



Workforce Monitoring

1st April 2007 – 31st March 2008

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Staff in post

As at 31 March 2008

(Numbers less than 5 have been suppressed in the interests of confidentiality)

Information presented within these tables is based on self-reporting by NHS QIS staff. Submission of the information is optional and those staff who opted not to provide the information are represented as 'Declined to Comment'

NHS QIS - Staff by Ethnicity	As at 01 April 2007	As at 31 March 2008
African	<5	<5
Any mixed background	<5	<5
Declined	15	14
Indian	<5	<5
Other Asian	<5	<5
Other White	10	10
Pakistani	Nil	<5
White British	40	44
White Irish	6	7
White Scottish	140	150

Staff by Religious Group	As at 01 April 2007	As at 31 March 2008
Christian - other	18	27
Church of Scotland	46	50
Declined	42	41
Hindu	<5	<5
Muslim	Nil	<5
No religion	85	86
Other	<5	<5
Roman Catholic	26	26
Sikh	<5	<5

Staff by Sexual Orientation	As at 01 April 2007	As at 31 March 2008
Bisexual	<5	<5
Declined	48	45
Gay	<5	<5
Heterosexual	170	184
Lesbian	<5	<5

Staff by Disability Status	As at 01 April 2007	As at 31 March 2008
Yes	<5	5
No	199	207
Declined	21	26

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Staff by Transgender Status	As at 01 April 2007	As at 31 March 2008
Yes	0	0
No	216	229
Declined	7	8

Staff by Gender	As at 01 April 2007	As at 31 March 2008
Female	174	183
Male	49	54

Staff by Work Pattern	As at 01 April 2007	As at 31 March 2008
Full-time	192	207
Part-time	31	30

Recruitment All Applicants

1 April 2007 – 31 March 2008

(Numbers less than 5 have been suppressed in the interests of confidentiality)

Information presented within these tables is based on self-reporting by NHS QIS staff. Submission of the information is optional and those staff that opted not to provide the information are represented as 'Unknown'

Applications by Ethnicity	Totals
Any Mixed Background	<5
Any other ethnic background	<5
Asian Bangladeshi	<5
Asian Chinese	<5
Asian other	6
Asian Indian	41
Asian Pakistani	15
Black African	33
Other White	68
Prefer not to say	7
Unknown	11
White British	149
White Irish	15
White Scottish	630

Applications by Religion	Totals
Buddhist	<5
Church of England	<5
Church of Scotland	221
Hindu	25
Jewish	<5
Muslim	23
No Religion	336
Christian Other	94
Other Religion	8
Prefer not to say	84
Roman Catholic	147
Sikh	<5
Unknown	38

Applications by Sexual Orientation	Totals
Bisexual	13
Gay	17
Heterosexual	845
Other	<5
Lesbian	<5
Unknown	49
Prefer not to say	58

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Applications by Age Group	Totals
16 - 25	186
26 - 35	384
36 - 45	213
46 - 55	143
56 - 65	29
65+	5
Unknown	28

Applications by Gender	Totals
Male	295
Female	693

Applications by Disability	Totals
Yes	17
No	934
Unknown	37

Percentage of Applications by Ethnicity	Totals
White ¹	87.25%
Black ²	3.34%
Asian, Asian Scottish, Asian British ³	6.88%
Other ethnic background	0.40%
Any mixed background	0.31%
Not Known ⁴	1.11%
Prefer not to say	0.71%

1. Comprises White Scottish, White British, White Irish and Other White background.
2. Comprises Black, Black Scottish, Black British, Caribbean, African & Other Black.
3. Comprises Asian, Asian Scottish, Asian British, Indian, Pakistani, Bangladeshi, Chinese & Other Asian.
4. Information presented within this table is based on self-reporting by all applicants. Submission of the information is optional and those applicants who did not respond are counted as 'Not Known'.

Leaver Information

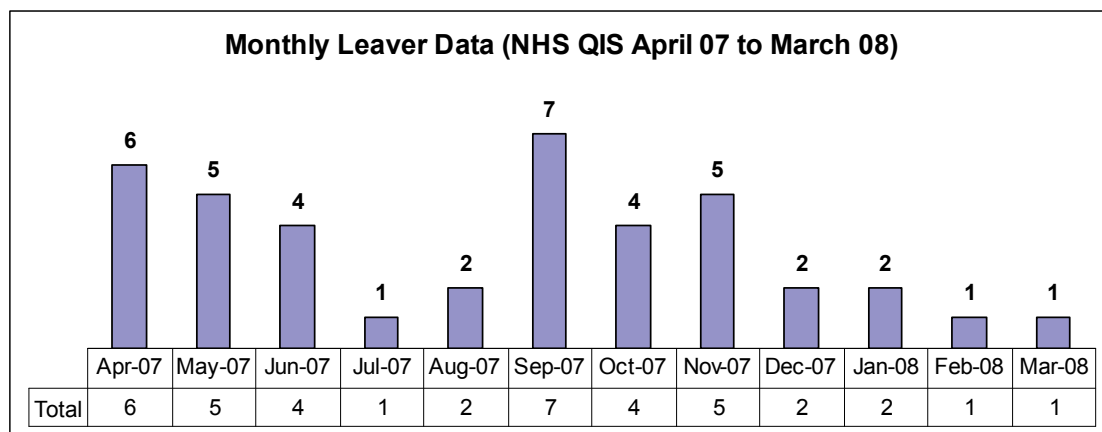
1 April 2007 – 31 March 2008

(Numbers less than 5 have been suppressed in the interests of confidentiality)

Leavers by Ethnicity	
Any mixed background	<5
Declined	<5
Not Known	<5
Other White	<5
White British	<5
White Irish	<5
White Scottish	24

Sexual Orientation	
Declined	7
Gay	<5
Heterosexual	32

Religious Group	
Christian Other	<5
Church of Scotland	9
Declined	9
No religion	15
Roman Catholic	6



Staff Who Received Training

As at 31 March 2008

(Numbers less than 5 have been suppressed for confidentiality)

Information presented within these tables is based on self-reporting b NHS QIS staff. Submission of the information is optional and those staff that opted not to provide the information are represented as 'Declined to Comment'

196 members of staff received training between 1 April 2007 and 31 March 2008. During this period staff accessed a total of 155 different learning and development programmes. The duration of the training took a total of 3727.05 hours.

NHS QIS Staff by Ethnicity		Male	Female	All
African	Number	<5	<5	<5
	Hours	33.5	49.5	83
Any Mixed Background	Number	Nil	<5	<5
	Hours	Nil	16	16
Declined	Number	<5	9	11
	Hours	66	72.5	138.5
Indian	Number	<5	<5	<5
	Hours	79.5	37	116.5
Other Asian	Number	<5	<5	<5
	Hours	30.5	17	47.5
Other White	Number	<5	10	13
	Hours	73	322	390.5
Pakistani	Number	Nil	<5	<5
	Hours	Nil	10.5	10.5
White British	Number	8	25	33
	Hours	117.5	639.35	756.85
White Irish	Number	Nil	<5	<5
	Hours	Nil	30.5	30.5
White Scottish	Number	28	96	124
	Hours	244	1893.2	2137.2

NHS QIS Staff by Religious Group		Male	Female	All
Christian - other	Number	<5	18	21
	Hours	52	202.6	254.6
Church of Scotland	Number	<5	33	38
	Hours	46	808	854
Declined	Number	8	25	33
	Hours	164.5	428.5	593
Hindu	Number	Nil	<5	<5
	Hours	Nil	33	33
Muslim	Number	Nil	<5	<5
	Hours	Nil	10.5	10.5
No Religion	Number	25	49	74
	Hours	345.5	1109.2	1454.7

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Other	Number	<5	<5	<5
	Hours	7	58	65
Roman Catholic	Number	<5	21	23
	Hours	25.5	433.25	458.75
Sikh	Number	<5	Nil	<5
	Hours	3.5	Nil	3.5

NHS QIS Staff by Sexual Orientation		Male	Female	All
Bisexual	Number	Nil	<5	<5
	Hours	Nil	113.5	113.5
Declined	Number	7	29	36
	Hours	117.5	404	521.5
Gay	Number	<5	N/A	<5
	Hours	97	N/A	97
Heterosexual	Number	34	119	153
	Hours	429.5	2557.55	2987.05
Lesbian	Number	N/A	<5	<5
	Hours	N/A	8	8

NHS QIS Staff by Disability Status		Male	Female	All
Yes	Number	<5	<5	<5
	Hours	13.5	176.5	190
No	Number	40	132	172
	Hours	561	2685.55	3247.05
Declined	Number	<5	16	19
	Hours	69	221	290

NHS QIS Staff by Transgender Status		Male	Female	All
Yes	Number	Nil	Nil	Nil
	Hours	Nil	Nil	Nil
No	Number	44	145	189
	Hours	580.5	3020.55	3601.05
Declined	Number	<5	6	7
	Hours	63.5	62.5	126

NHS QIS Staff by Gender		
Male	Number	45
	Hours	644
Female	Number	151
	Hours	3083.5

NHS QIS by Work Pattern		Male	Female	All
Full-time	Number	46	128	173
	Hours	644	2601.85	3245.85
Part-time	Number	Nil	25	25
	Hours	Nil	481.2	481.2

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NHS QIS by Pay Band		Male	Female	All
A&C 6	Number	<5	Nil	<5
	Hours	2.5	Nil	2.5
A&C 7	Number	<5	<5	<5
	Hours	7.5	32.5	41
A&C 8	Number	Nil	<5	<5
	Hours	Nil	79	79
A&C 9	Number	<5	Nil	<5
	Hours	30.5	Nil	30.5
AA3.6	Number	<5	Nil	<5
	Hours	63.5	Nil	63.5
Band 2	Number	<5	<5	6
	Hours	5	40.5	45.5
Band 3	Number	<5	17	19
	Hours	19.5	178.5	198
Band 4	Number	<5	24	26
	Hours	12.5	400.5	413
Band 5	Number	14	38	52
	Hours	179	138.25	817.25
Band 6	Number	11	42	53
	Hours	128	1096.2	1224.2
Band 7	Number	<5	9	<13
	Hours	122	241.6	363.6
Band 8a	Number	<5	<5	7
	Hours	47	163	210
Band 8b	Number	<5	<5	6
	Hours	21	44.5	65.5
Band 8c	Number	Nil	<5	<5
	Hours	Nil	143	143
Band 8d	Number	Nil	<5	<5
	Hours	Nil	21	21
Consultant Grade	Number	<5	Nil	<5
	Hours	3.5	Nil	3.5
Executive Grade B	Number	Nil	<5	<5
	Hours	Nil	3.5	3.5
Executive Grade C	Number	Nil	<5	<5
	Hours	Nil	2.5	2.5

NHS QIS Staff by Marital Status		Male	Female	All
Divorced	Number	Nil	9	9
	Hours	Nil	95.5	95.5
Married	Number	24	75	99
	Hours	329.5	1654.35	1983.85
Declined	Number	<5	11	13
	Hours	76	353.5	429.5
Single	Number	19	56	75
	Hours	238.5	979.7	1218.5

NHS QIS Staff by Age		Male	Female	All
16 - 25	Number	<5	11	13
	Hours	5	86.5	91.5
26 - 35	Number	13	53	66
	Hours	227	1307.7	1534.7
36 - 45	Number	15	45	60
	Hours	237	779.25	1016.25
46 - 55	Number	10	29	39
	Hours	99.5	755.6	854.6
56 - 65	Number	<5	13	17
	Hours	72.5	154	226.5
66 +	Number	<5	Nil	<5
	Hours	3	Nil	3

Staff Applying for Training

A system for recording applications for internal learning and development programmes has been incorporated into the new intranet system. The system requires staff to apply for places on learning and development programmes through the intranet. The application will require the manager to approve or reject the application prior to the place being confirmed. This system will enable us to monitor who has applied for a programme, who has been accepted for a programme and who has been rejected. The new intranet is due to be launched in the near future. Monitoring will begin as soon as this is in place and will be included in the reporting for April 2008 – March 2009.

Staff who Benefit or Suffer Detriment as a Result of the Performance Assessment Process

NHS Quality Improvement Scotland is in the process of implementing a revised Performance and Development Review process which covers the majority of staff. This process incorporates the NHS Knowledge and Skills Framework. The focus is on ensuring that all staff have clear work objectives and a personal development plan that is aligned to meeting the knowledge and skills needed for their post and to achieve their potential. The review system does not include a performance related pay element and does not involve a performance score or rating. The system does not determine automatic promotion or career advancement.

Once the system is fully implemented, monitoring will be carried out to check that all staff groups have equality of access to performance and development reviews and that personal development plans are in place.

A formal appraisal system in relation to performance-related pay is in place for Executive Directors and Senior Managers. Due to the small size of this group, we are unable to provide detail on the breakdown of the group by category since

this would identify individuals. Given the size of the group we do not believe that it would provide meaningful data for analysis and interpretation, or provide a robust basis on which to suggest proposals for any reform to the system.

Disciplinaries, Grievances & Bullying/Harassment

A formal process in relation to the recording and handling of disciplinary, grievance issues and claims of bullying & harassment has been developed by the Human Resources Department. However, due to the relatively small number of reported cases, we are unable to provide detail on the breakdown of the group by category since this could potentially identify individuals.

The organisation has had a total of five (5) reported incidents during the period of this report all of which were resolved successfully utilising the organisations Grievance and Bullying and Harassment policies.

Given the relatively small numbers involved we do not believe that it would provide meaningful data for analysis and interpretation, or provide a robust basis on which to suggest proposals for any reform to the system.