



THE SCOTTISH OFFICE

National Health Service in Scotland Management Executive

NHS
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3179.

St. Andrew's House
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Dear Colleague

CENTRAL REQUIREMENT FOR WORKFORCE INFORMATION

Summary

1. This letter lists the data on the NHS workforce which are required centrally. Although the data presently collected through ISD come via well - established systems, a re-statement of central requirements is opportune at this time for 2 reasons. Firstly a number of authorities are reviewing personnel information systems and any new systems introduced should ensure that central requirements are catered for. Secondly the introduction of revised pay arrangements will necessitate the use of new pay codes which should be designed with the central data need in mind.
2. Details of central requirements are given in Appendix A.

Action

3. General Managers and Chief Executives are asked to note the contents of this letter and ensure that the stated requirements are catered for when reviewing personnel systems and revising pay arrangements.

Yours sincerely

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Director of Manpower

COMMON SERVICES AGENCY	
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APPENDIX A

CENTRAL REQUIREMENT FOR WORKFORCE INFORMATION

1. A revised data set is attached at Annex A with separate sections for medical and non-medical staff groups. This has been revised and reduced following Board/Trust comments on the draft circulated in September 1993. It should be noted, however, that a few elements of this data set will have to be visited again during 1994/95 as some of the standard Whitley features such as grade may have to be revised or replaced to cope with emerging pay arrangements.
2. It is understood that all of the data items are required in Boards'/Trusts' own information systems. Whatever the systems from which centrally required data are extracted, it is important that standard code sets are used in interchanging data. Annex B provides detailed guidance on the formats and codes required. The National Standard Codes are set out in the "Definitions and Codes for the NHS in Scotland" published by ISD and a number is embedded in the workforce data set required. The NHS policy on data interchange is part of the Data Policy document recently issued by Management Executive to the service.
3. The following related issues should also be noted.

Future Developments

3.1 The data required for medical and dental staff still reaches ISD on paper from most authorities. Provision of data on diskette would be welcomed by ISD and a specification of the format required is included in Annex B.

3.2 The collection of data for doctors and dentists in training grades will probably be transferred from the NHS to the Postgraduate Deans' offices at some future stage as their information systems develop.

3.3 It is envisaged that the data for non-medical staff will continue to be collected from standard payroll system sources for at least 1994/95 or longer if required. If an authority contemplates moving away from the standard, separate arrangements must be made with ISD to provide these data.

Confidentiality

3.4 ISD have produced a revised Code of Practice on confidentiality for the workforce data they hold on behalf of both SOHHD and the NHS. They are especially concerned that the Department and the service are aware of their rules and that they reflect the changing relationships in health service administration. The Code will be issued to the NHS by ISD shortly.

Other Workforce Data (Aggregate Level) Collected Centrally

3.5 A list of other data sets which are collected is attached at Annex C. Some of these will be reviewed over the coming year.

Ethnic Origin

3.6 The provision of information on ethnic origin has started for medical and dental staff. ISD plan to start collecting this item for other staff for the census at 30 September 1994.