

Western Isles NHS Board

HR Workforce Report

October 2018

Data as at 30th September 2018

Contents

1. Headcount..... 3

2. Staff in Post – WTE.....5

3. Staff in Post – Age Group6

4. Staff in Post7

5. Recruitment8

6. Turnover 10

7. Sickness Absence Rates 11

8. Special Leave 14

9. Maternity Leave 17

10. Redeployment..... 18

11. Disciplinary 18

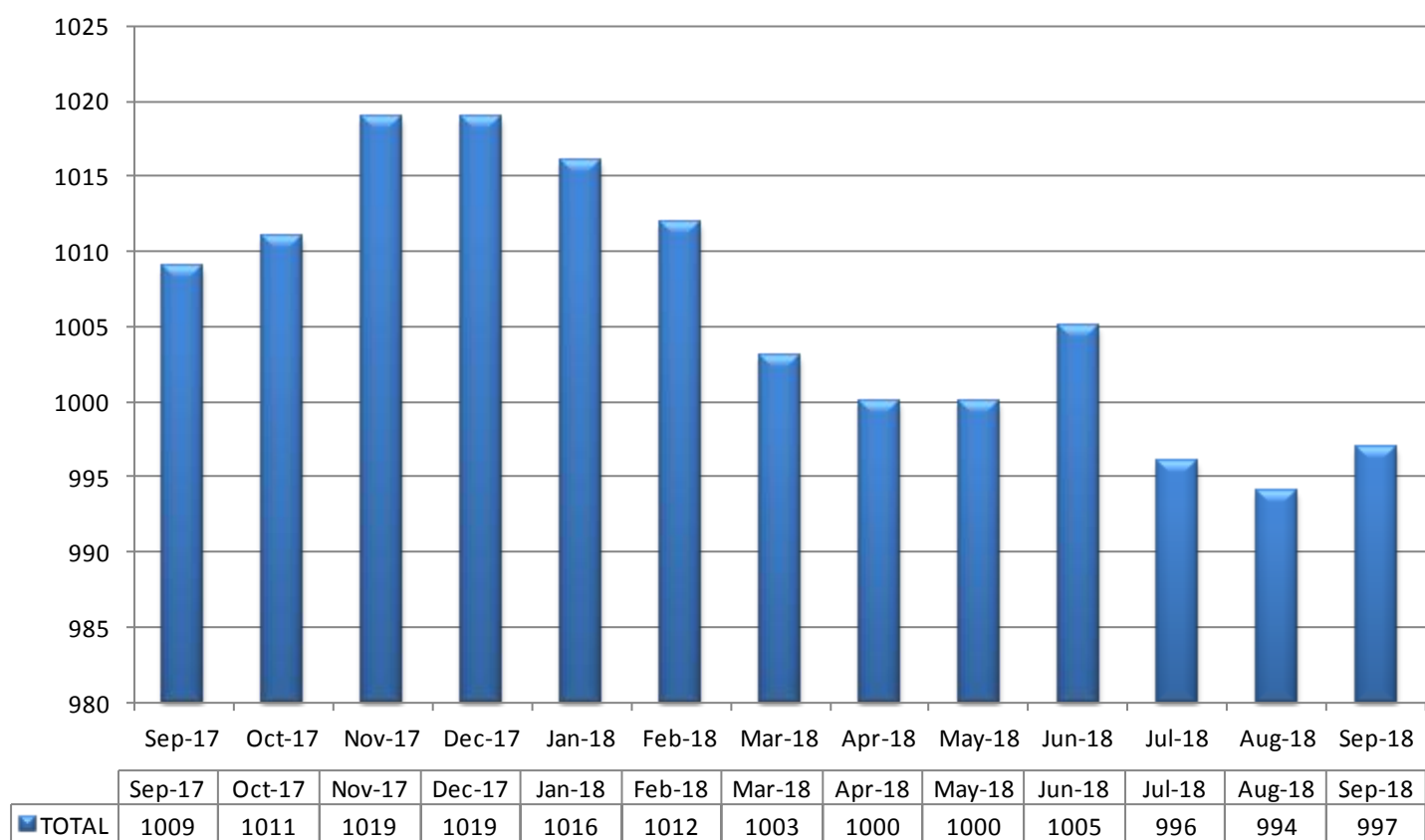
12. Grievance..... 18

13. Bullying & Harassment 18

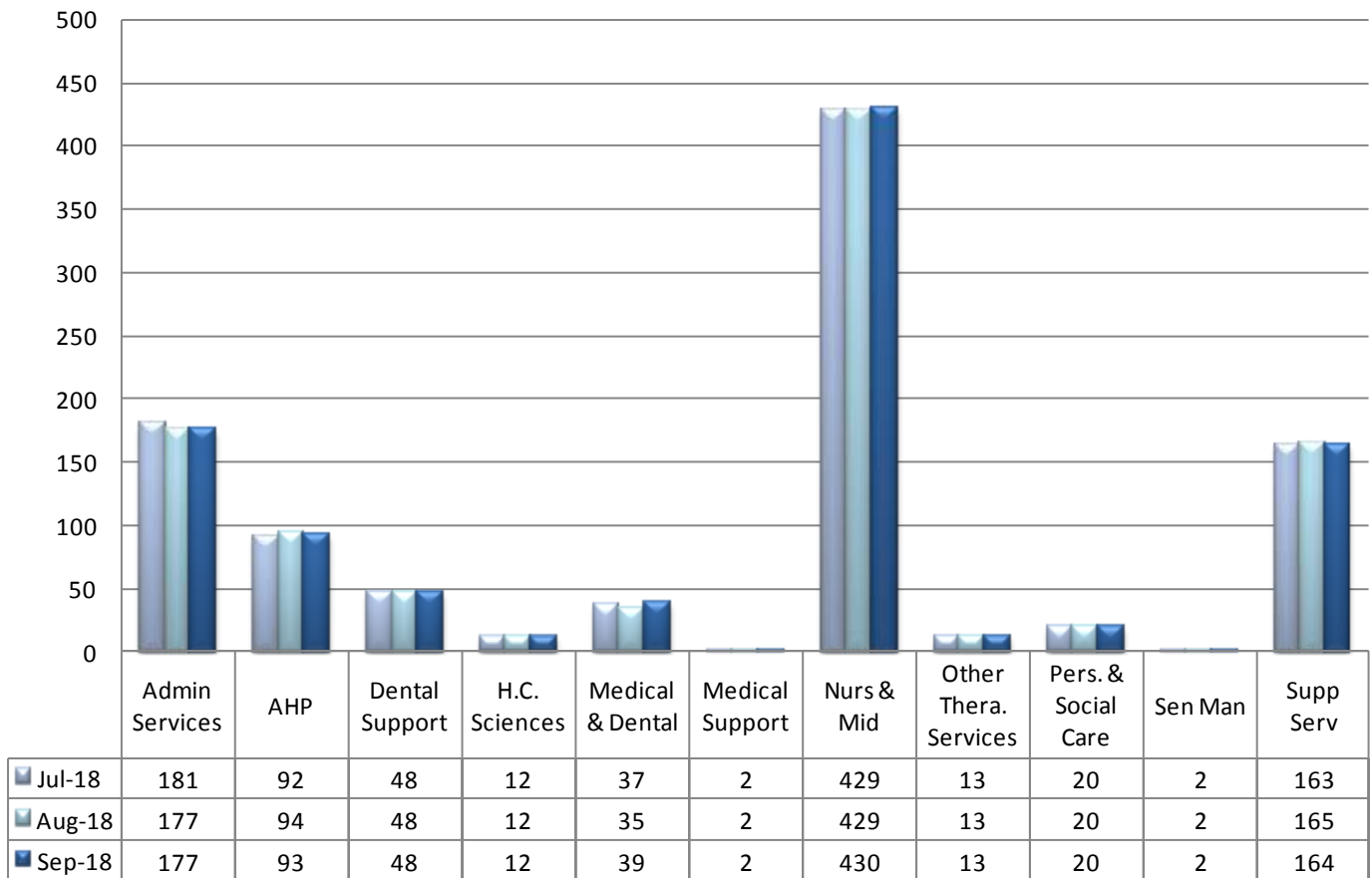
14. Appeals..... 18

1. Headcount

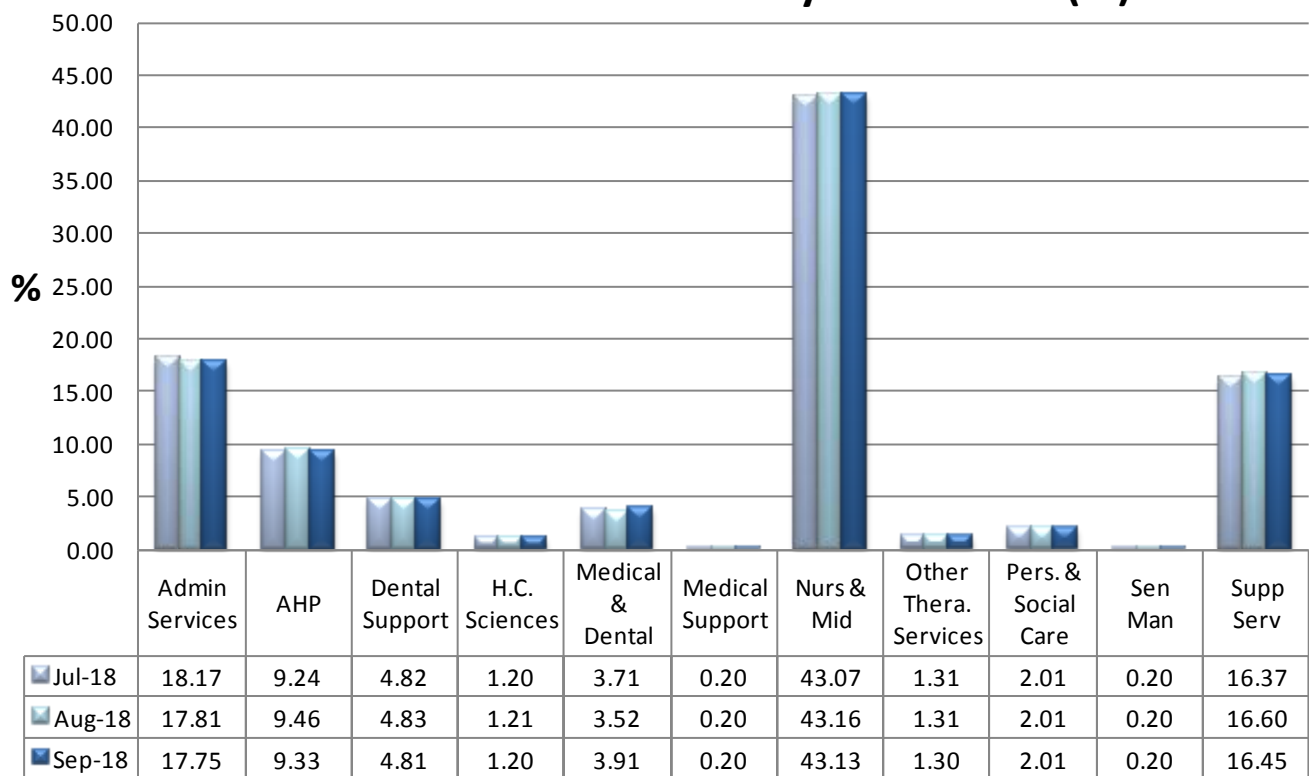
NHS Western Isles Total Headcount



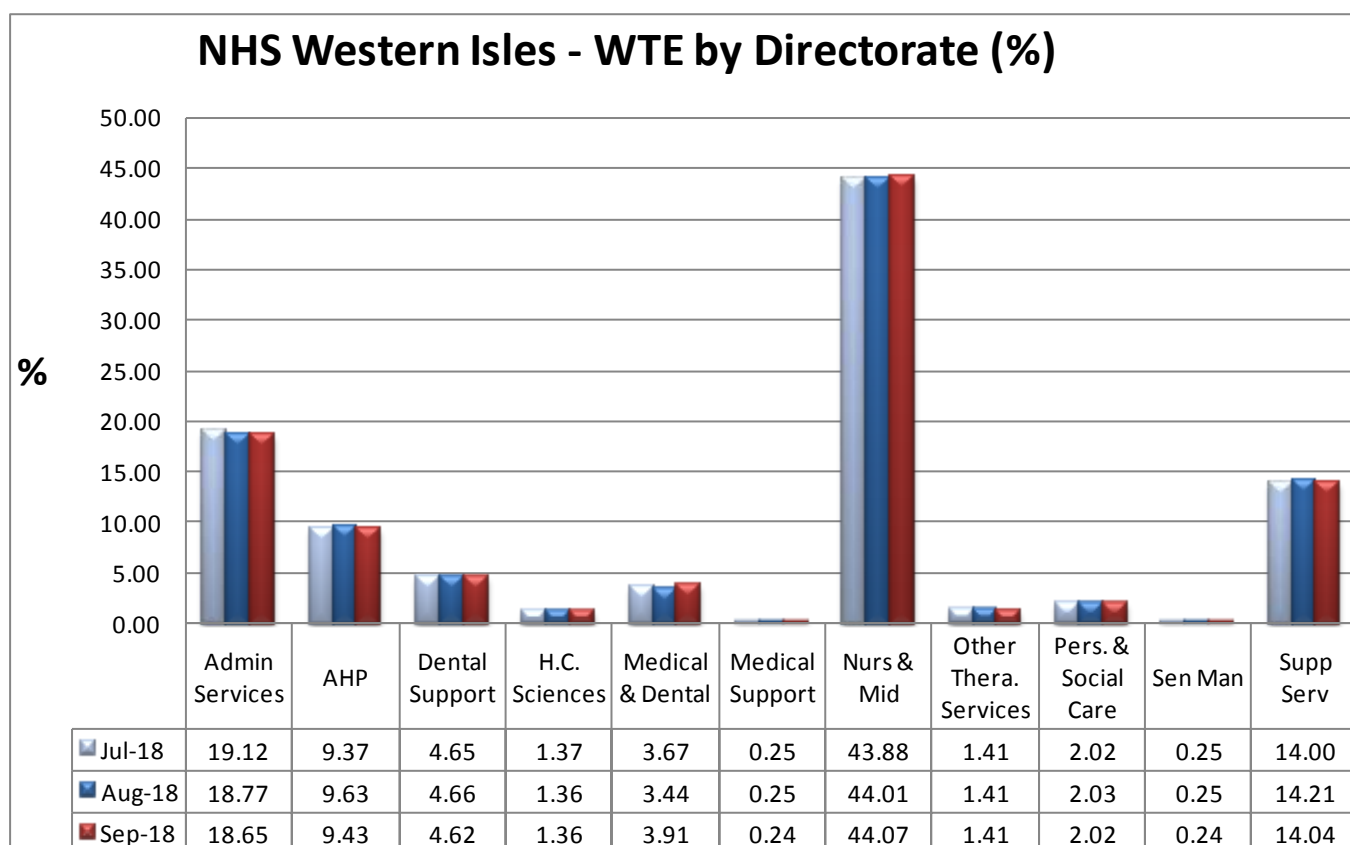
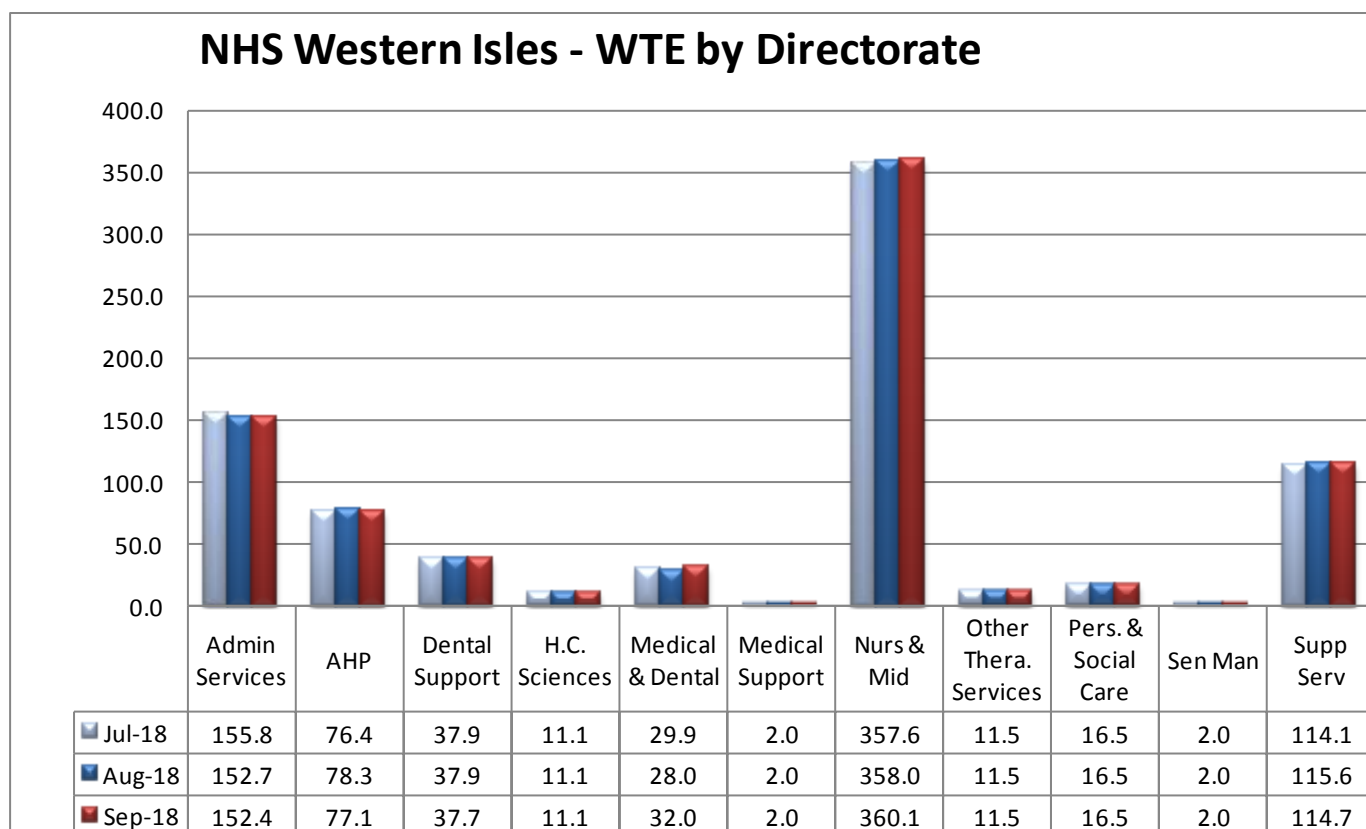
NHS Western Isles - Headcount by Directorate



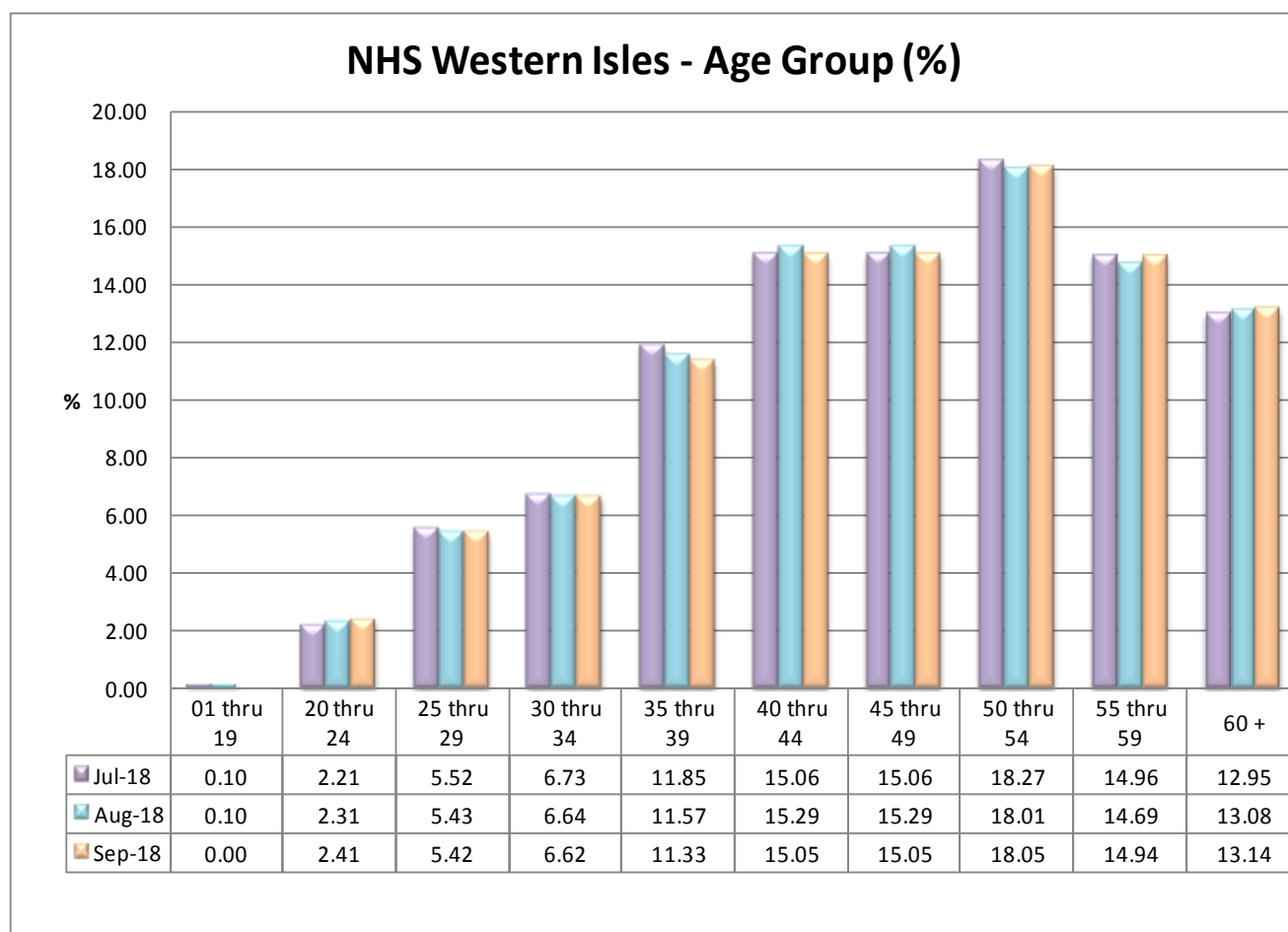
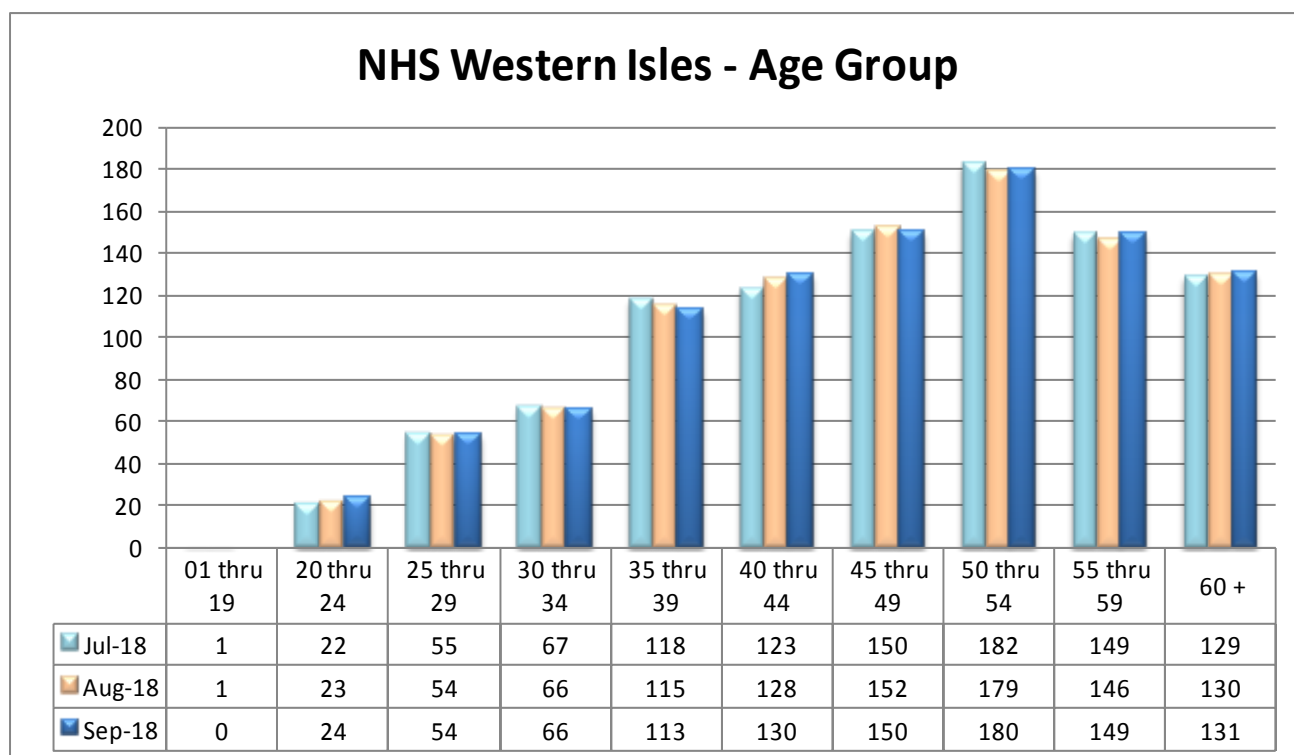
NHS Western Isles - Headcount by Directorate (%)



2. Staff in Post – WTE



3. Staff in Post – Age Group



4. Staff in Post

Staff Group	Staff in Post at Aug 2018	Staff in Post at Sept 2018	Change Since Last Report	Reason for Change
Medical	15.98	18.98	3.00	Starter/Change in Hours
Dental	11.99	12.99	1.00	Starter/Change in Hours
Medical Support	2.00	2.00	0.00	N/A
Dental Support	37.93	37.73	-0.20	Leaver/Change in Hours
Med & Dental Total	67.90	71.70	3.80	
Nursing & Midwifery (Band 1 -4)	77.40	77.20	-0.20	Leaver/Change in Hours
Nursing & Midwifery (Band 5+)	280.58	282.87	2.29	Starter/Change in Hours
Nursing & Midwifery Total	357.98	360.07	2.09	
AHP (Band 1-4)	19.77	19.57	-0.20	Leaver/Change in Hours
AHP (Band 5+)	58.48	57.48	-1.00	Leaver/Change in Hours
AHP Total	78.25	77.05	-1.20	
Other Therapeutic Service	11.50	11.50	0.00	N/A
Personal & Social Care	16.49	16.49	0.00	N/A
Health Science Services	11.14	11.14	0.00	N/A
Support Services	115.55	114.71	-0.84	Leaver/Change in Hours
Admin Services	152.69	152.35	-0.34	Leaver/Change in Hours
Management (Non AFC)	2.00	2.00	0.00	N/A
Other Total	309.37	308.19	-1.18	
TOTAL	813.50	817.01	3.51	

Posts as at 30th September 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	34	7	0	5	0	0	71	0	0	111	0	235
Band 3	38	6	3	0	0	0	27	3	0	29	0	108
Band 4	46	10	34	0	0	0	0	2	0	12	0	103
Sub Total	118	23	37	5	0	0	98	5	0	157	0	443
Band 5	22	12	7	0	0	2	188	2	10	4	0	256
Band 6	23	37	3	0	0	0	96	0	6	2	0	161
Band 7	12	16	1	5	0	0	43	2	3	1	0	83
Band 8a	3	3	0	0	0	0	4	2	0	0	0	11
Band 8b	3	3	0	1	0	0	3	0	1	1	0	15
Band 8c	2	0	0	1	0	0	2	2	0	0	0	7
Sub Total	65	71	11	7	0	2	336	8	20	8	0	528
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	2	3
Sub Total	0	0	0	0	40	0	0	0	0	0	2	42
TOTAL	183	94	48	12	40	2	434	13	20	165	2	1013

5. Recruitment

The following posts were advertised in September 2018

Post Ref	Times Advertised	Post Title	Location	FTC Permanent	WTE	Closing Date
WI2078b	3	Staff Nurse (Theatre)	WIH	Permanent	0.53	04/10/2018
WI2084c	4	Trainee Infection Control Nurse	WIH	Permanent	1.00	04/10/2018
WI2118a	2	Healthy Weight Practitioner (WIH)	WIH	FTC	0.60	02/10/2018
WI2119a	3	Decontamination Production Manager	WIH	Permanent	1.00	25/09/2018
WI2120b	3	Senior Physiotherapist MSK Out-Patients	WIH	Permanent	1.00	01/10/2018
WI2127	2	Risk Systems Co-ordinator	HBO	FTC	0.60	18/09/2018
WI2128	1	Post Diagnostic Support Worker	Health Centre	FTC	0.80	19/10/2018
WI2129	2	Staff Nurse (Erisort)	WIH	FTC	0.53	18/09/2018
WI2131	2	Staff Nurse (Erisort)	WIH	FTC	0.53	18/09/2018
WI2135	1	Screening Systems Officer	Health Centre	Permanent	0.53	20/09/2018
WI2136	1	Catering Assistant	WIH	Permanent	0.53	18/09/2018
WI2137	1	Storekeeper/Catering Assistant	WIH	Permanent	0.60	18/09/2018
WI2139	1	Catering Assistant (OUAB)	OUAB	Permanent	0.63	04/10/2018
WI2140	1	Relief Domestic Assistant	Community	Permanent	0.01	13/09/2018
WI2141	1	Relief Domestic Assistant	Community	Permanent	0.01	13/09/2018
WI2142	1	Theatre Manager	WIH	Permanent	1.00	04/10/2018
WI2143	1	ANP in Resuscitation and Clinical Risk	WIH	Permanent	1.00	05/10/2018
WI2145a	2	Integrated Midwife (Barra)	St Brendan's	Permanent	0.27	05/10/2018
WI2146	1	Community Psychiatric Nurse (Barra)	St Brendan's	Permanent	0.80	05/10/2018
WI2152	1	Consultant Obs & Gynae	WIH	Permanent	1.00	09/10/2018
		TOTAL			12.98	

The following appointments have been made in September 2018

Post Ref	Post Title	Location	FTC/Perm	WTE
WI2072a	Clinical Support Technician X2	OUAB	Permanent	0.73
WI2084a	Trainee Infection Control Nurse X1	WIH	Permanent	1.00
WI2098	Programme Manager (Urgent and Emergen	WIH	FTC	1.00
WI2105	Porter	WIH	Permanent	1.00
WI2107	Health Protection/Screening Nurse Specialis	WIH	FTC	1.00
WI2130	Specialist Radiographer	WIH	Permanent	1.00
		TOTAL		5.73

There were no posts recorded as being 'not appointed to' in September 2018

Fixed Term Contract in September 2018

Job Family	Number of Contracts	WTE	Ending within 2 Months	Reason	Number
Admin Services	20	15.40	3	Redeployment	0
				Cover Secondment	0
				Fixed Term Funding	16
				Cover Maternity Leave	2
				Cover Acting Post	0
				Organisational Change	2
				Cover FTC	0
Allied Health Profession	7	5.13	0	Cover Maternity Leave	0
				Cover Acting Post	0
				Fixed Term Funding	6
				Service Requirements	1
Dental Support	1	0.79	0	Cover Vacant Post	1
Medical and Dental	5	4.53	0	Fixed Term Funding	4
				Cover Vacant Post	0
				Locum Cover	1
Nursing & Midwifery	13	11.60	1	Fixed Term Funding	12
				Cover Secondment	0
				Cover Maternity Leave	0
				Organisational Change	0
				Development Post	0
				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	1.00	0	Cover Maternity Leave	0
				Fixed Term Funding	1
TOTAL	50	40.14			50

Secondments in September 2018

Job Family	Reason	WTE	Start Date	End Date
Admin Services	Fixed Term Funding	1.00	16/01/17	30/01/19
Admin Services	Secondment cover	1.00	31/01/17	31/01/19
Admin Services	Secondment	1.00	01/08/17	01/10/18
Admin Services	Secondment	1.00	01/08/17	31/07/20
Admin Services	Secondment	1.00	29/01/18	31/01/20
Nursing & Midwifery	Secondment	0.26	01/06/17	30/11/18
Nursing & Midwifery	Secondment	1.00	25/09/17	31/03/19
Nursing & Midwifery	Secondment	1.00	28/05/18	26/05/19
	TOTAL	7.26		

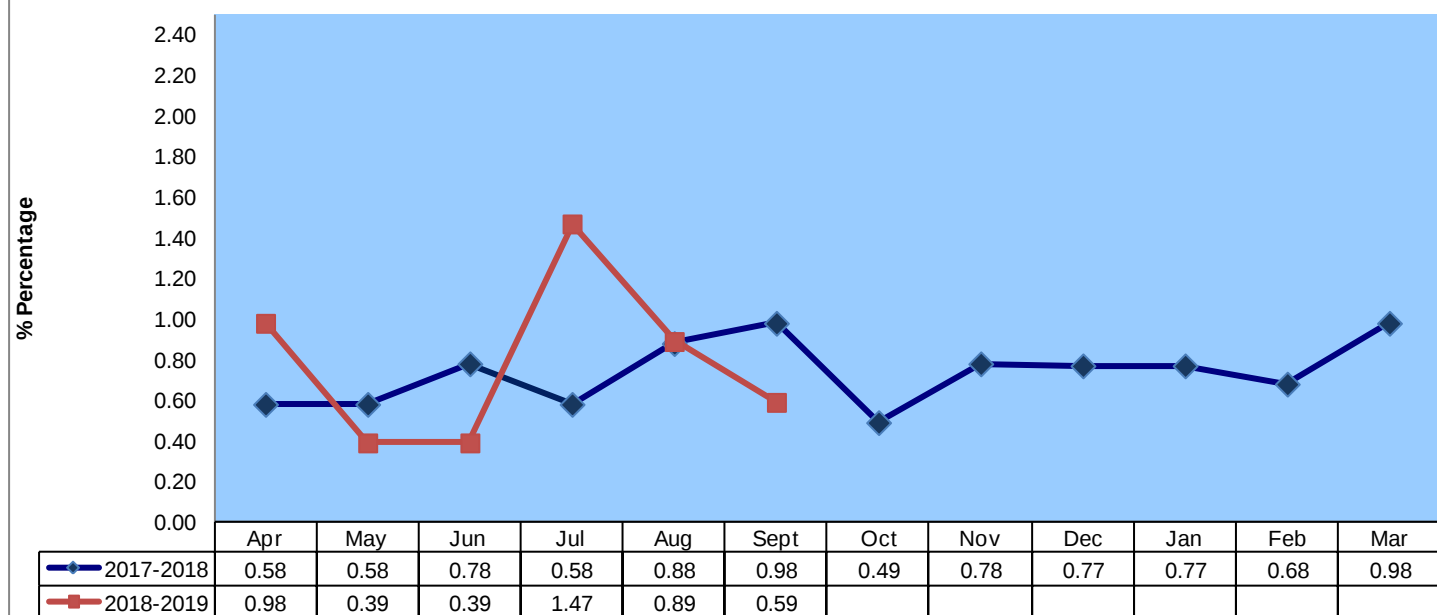
Acting Posts in September 2018

Job Family	Reason	WTE	Start Date	End Date
Admin Services	Cover Vacant Post	0.40	19/09/16	30/11/18
Admin Services	Cover Secondment	1.00	19/10/16	13/03/19
Admin Services	Acting Maty Cover	0.60	01/12/17	14/10/18
Allied Health Professions	Cover Vacant Post	1.00	01/11/15	31/12/19
Health Sciences	Acting up cover	1.00	20/11/17	31/10/18
Health Sciences	Acting up cover	1.00	20/11/17	31/10/18
Nursing & Midwifery	Acting	0.60	21/05/18	02/12/18
Nursing & Midwifery	Acting	0.40	02/04/18	02/12/18
Nursing & Midwifery	Acting	1.00	06/08/2018	05/08/19
TOTAL		7.00		

6. Turnover

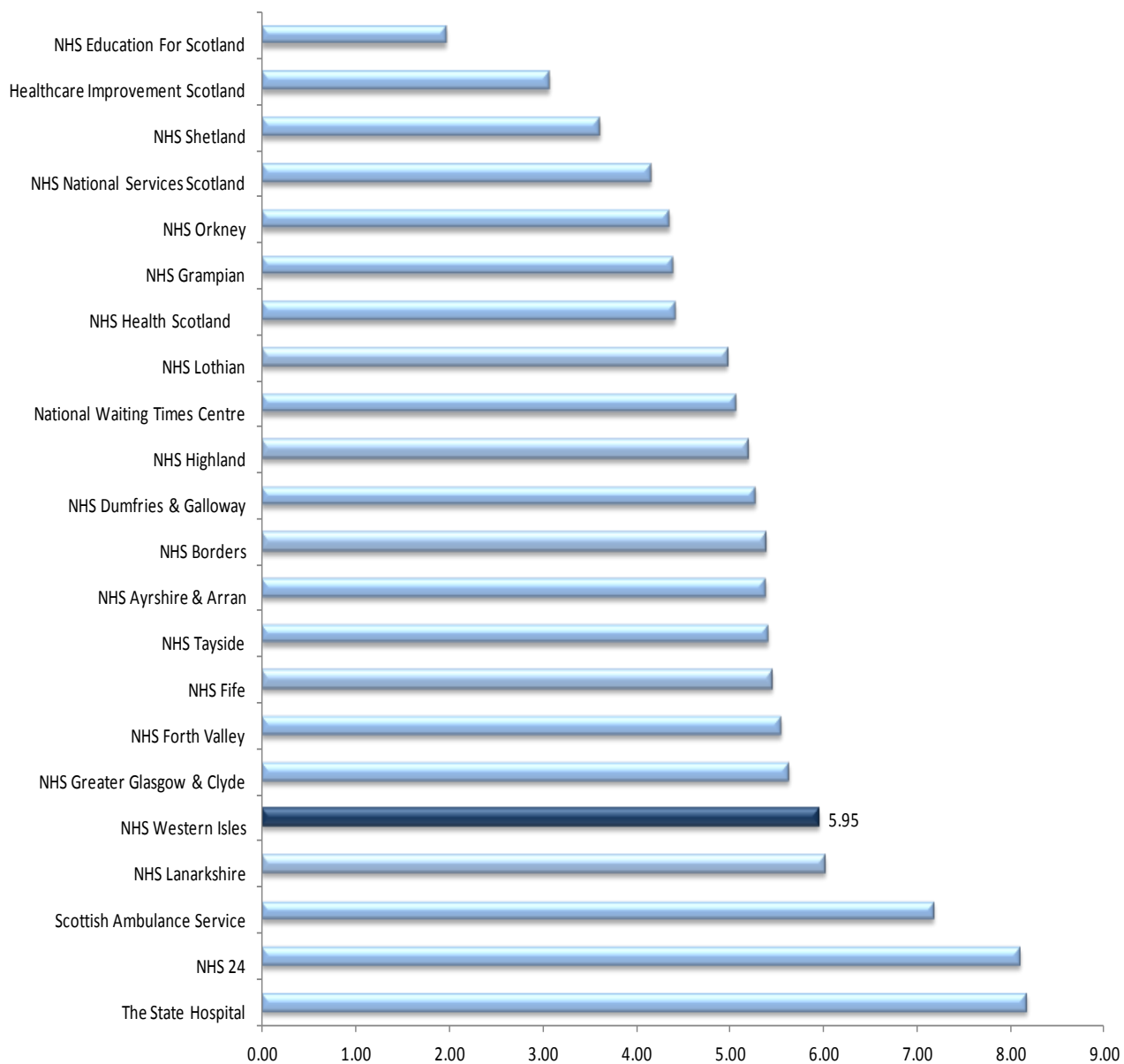
The annual turnover October 2017 - September 2018 is **10.51%**. The monthly turnover for September 2018 is **0.59%**.

Monthly Turnover April 2018 - March 2019

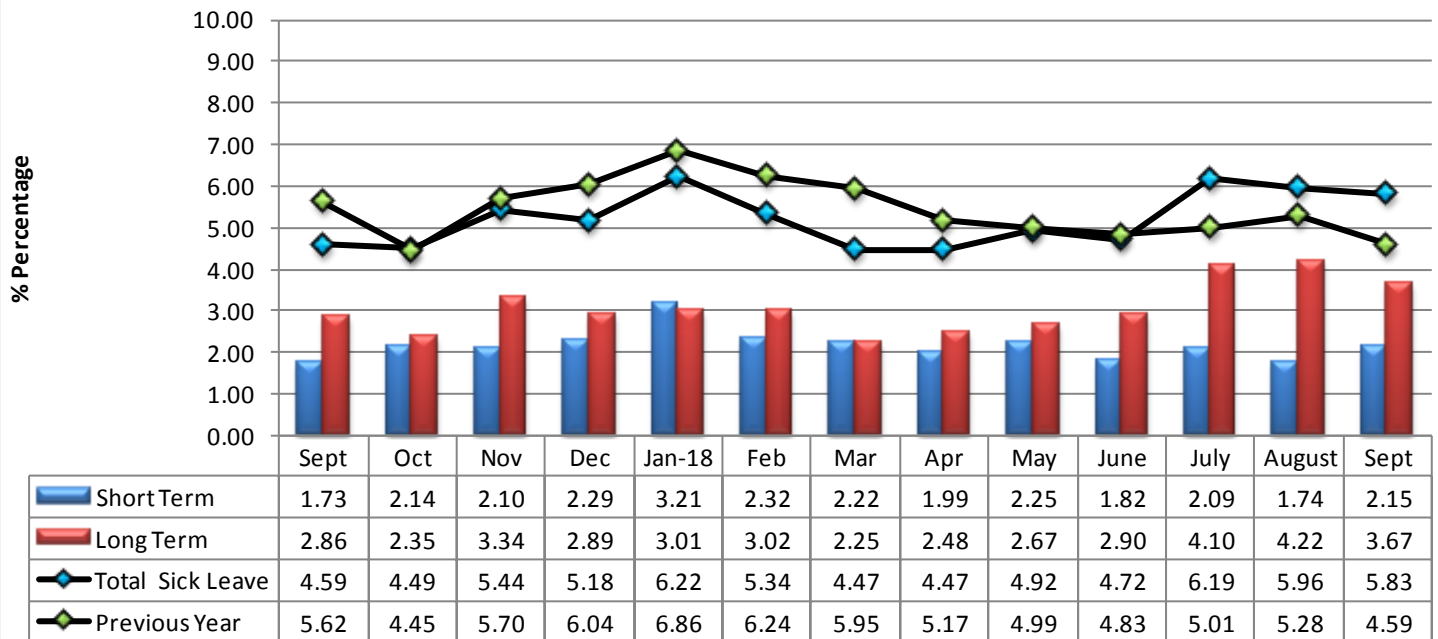


7. Sickness Absence Rates

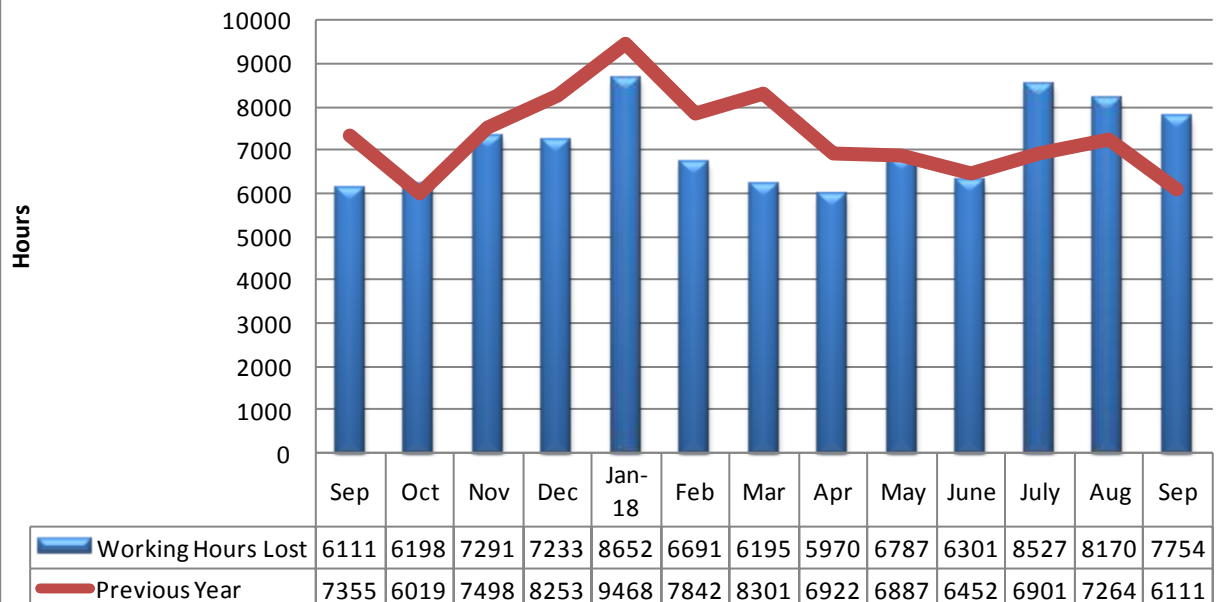
National NHS Sickness Rate - August 2018



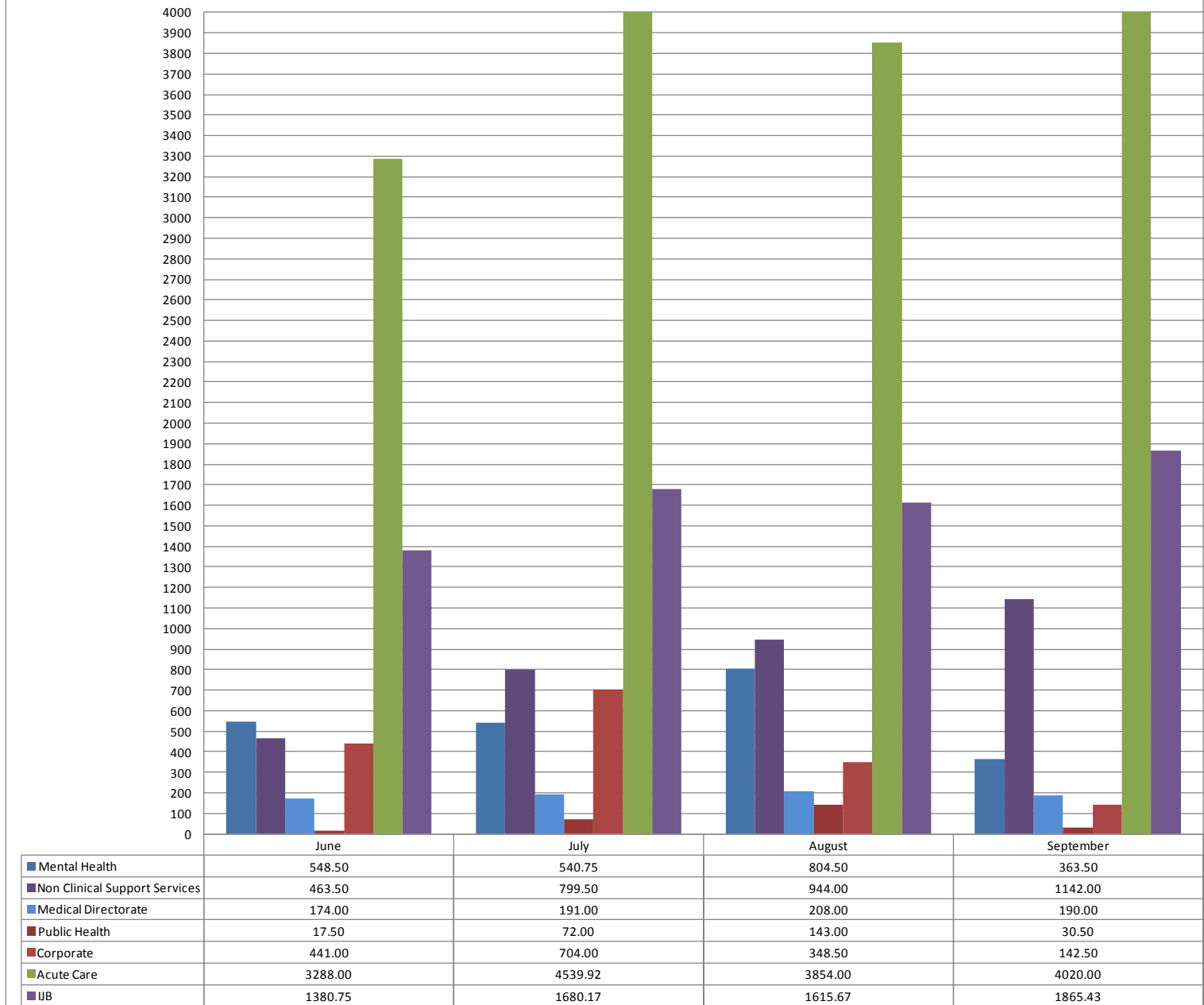
WIHB Sickness Absence



Working Hrs Lost Due to Sickness per Month

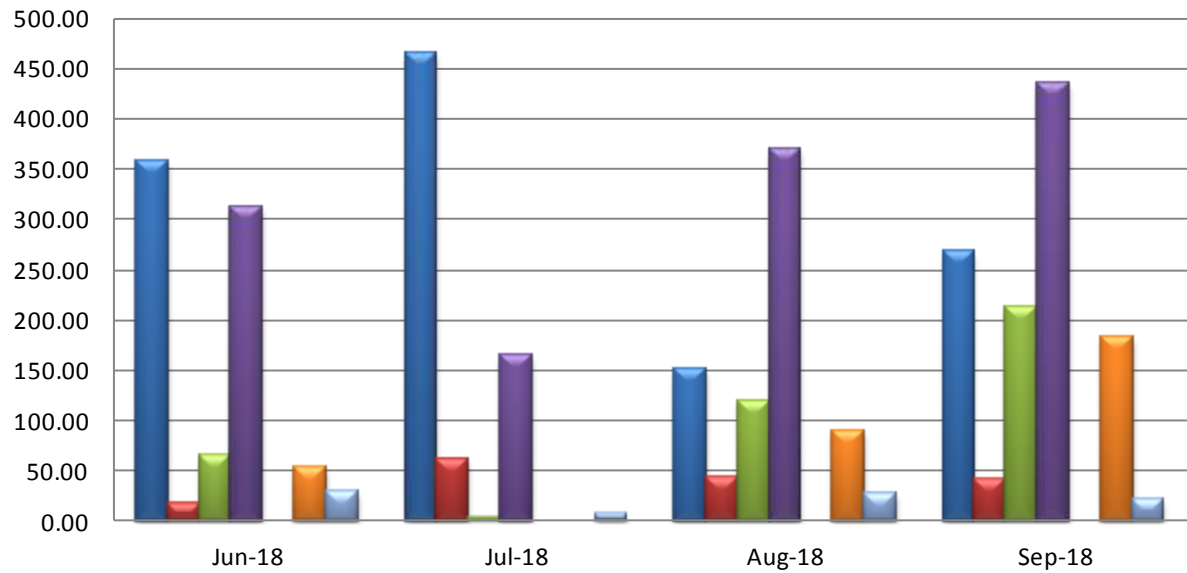


NHS Western Isles Sickness Absence Hours



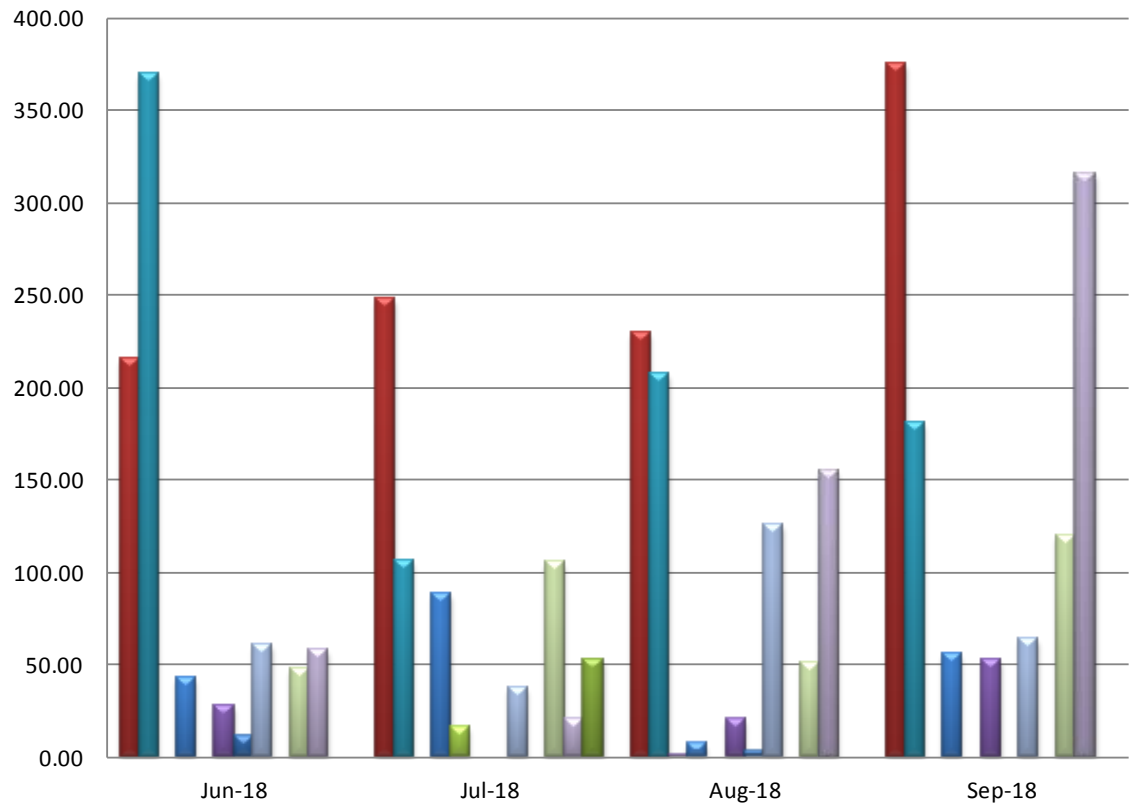
8. Special Leave

Special Leave By Hours



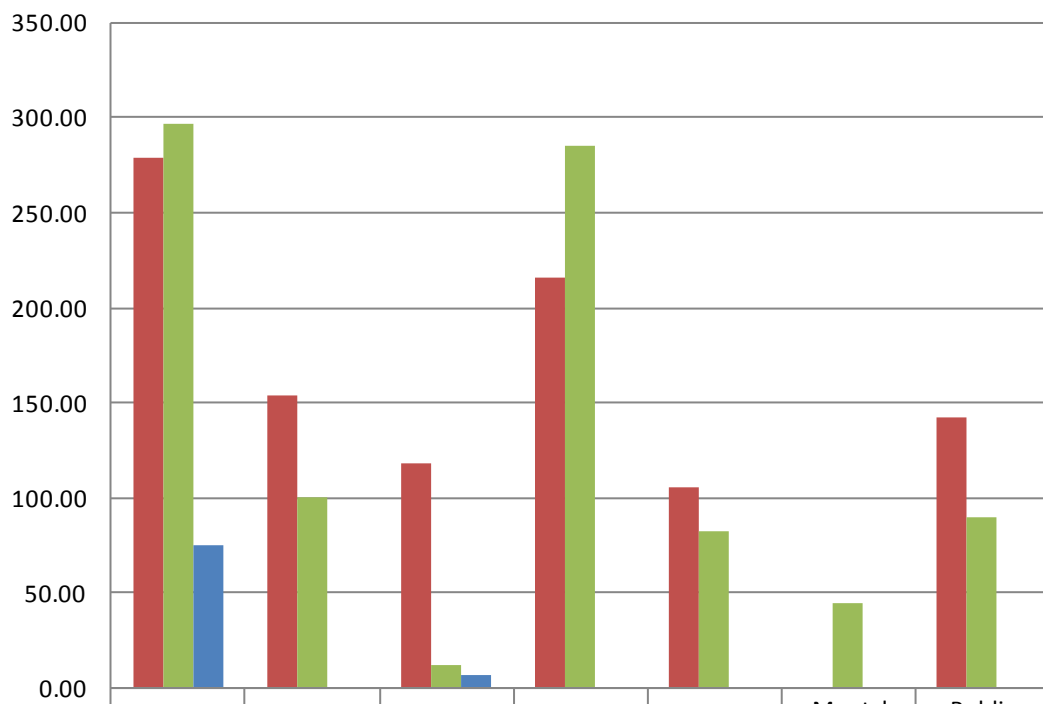
	Jun-18	Jul-18	Aug-18	Sep-18
IJB	357.00	465.17	151.50	267.50
Corporate	17.50	61.50	43.25	42.00
NCSS	64.50	3.50	118.50	212.00
Acute Care	311.25	164.25	369.00	435.59
Medical	0.00	0.00	0.00	0.00
Mental Health	52.50	0.00	90.00	182.50
Public Health	30.00	7.50	27.25	22.50

WIHB Special Leave Breakdown by Type



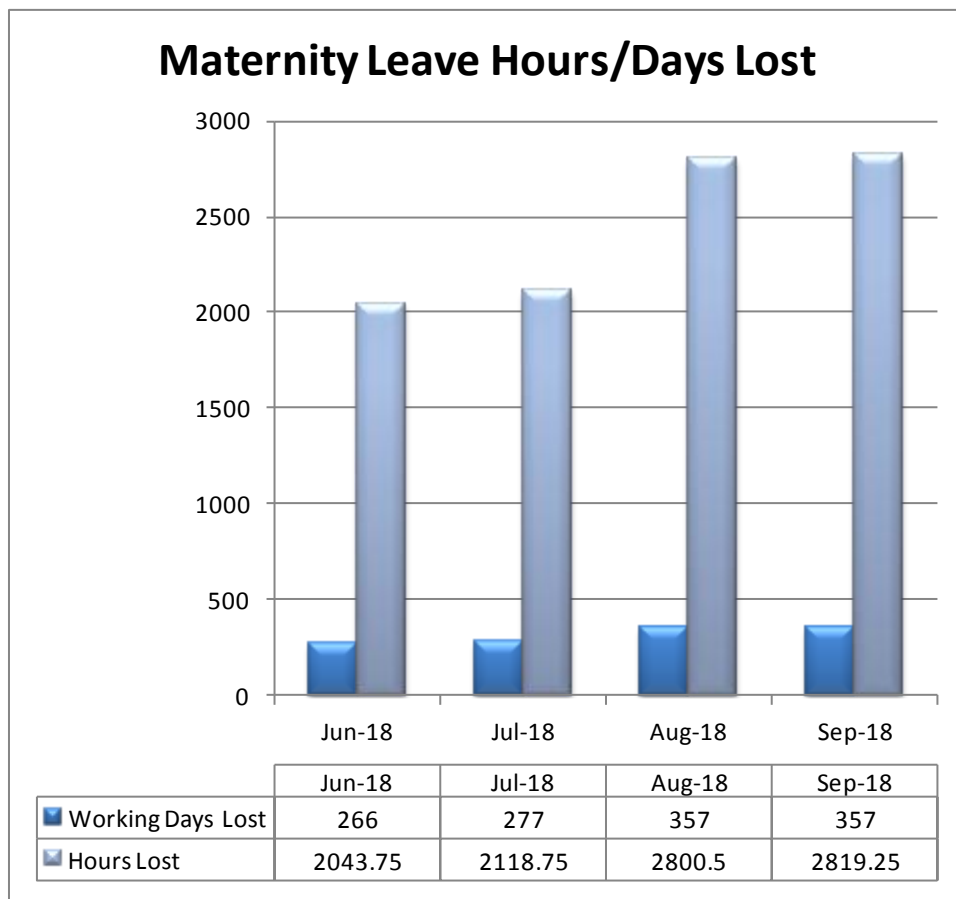
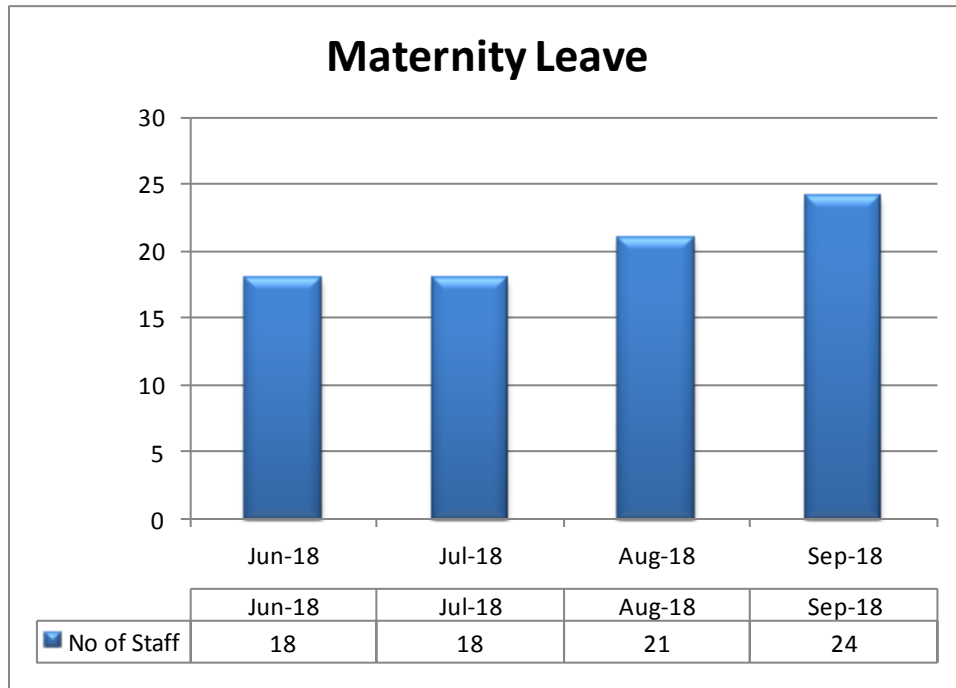
	Jun-18	Jul-18	Aug-18	Sep-18
Bereavement	215.00	247.50	229.50	375.00
Carer	370.00	105.75	207.25	181.00
Childrens Panel	0.00	0.00	1.50	0.00
Compassionate	42.50	87.50	7.50	56.00
Emergency / Domestic Issues	0.00	16.00	0.00	0.00
Escort	27.50	0.00	20.00	52.17
Interview	11.50	0.00	3.00	0.00
Medical or Dental Appointment	60.25	37.67	125.50	63.83
Other Special	0.00	0.00	0.00	0.00
Phased Retiral	48.00	105.00	50.50	119.00
Phased Return	58.00	20.00	154.75	315.09
Unknown/Not Applicable	0.00	52.50	0.00	0.00

Paid Parental Leave By Hours



Jul-18	279.25	153.30	118.00	215.50	105.00	0.00	142.50
Aug-18	297.00	100.50	12.00	285.00	82.50	44.00	90.00
Sep-18	75.00	0.00	6.50	0.00	0.00	0.00	0.00

9. Maternity Leave



10. Redeployment

Number on Organisational Change Register September 2018	Number on register working notice on fixed term contract in September 2018	Number on Occupational Health/Capability Register in September 2018	Number redeployed within financial year 2018 - 2019
0	2	1	4

11. Disciplinary

There are currently <3 cases

12. Grievance

There are currently <3 cases

13. Bullying & Harassment

There are currently 4 cases

14. Appeals

There are currently <3 cases

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