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| Name of Organisation | University Hospitals Bristol and Weston NHS Foundation Trust |
| NACS Code of Organisation | RA7 |

Question 1

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|--|---------------------------------|
| | Please enter from the Drop Down |
| Does your Trust report HR metrics such as Sickness, Appraisals and Turnover through the Trust's Data Warehouse? | Yes |
| If so, are these metrics pre-calculated and loaded into the Data Warehouse, or calculated within the Data Warehouse? | Pre-calculated and loaded |

2a - Does your organisation use a self service method to allow managers to acquire data of HR metrics such as Sickness, Appraisals, Turnover

Yes – Managers self serve through one of these methods (Please select the one most commonly used)

| | |
|---|---------------------|
| Method | Please enter Yes/No |
| ESR directly e.g. Manager Self Service | N/A |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse | Yes |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse | N/A |
| Another method – please specify | |

No – this data is distributed through one of these methods

| | |
|---|---|
| Method | Please enter Yes/No |
| Reports are produced manually and distributed to managers | Yes |
| Another method – please specify | Data for month end reporting is held on the Trust’s Data Warehouse, Qlikview is used to produce analytics and dashboards deriving from this data. |

2b - Do these Self Service methods include a drill down option e.g. to view staff that are absent, or need appraising

| | |
|---|---------------------|
| Method | Please enter Yes/No |
| ESR directly e.g. Manager Self Service | N/A |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse | Yes |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse | N/A |

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|--|---|
| Another method – please specify in the box to the right: | Data for month end reporting is held on the Trust’s Data Warehouse, Qlikview is used to produce analytics and dashboards deriving from this data. |
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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?

| Method | Please enter Yes/No |
|---|---------------------|
| ESR directly e.g. Manager Self Service | N/A |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse | Yes |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse | N/A |
| Manual exercise e.g. using Excel | Yes |
| Another method – please specify to the right: | |

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?

| Method | Please enter Yes/No |
|---|---------------------|
| ESR directly e.g. Manager Self Service | N/A |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse | No |
| Manual exercise e.g. using Excel | Yes |
| Another method – please specify to the right: | |

| | Please enter Yes/No |
|--|---------------------|
| 4a - Does your Trust refresh HR metrics within your monthly Board Report for previous months | Yes |

| | Please enter a number |
|---|-----------------------|
| 4b - If the Answer to 4a is Yes, what is the maximum number of months that data is refreshed for? | 3 |

4c - How is the data referred to in 4b refreshed?

| Method | Please enter Yes/No/NA |
|---|------------------------|
| ESR directly e.g. via a Business Intelligence report | Yes |
| A reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse, calculates the metrics | N/A |

| | |
|---|-----|
| A reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse, calculates the metrics | N/A |
| Manual exercise e.g. using Excel | N/A |
| Another method – please specify below: | |

| | |
|---|-----------------------|
| | Please enter a number |
| 5a - Approximately how many hours does it take to produce the metrics required for the monthly NHS England and Improvement Workforce KPIs | 4 |

| | |
|--|-----------------------|
| | Please enter a number |
| 5b - Approximately how many hours does it take to produce the HR metrics required for your Trust's board report? | 27 |

| | |
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| | Please enter a number |
| 5c - If it was necessaery toproduce 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 | 1 |

Recruitment Metrics

For the purposes of this question consider recruitment metrics to be items other than the vacancy rate

Examples might include Time to Hire, Advertised Vacancies by FTE, Vacancies by Recruitment Stage

| | |
|--|-----------------------|
| | Enter the System Name |
| 6a - What system is used most frequently for Recruitment in your organisation e.g. TRAC, NHS Jobs, ESR | TRAC |

| | |
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| | Please select from Drop Down |
| 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 | N/A |
| 6d - If calculated within the Data Warehouse, can these metrics be broken down by Department, Staff Group etc | N/A |

| Cost Centre | Organisation | Staff Group | Turnover% |
|-------------|--------------|----------------------------------|-----------|
| U10001 | Radiology | Additional Clinical Services | |
| U10001 | Radiology | Allied Health Professionals | |
| U10001 | Radiology | Admin and Clerical | |
| U10001 | Radiology | Medical and Dental | |
| U10001 | Grand Total | | |
| U10002 | Maternity | Additional Clinical Services | |
| U10002 | Maternity | Admin and Clerical | |
| U10002 | Maternity | Medical and Dental | |
| U10002 | Maternity | Nursing and Midwifery Registered | |
| U10002 | Grand Total | | |

| Staff Group | Band | Sickness% |
|------------------------------------|------|-----------|
| Additional Clinical Services | 2 | |
| Additional Clinical Services | 3 | |
| Additional Clinical Services | 4 | |
| Additional Clinical Services | 5 | |
| Additional Clinical Services Total | | |
| Nursing and Midwifery | 5 | |
| Nursing and Midwifery | 6 | |
| Nursing and Midwifery | 7 | |
| Nursing and Midwifery | 8a | |
| Nursing and Midwifery Total | | |

| Cost Centre | Organisation | Band | | | | |
|-------------|--------------|---------------------------|--------|--------|--------|--------|
| | | | Apr-21 | May-21 | Jun-21 | Jul-21 |
| U10001 | Radiology | 2 | | | | |
| U10001 | Radiology | 3 | | | | |
| U10001 | Radiology | 4 | | | | |
| U10001 | Radiology | 5 | | | | |
| U10001 | Radiology | 6 | | | | |
| U10001 | Radiology | 7 | | | | |
| U10001 | Radiology | 8a | | | | |
| U10001 | Radiology | 8b | | | | |
| U10001 | Radiology | Medical and Dental Grades | | | | |
| U10001 | Grand Total | | | | | |
| U10002 | Maternity | 2 | | | | |
| U10002 | Maternity | 3 | | | | |
| U10002 | Maternity | 4 | | | | |
| U10002 | Maternity | 5 | | | | |
| U10002 | Maternity | 6 | | | | |
| U10002 | Maternity | 7 | | | | |
| U10002 | Maternity | 8a | | | | |
| U10002 | Maternity | 8b | | | | |
| U10002 | Maternity | 8c | | | | |
| U10002 | Maternity | Medical and Dental Grades | | | | |
| U10002 | Grand Total | | | | | |

[illegible]