Ref: FOI/GS/ID 7402

29 April 2022

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Workforce and Data Warehousing.

You asked:
1a. Does your Trust report HR metrics such as Sickness, Appraisals and Turnover through the Trust's Data Warehouse?
1b. If so, are these metrics pre-calculated and loaded into the Data Warehouse, or calculated within the Data Warehouse?
2a - Does your organisation use a self-service method to allow managers to acquire data of HR metrics such as Sickness, Appraisals, Turnover
2aa. Yes – Managers self-serve through one of these methods (Please select the one most commonly used)
2b - Do these Self-Service methods include a drill down option e.g. to view staff that are absent, or need appraising
3a - Does the self-service options considered above allow HR metrics to be calculated for a combination of department and staff group, such as shown in Tab 1?
3b - Does the self-service options considered above allow HR metrics to be calculated for a combination of staff group and band, such as in the table below?
4a - Does your Trust refresh HR metrics within your monthly Board Report for previous months
4b - If the Answer to 4a is Yes, what is the maximum number of months that data is refreshed for?
4c - How is the data referred to in 4b refreshed?
5a - Approximately how many hours does it take to produce the metrics required for the monthly NHS England and Improvement Workforce KPIs
5b - Approximately how many hours does it take to produce the HR metrics required for your Trust's board report?

5c - If it was necessary to produce monthly sickness rates by cost centre and band, for the last 12 months, as per Tab 3 how many hours would that take. An estimation is fine, there is no need to produce the data
Recruitment Metrics
6a - What system is used most frequently for Recruitment in your organisation e.g. TRAC, NHS Jobs, ESR
6b - Are recruitment metrics recorded within the Trust's data warehouse?
6c - Are these metrics pre-calculated and loaded into the Data Warehouse or calculated within the Data Warehouse
6d - If calculated within the Data Warehouse, can these metrics be broken down by Department, Staff Group etc

Trust response:

Name of Organisation	Maidstone and Tunbridge Wells
NACS Code of Organisation	RWF
Question 1	
Does your Trust report HR metrics such as Sickness, Appraisals and Turnover through the Trust's Data Warehouse?	No
If so, are these metrics pre-calculated and loaded into the Data Warehouse, or calculated within the Data Warehouse?	Not Applicable
2a - No – this data is distributed through one of these methods	
Method	Please enter Yes/No
Reports are produced manually and distributed to managers	some metrics on monthly rigid Excel reports by directorate. Other metrics are on interactive excel spreadsheets. Top level use of SPC charts and 'making data count' methodology
2b -	
Method	Please enter Yes/No
Another method – please specify in the box to the right:	interactive spreadsheets contain pivots, with many drill down options and granular data
3a -	
Method	Please enter Yes/No
Manual exercise e.g. using Excel	Yes
3b -	
Method	Please enter Yes/No
Manual exercise e.g. using Excel	Yes
4a - Does your Trust refresh HR metrics within your monthly Board Report for previous months	No
4b - If the Answer to 4a is Yes, what is the maximum number of months that data is refreshed for?	Not Applicable
4c - Not Applicable	

5a - Approximately how many hours does it take to produce the metrics required for the monthly NHS England and Improvement Workforce KPIs	part of the standard monthly reporting cycle 20h
5b - Approximately how many hours does it take to produce the HR metrics required for your Trust's board report?	part of the standard monthly reporting cycle 20h
5c - If it was necessary to produce monthly sickness rates by cost centre and band, for the last 12 months, as per Tab 3 how many hours would that take. An estimation is fine, there is no need to produce the data	In addition to standard monthly reporting, 1 hour
Recruitment Metrics	
6a - What system is used most frequently for Recruitment in your organisation e.g. TRAC, NHS Jobs, ESR	TRAC
6b - Are recruitment metrics recorded within the Trust's data warehouse?	No
6c - Are these metrics pre calculated and loaded into the Data Warehouse or calculated within the Data Warehouse	Not Applicable
6d - If calculated within the Data Warehouse, can these metrics be broken down by Department, Staff Group etc	Not Applicable