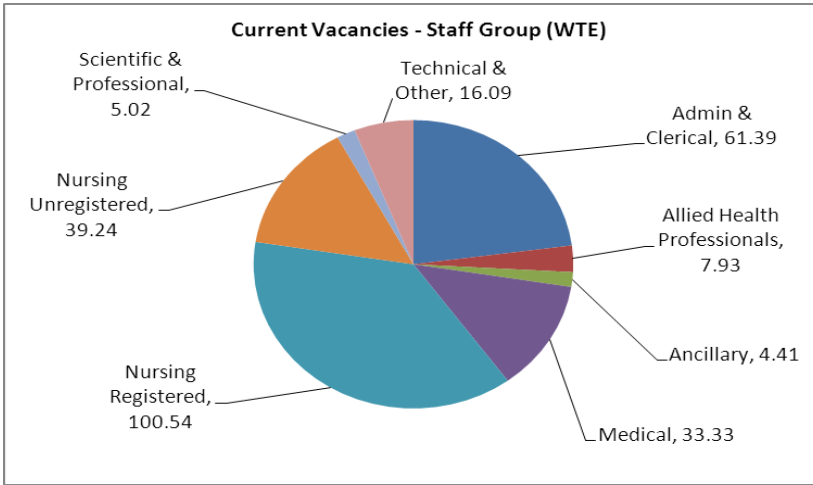


Workforce Performance Indicators – Data for February 2014

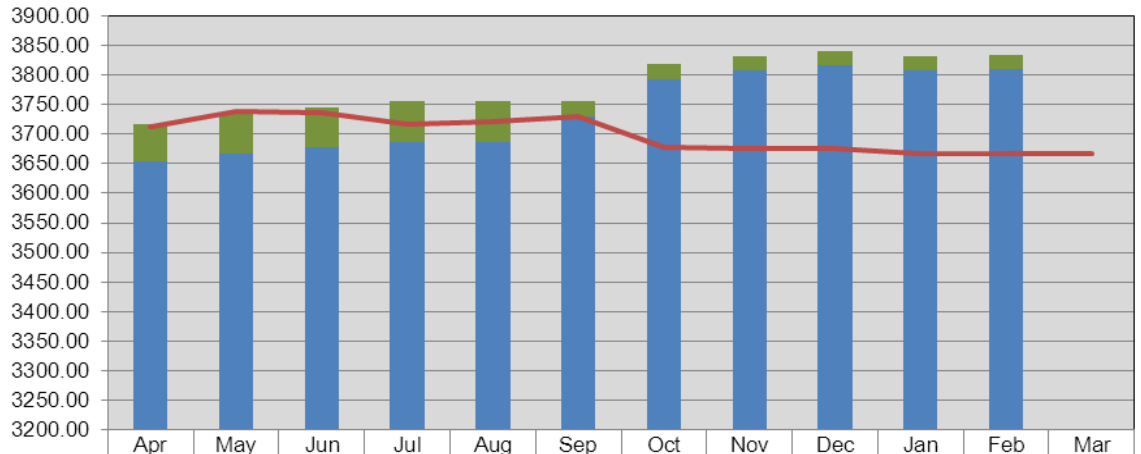
1.0 Staff Numbers – Source – Finance Integra System



Vacancy rates against budgeted establishment)	%
Admin & Clerical	6.79%
Allied Health Professionals	4.13%
Ancillary	10.90%
Medical	7.59%
Nursing Registered	7.96%
Nursing Unregistered	6.56%
Scientific & Professional	2.54%
Technical & Other	7.34%

- **Budgeted Establishment** has increased from 3808 wte in January 2014 to 3809.70 in February 2014
- **Staff in Post** has increased from 3575.88 wte in January 2014 to 3585.08 wte in February 2014. Registered Nursing staff in post increased by nearly 13 wte in February from January.
- The number of **Vacant Posts** for February 2014 stood at 224.62 wte, this compares to January 2014 when the number of wte's vacant were 232.12 wte. This means that the current Trust vacancy rate is 5.90% compared to 6.10% in January 2014. Nursing vacancies stand at 100.54 wte. Medical vacancies increased in February 2014 to 33.33 wte from 25.69 wte in January 2014.

Trust Budgeted Establishment Compared with Trust Annual Plan 13-14 (WTE)



Month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Total Budgeted Reserves	64.20	68.20	68.20	69.20	69.20	25.90	25.90	24.90	24.65	24.65	24.65	
Actual Budgeted Establishment	3653.84	3668.10	3678.00	3687.56	3686.34	3729.32	3793.23	3807.90	3817.00	3808.00	3809.70	
Variance (Budgeted Est - Plan)	-59.88	-70.73	-59.42	-29.27	-34.18	-0.22	114.71	131.82	140.89	141.38	143.13	
Staff in Post	3389.19	3412.90	3433.86	3437.74	3451.19	3482.15	3513.16	3544.61	3549.38	3575.88	3585.08	0.00
Monitor Plan (net CIPs)	3713.72	3738.83	3737.42	3716.83	3720.52	3729.54	3678.52	3676.08	3676.11	3666.62	3666.57	3666.58

- Additional capacity has been added to the budgeted establishment therefore the figures go beyond that planned.
- Staff in post has increased month on month since the beginning of the financial year.

- Pay budget remains higher than that was planned due to the Trust having to add in additional funding to accommodate the Keogh recommendation to add further WTE's for the nursing staff group.

1.1 Recruitment Activity

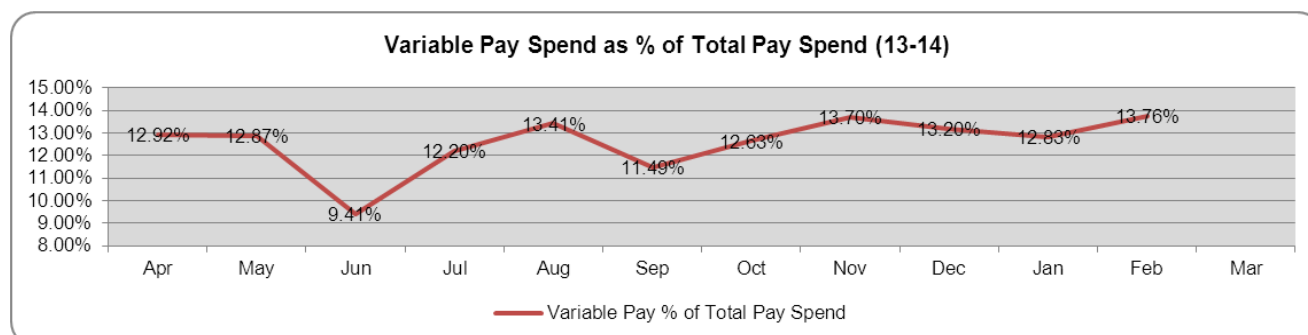
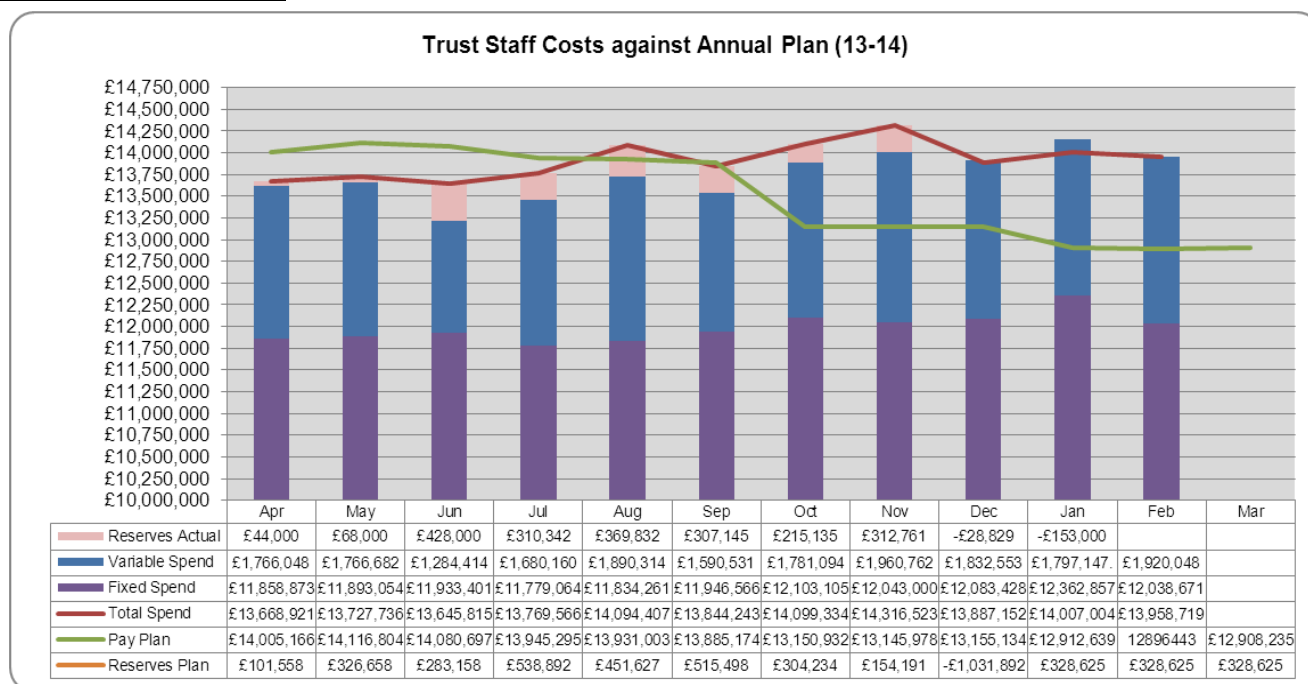
Division	Active vacancies pre-offer (@31Jan14)	Active vacancies pre-offer (@14Feb14)	Active vacancies pre-offer (@21Feb14)	Active vacancies pre-offer (@28Feb14)
EC & M	23	14	3	14
PC & S	22	25	12	21
D&R (inc Bank)	65	54	11	53
Corporate	23	21	7	14
Totals	133	114	33	102

Division	Adverts placed in February 14
EC & M	8
PC & S	11
D&R (inc Bank)	18
Corporate	5

Division	Number of posts offered in February 14
EC & M	7
PC & S	11
D&R	20
Corporate	10

- The recruitment team are working on an average of **95 vacancies per week**.
- There were a **total of 42 adverts** placed throughout February 2014.
- **48 people were offered a post during February** and are currently going through the recruitment process.

2.0 Pay – Fixed & Variable



- **Total pay** expenditure decreased in February 2014 to £13.95m from £14.16 in January 2014 (decrease £21k). Total pay
- The difference between the pay plan and the total spend is due to cost improvement plans that have not been delivered.
- **Fixed pay** reduced in February 2014 to 12.03m from £12.36m, a decrease of £33k.
- **Variable pay** has increased in February to £1,920,048 from £1,797,147 in January 2014 (£122,901). Variable pay accounted for 13.76% of total pay expenditure in February compared with 12.83% in January 2014.
- **Variable nursing pay** was the highest spend in terms of variable pay, with the Trust spending £891,740. The below table provides a break down of February variable pay costs compared with January 2014, the most considerable increase sits with the non-clinical variable pay spend.

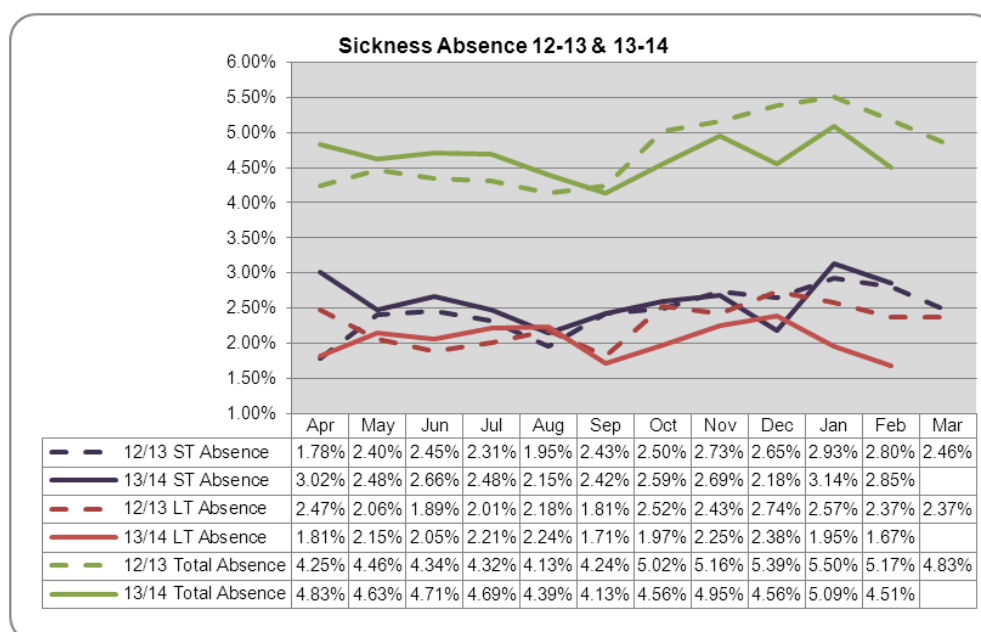
	Jan Spend	Feb Spend	Difference
Variable Medical Pay	£607,705.99	£602,797.95	−£4,908.04
Variable Non Clinical Pay	£225,884.32	£292,341.61	£66,457.29
Variable Nursing Pay	£853,793.31	£891,740.49	£37,947.18
Variable Other Clinical Pay	£109,764.12	£133,168.01	£23,403.89

*** variable non clinical pay relates to admin & clerical staff, which includes A&C that support clinical services.

- The below table shows February fixed pay spend compared with that of January, this correlates with the variable pay spend as it shows that there was a decrease in each group during February compared with January.

	Jan Spend	Feb Spend	Difference
Fixed Medical Pay	£3,103,761.72	£2,960,230.71	−£143,531.01
Fixed Non Clinical Pay	£2,503,220.61	£2,453,950.28	−£49,270.33
Fixed Nursing Pay	£5,070,186.89	£4,961,484.17	−£108,702.72
Fixed Other Clinical Pay	£1,685,688.11	£1,663,005.66	−£22,682.45

3.0 Sickness Absence – please see *Dashboard 1* for further sickness absence information

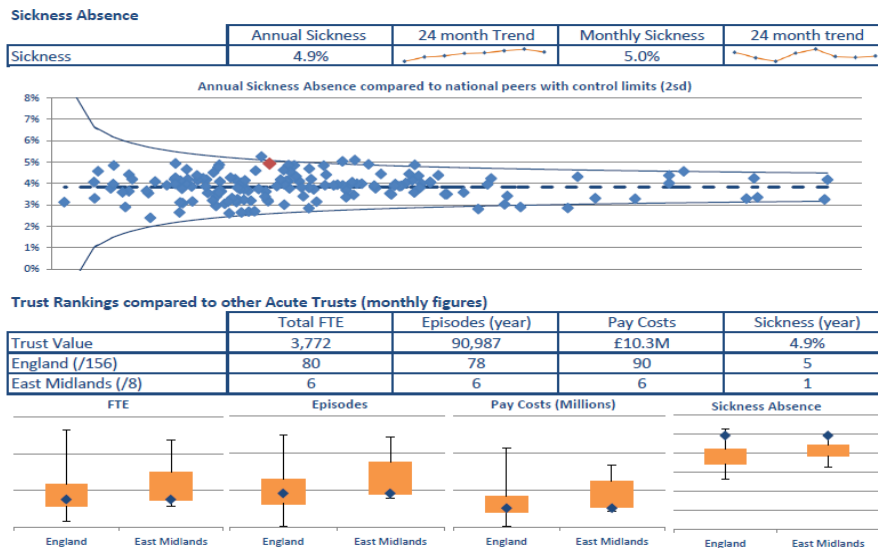


- The total sickness absence rate for February 2014 decreased to 4.51% from 5.09% in January 2014.
- Short term sickness absence was 2.85%.
- Long term sickness absence was 1.67%

- **The rolling 12 month** figure for February 2014 stood at 4.66%.
- **The cost of sickness absence** for February 2014 totalled £398,538. Since April 2014 the Trust has spent £4.85m on sickness absence, this figure represents the cost of paying staff who are absent from work, it does not include the cost of cover or any other on costs that may be related to sickness absence.

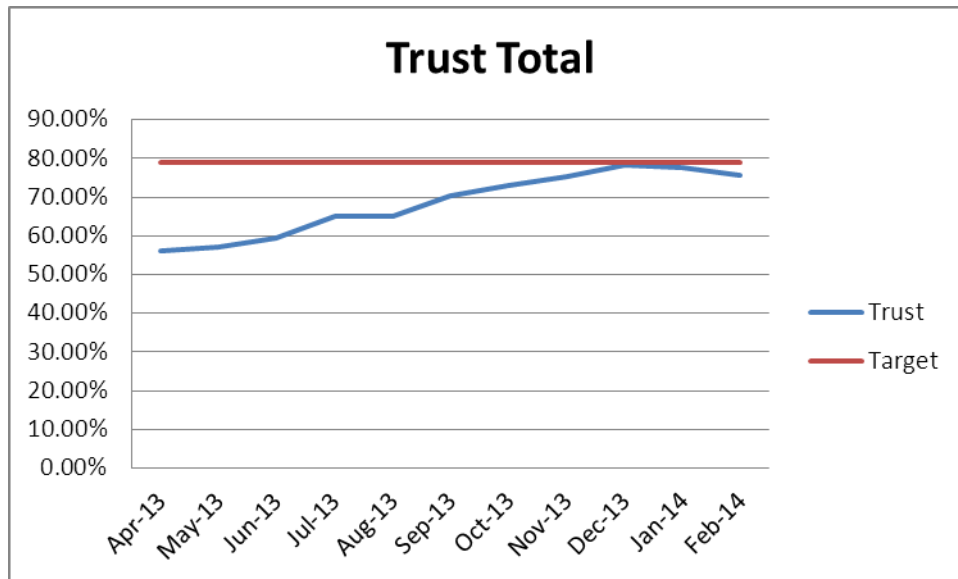
3.1 Benchmarking Data

The below table shows how Sherwood Forest compares with other Trusts for sickness absence, the information is provided by the Workforce Information Team, Health Education East Midlands and the information source is ESR. The information below represents that of December 2013.



- **Data table** – Please note that the figures provided will include Medirest staff as they are active on ESR, this explains the difference between in house figures and the figure in the table.
- **The Funnel Plot** – this shows the Trust position (red) relative to the sickness absence and size of other Trust's of the same broad type. It is evident that the Trust has a higher absence rate compared to those of a similar size.
- **Trust Rankings** – The Trust is show in the rankings table compared to the national and regional peers, this should allow organisations to benchmark against other organisations. Each ranking is high to low, a low ranking means that the sickness category denotes a higher rate of sickness absence. The Trust is showing as the highest sickness absence rate in the East Midlands, this compares us with eight other Trusts. Please note that the pay costs do not include agency costs.
- **Box & Whisker Plots** – The box and whiskers show the range for each metric related to the Trust Rankings section, it shows the Trusts position within that range (blue), the box represents the middle 50% of organisations (all acute Trust's nationally of a similar size). The whiskers represent highest and lowest 25% of Trusts (upper and lower quartiles) (based on size). The first three measures show a picture of how we compare with Trusts of a similar size, the percentage measure shows that Sherwood Forest Hospitals has the 5th highest percentage of sickness absence in England (this does not compare the Trust with similar size hospitals, but compares with all Acute Trust's). It also shows that the Trust has the highest sickness absence percentage in the East Midlands (compared with all other Acute Trusts in East Midlands).

4.0 Agenda for Change Appraisals - *please see Dashboard 2 for further appraisal information*

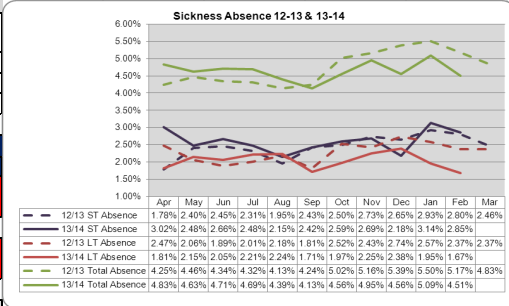


- **The Trust appraisal rate for February 2014 stood at 75.54%**, this is a decrease from the January position which was 77.63%.
- This is the second month running that the appraisal rate has decreased.
- The Trust appraisal rate continues to remain below target.

Dashboard 1: Sickness Absence

Dashboard 1: Sickness Absence Summary - February 2014

	%Absence Lost in Trust			Progress since last month/ RAG	Direct cost of paying staff whilst absent from work due to sickness		
	In Month	Jan-14	Rolling 12 Month		In Month	Jan-14	Rolling 12 Month
Short Term	2.85%	3.14%	2.59%	↓	£245,087	£291,631	£2,663,531
Long Term	1.66%	1.94%	2.06%	↓	£153,451	£190,645	£2,189,466
Total	4.51%	5.09%	4.66%	↓	£398,538	£482,276	£4,852,997



TOTAL	Top 3 - Staff Groups	Cost		% Absence	
		In Month	Last Month	In Month	Last Month
4.51%	Unregistered Nurse	£76,857	£93,446	8.73%	8.84%
	Technical & Other	£29,503	£34,602	5.31%	7.91%
	Scientific & Professional	£32,973	£29,780	4.61%	4.12%
£398,538	Divisions	In Month	Last Month	In Month	Last Month
	Corporate	£32,538	£39,631	2.91%	3.21%
	DRD	£104,659	£118,035	5.18%	5.32%
	ECM	£135,297	£159,189	4.75%	5.26%
	PCS	£126,425	£165,421	4.37%	5.46%

Top 3 SMT's	In Month	Last Month
Finance	9.53%	4.94%
Information Services	3.62%	4.04%
NHIS	2.82%	5.32%
Newark	7.04%	5.55%
Support Services	6.92%	7.17%
Therapy Services	4.37%	4.88%
Support Services	6.92%	
Gastro Endocrine	6.15%	
Cardio-Respiratory	5.22%	6.95%
Paediatrics & Neonatal	6.69%	
Maternity & Gynae	6.47%	8.64%
Support Services	3.80%	

SHORT-TERM	Top 3 - Staff Groups	Cost		% Absence	
		In Month	Last Month	In Month	Last Month
2.85%	Unregistered Nurse	£49,010	£55,903	5.51%	5.18%
	Scientific & Professional	£25,777	£19,558	3.77%	2.84%
	Technical & Other	£21,723	£28,213	3.75%	6.44%
£245,087	Divisions	In Month	Last Month	In Month	Last Month
	Corporate	£17,846	£19,172	1.63%	1.50%
	DRD	£64,735	£72,106	3.03%	2.98%
	ECM	£86,004	£100,738	3.32%	3.70%
	PCS	£79,215	£99,615	2.73%	3.28%

Top 3 SMT's	In Month	Last Month
Information Services	3.62%	
Human Resources	2.71%	1.76%
Corporate Services	1.63%	
Therapy Services	3.67%	4.19%
Support Services	3.56%	3.25%
Pathology	3.22%	3.51%
Gastro Endocrine	4.86%	4.64%
Support Services	4.33%	3.85%
Cardio-Respiratory	3.27%	5.47%
Paediatrics & Neonatal	4.33%	
Anaesthetics	3.15%	
Support Services	3.00%	

LONG-TERM	Top 3 - Staff Groups	Cost		% Absence	
		In Month	Last Month	In Month	Last Month
1.66%	Unregistered Nurse	£27,847	£37,543	3.22%	3.66%
	Administrative and Clerical	£33,828	£44,679	1.95%	2.47%
	Nursing & Midwifery Registered	£57,559	£59,645	1.68%	1.63%
£153,451	Divisions	In Month	Last Month	In Month	Last Month
	Corporate	£14,692	£20,459	1.28%	1.71%
	DRD	£39,924	£45,929	2.15%	2.34%
	ECM	£49,294	£58,451	1.43%	1.56%
	PCS	£47,209	£65,806	1.64%	2.18%

Top 3 SMT's	In Month	Last Month
Finance	8.00%	4.86%
NHIS	2.00%	2.33%
All other SMT's at 0.00%		
Newark	4.13%	3.52%
Support Services	3.36%	3.92%
Sexual Health	1.57%	3.36%
Non Acute Medicine	3.85%	3.77%
Support Services	2.59%	2.06%
HCOP	2.29%	2.60%
Maternity & Gynae	3.86%	4.45%
Paediatrics & Neonatal	2.36%	
General Surgery	1.51%	

Where cells are highlighted in 'Grey', this shows that the Staff Group or SMT were not in the Top 3 category in last Month

Data shown in 'Last Month' shows the position as reported in last month, i.e. if highlighted in red the category had increased at that point.

Dashboard 2: Agenda for Change Appraisals

