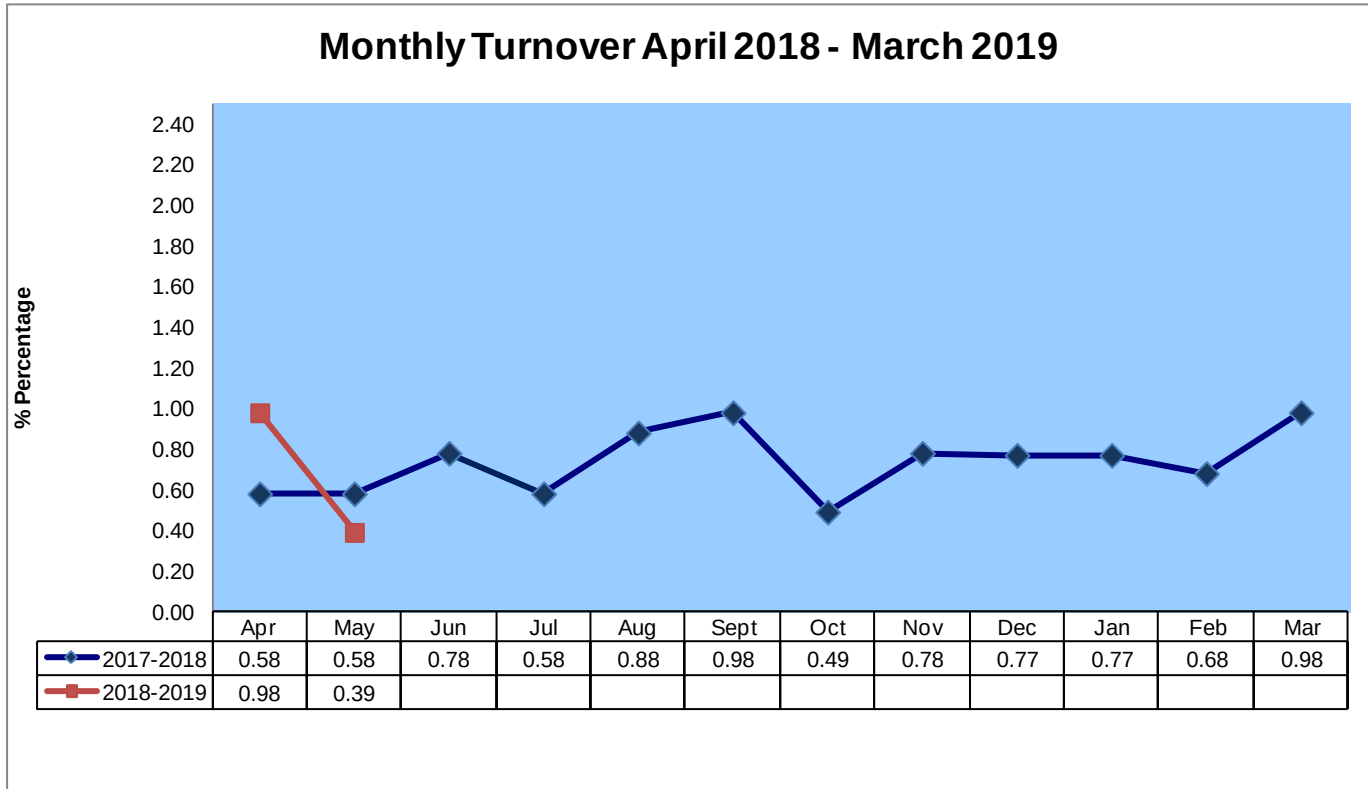
Job Family	Reason	WTE	Start Date	End Date
Admin Services	Fixed Term Funding	1.00	16/01/17	30/01/19
Admin Services	Fixed Term Funding	1.00	20/03/17	01/08/19
Admin Services	Secondment cover	1.00	31/01/17	31/01/19
Admin Services	Secondment	1.00	01/08/17	31/07/18
Admin Services	Secondment	1.00	01/08/17	01/08/18
Admin Services	Secondment	1.00	29/01/18	31/01/20
Nursing & Midwifery	Cover Acting Post	0.40	30/04/15	31/07/18
Nursing & Midwifery	Secondment	0.26	01/06/17	30/11/18
Nursing & Midwifery	Secondment	1.00	25/09/17	30/09/18
Nursing & Midwifery	Secondment	1.00	28/05/18	26/05/19
	TOTAL	8.66		

Acting Posts in May 2018

Job Family	Reason	WTE	Start Date	End Date
Admin Services	Cover Vacant Post	0.40	19/09/16	30/06/18
Admin Services	Cover Secondment	1.00	19/10/16	13/03/19
Allied Health Professions	Cover Vacant Post	1.00	01/11/15	30/06/19
Health Sciences	Acting up cover	1.00	20/11/17	30/06/18
Health Sciences	Acting up cover	1.00	20/11/17	31/05/18
Nursing & Midwifery	Acting	0.60	21/05/18	02/09/18
Nursing & Midwifery	Acting	0.40	02/04/18	02/09/18
	TOTAL	5.40		

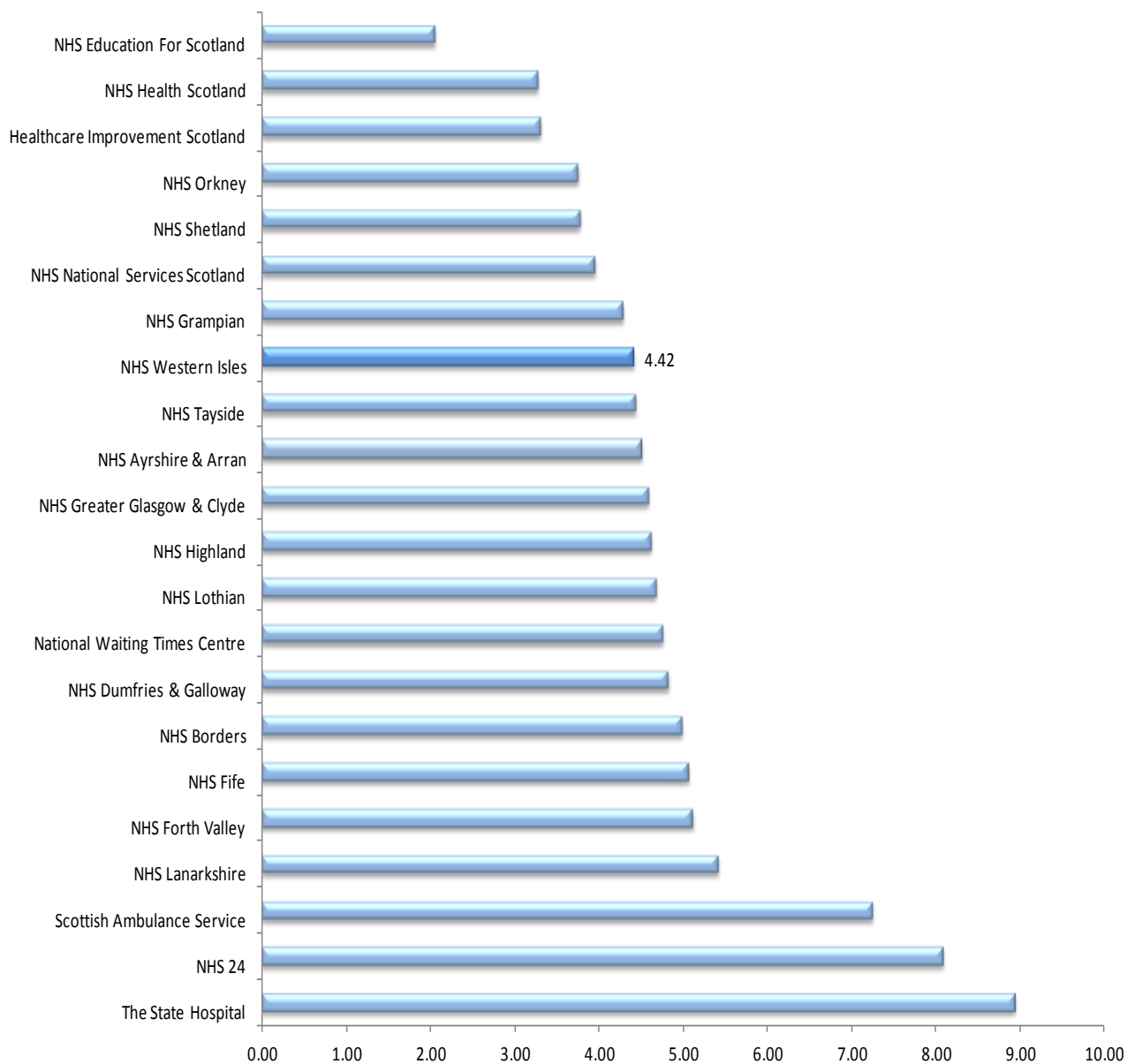
6. Turnover

The annual turnover June 2017 - May 2018 is 10.78%. The monthly turnover for May 2018 is **0.39%**.

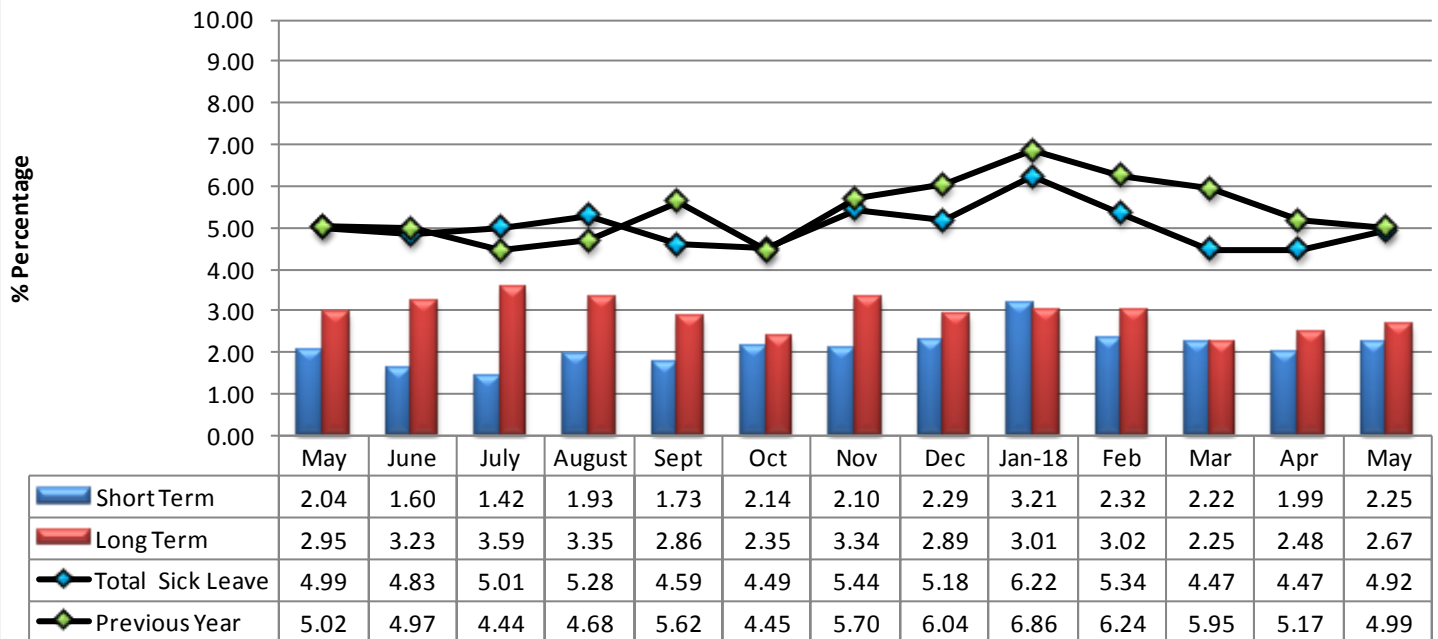


7. Sickness Absence Rates

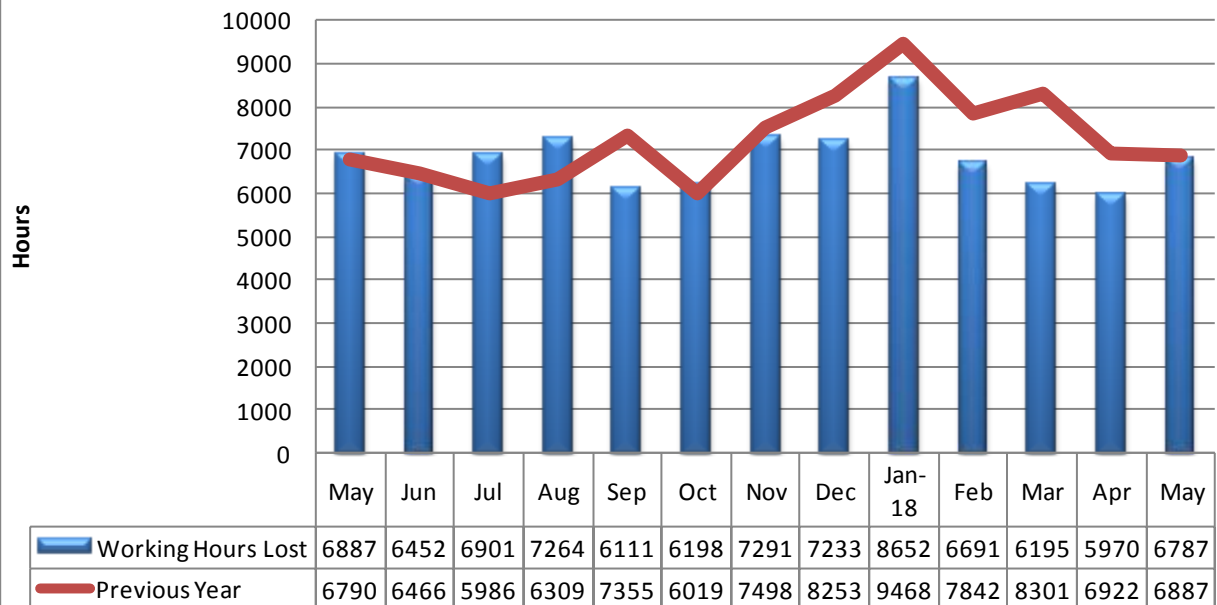
National NHS Sickness Rate - April 2018



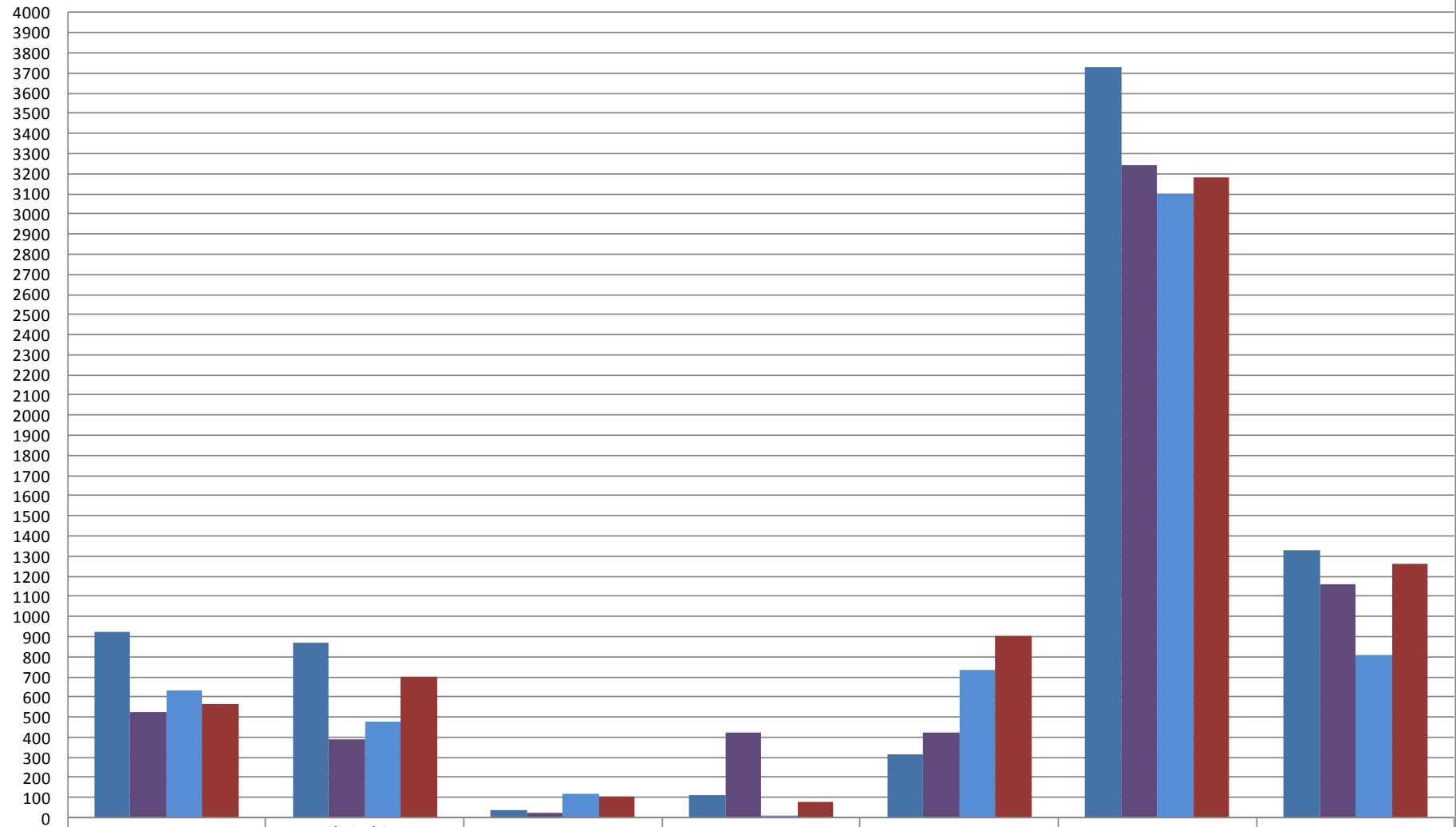
WIHB Sickness Absence



Working Hrs Lost Due to Sickness per Month



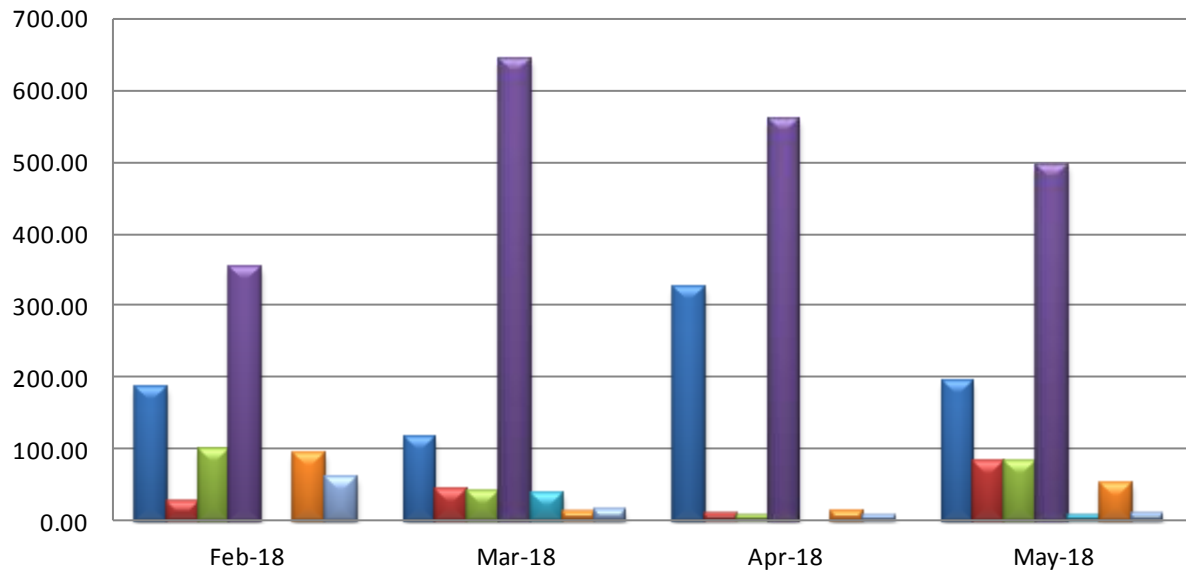
NHS Western Isles Sickness Absence Hours



■ February	922.25	871.00	37.50	115.25	317.50	3732.50	1332.09
■ March	522.50	391.92	22.50	424.98	424.25	3245.87	1162.95
■ April	631.50	475.25	117.00	11.00	734.50	3102.25	806.50
■ May	564.00	697.75	105.00	80.50	900.00	3178.75	1261.02

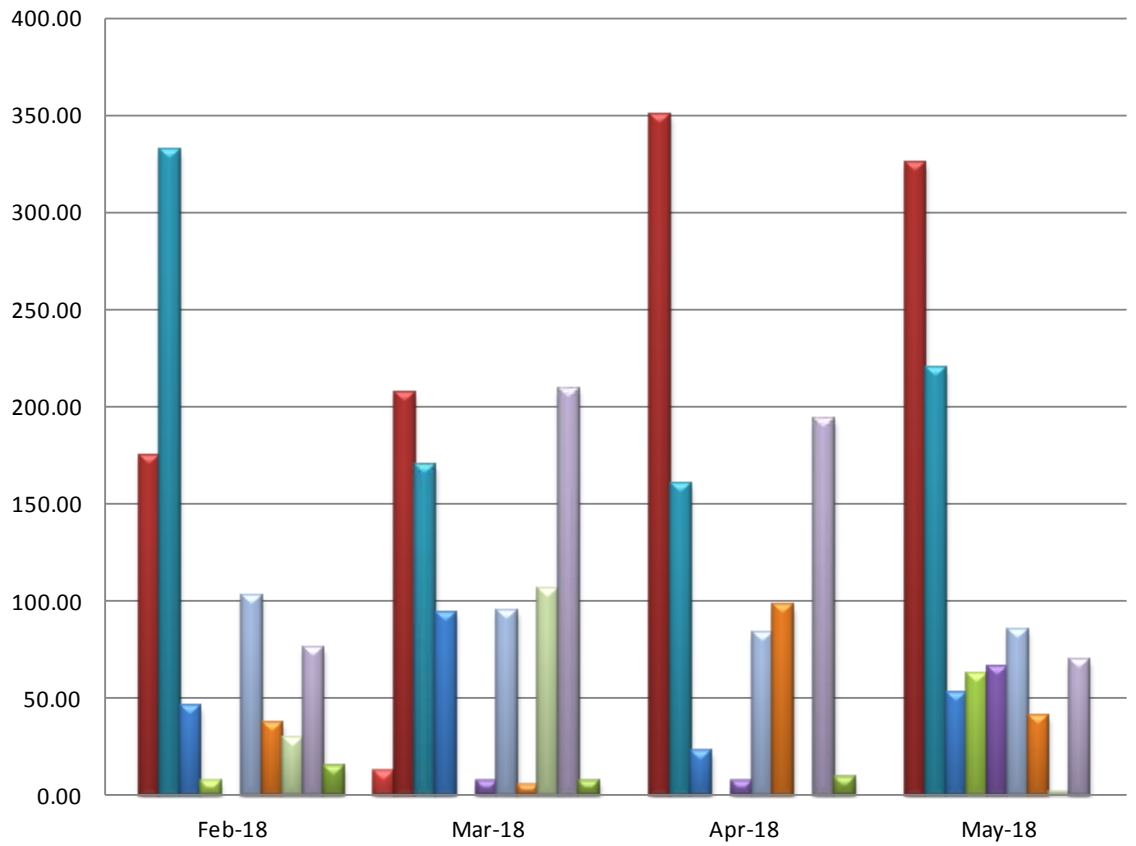
8. Special Leave

Special Leave By Hours



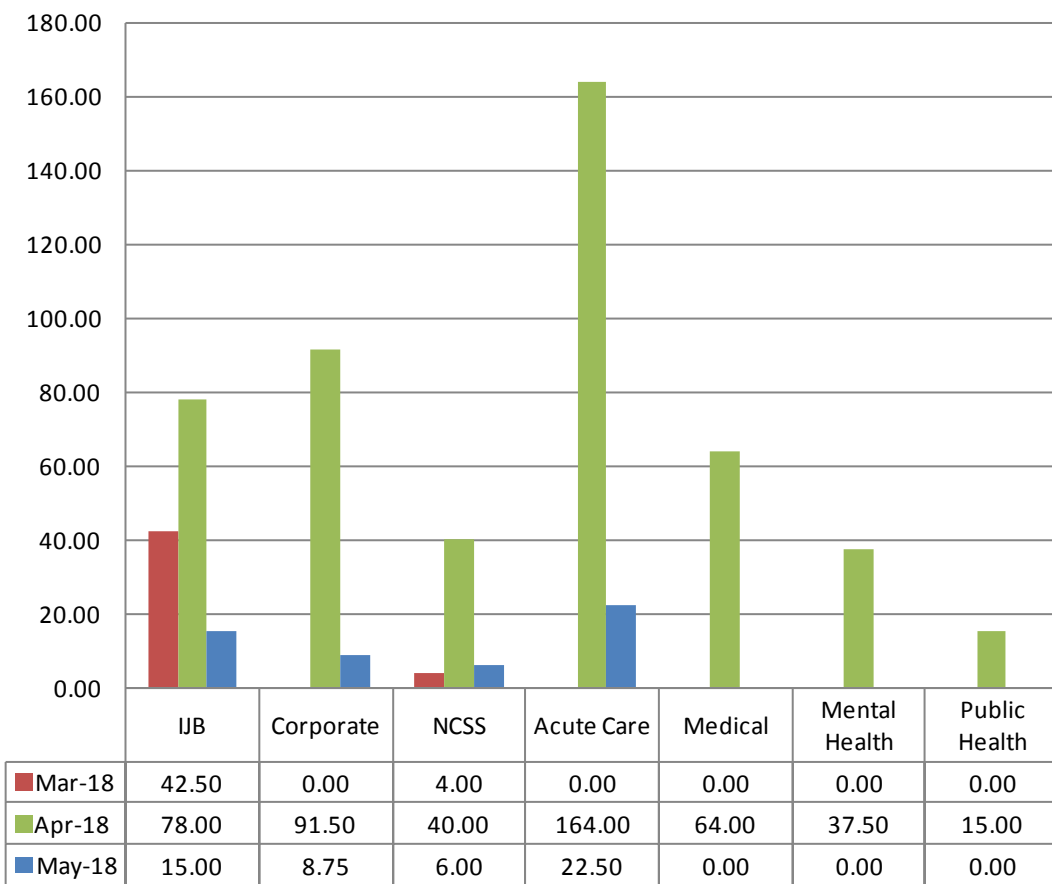
	Feb-18	Mar-18	Apr-18	May-18
IJB	186.33	117.05	326.00	194.50
Corporate	27.00	44.50	9.50	82.00
NCSS	100.50	42.00	7.50	83.00
Acute Care	352.00	642.75	558.25	494.00
Medical	0.00	40.00	0.00	7.50
Mental Health	93.50	12.50	15.00	53.25
Public Health	62.00	15.75	7.50	9.50

WIHB Special Leave Breakdown by Type

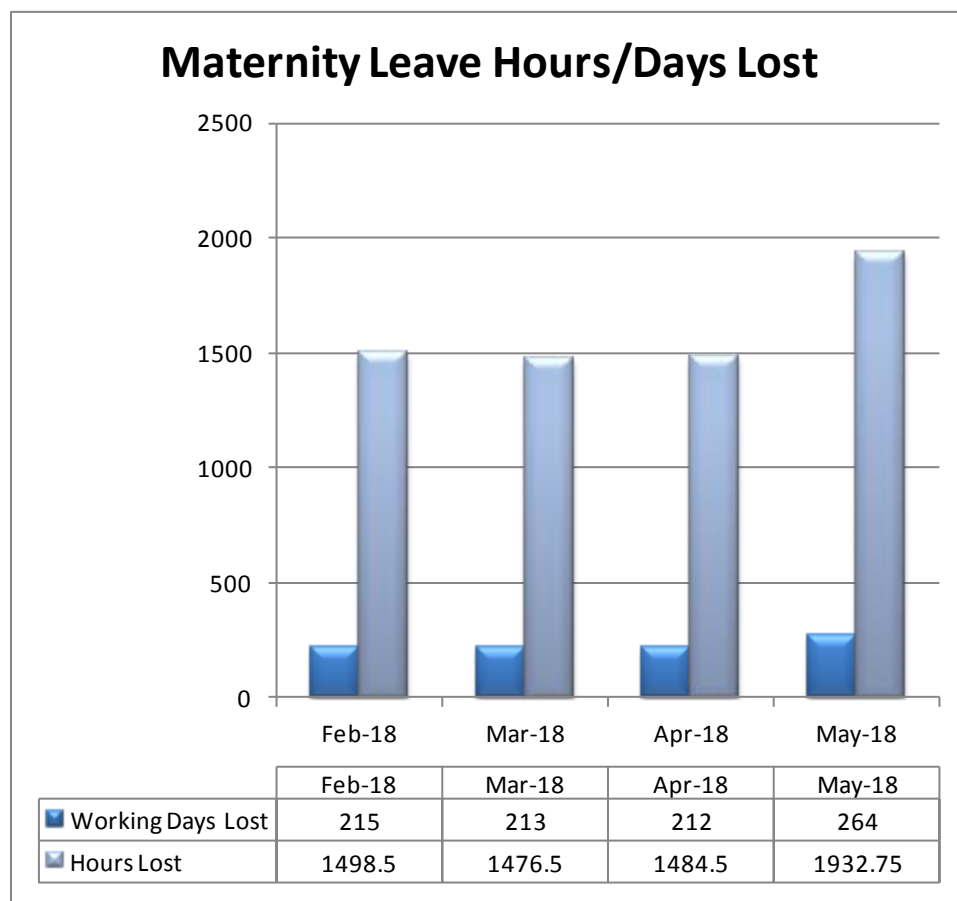
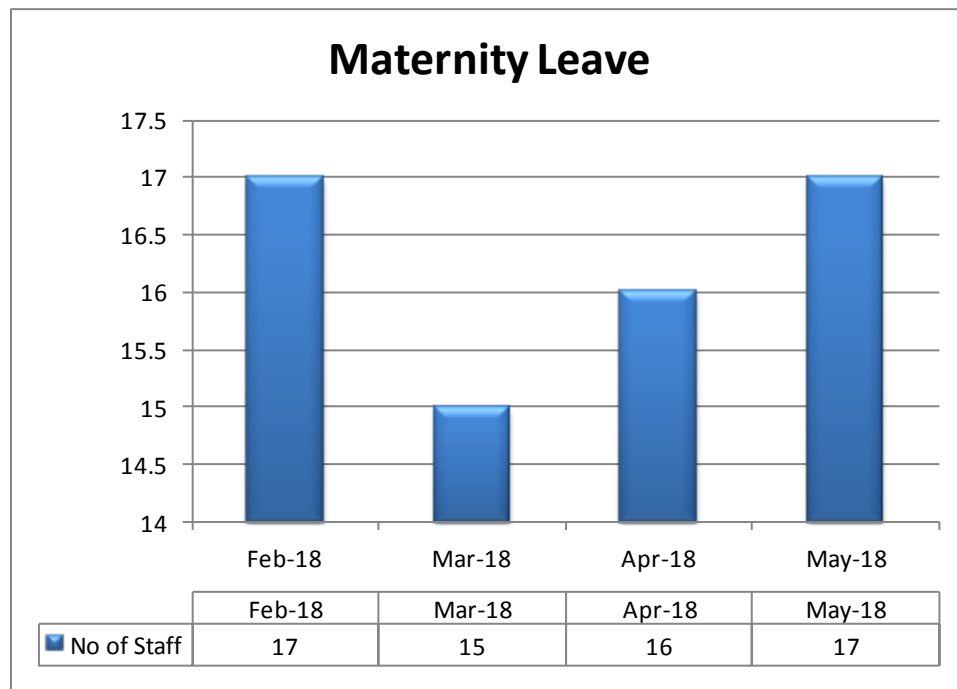


	Feb-18	Mar-18	Apr-18	May-18
Bad Weather Conditions	0.00	12.50	0.00	0.00
Bereavement	175.00	207.50	350.00	325.50
Carer	331.83	169.55	160.50	219.25
Compassionate	46.00	94.25	22.50	52.50
Emergency / Domestic Issues	7.50	0.00	0.00	62.50
Escort	0.00	7.50	7.50	66.00
Medical or Dental Appointment	102.50	95.00	83.00	85.00
Other Special	37.50	5.75	97.50	41.50
Phased Retiral	30.00	106.00	0.00	1.50
Phased Return	76.00	209.00	193.75	70.00
Unknown/Not Applicable	15.00	7.50	9.00	0.00

Paid Parental Leave By Hours



9. Maternity Leave



10. Redeployment

Number on Organisational Change Register May 2018	Number on register working notice on fixed term contract in May 2018	Number on Occupational Health/Capability Register in May 2018	Number redeployed within financial year 2018 - 2019
0	2	2	1

11. Disciplinary

There are currently <3 cases

12. Grievance

There are currently 3 cases in all processes – informal/formal/collective/individual

13. Bullying & Harassment

There are currently <3 cases

14. Appeals

There are currently <3 cases

* Where there are less than 3 cases, actual numbers will not be reported to ensure confidentiality