Our reference: FOI DA3138

I am responding to your request for information received 3rd June 2019. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the email. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Ayomide Adediran
Information Governance Coordinator

Chair: Marie Gabriel   Chief Executive: Dr Navina Evans

Request:

Re staffing levels, I've just found out and saw that the Trust/ your department I believe, publishes a monthly Safer staffing levels spread sheets.

Question 1. **Please if you don't mind, can you explain/ translate the figures for us in terms of the planned monthly hours and the actual monthly hours for the respective grades and for day and night shifts? Are the hours divided by the monthly hours we worked as are on our payslips, example 162 hours for shift workers like me and 150 hours for 9-5 like our matron/ manager?**

Answer: These hours are not related to staff contracted hours. The report only divides hours into planned vs actual in two generic groups, registered and unregistered nursing staff. It is not possible to break this down into different staff grades.

Question 2. **So for the month of April which I've attached, do the "planned" monthly hours in the day for RMNs, which are less than the "actual" monthly day hours, equate to the number of nurses that should be working, or that have worked on say, a day shift or night shift?**

Answer: It relates to the minimum number of nursing hours planned vs the actual number of nursing hours provided.

Question 3. **Does it include the amount of hours for our matron and manager, who are both RMNs and work 9-5, as well as our CPLs if they worked on a particular day, etc?**

Answer: Yes.

Question 4. **Do the actual hours include things like bank hours, CPLs doing management days, etc?**

Answer: It does include bank hours. It does not include study day/ management days/supernumerary days which are recorded differently.

Question 5. **How do these hours equate to actual staff bodies/ numbers on the shop floor per shift, or the total staff establishment, i.e., the total amount of staff for allocated for each ward? For example, should Ludgate ward, an acute admission ward, be having three staff on a night shift for 17 patients, or should it be four?**

Answer: These reports do not easily convert into WTE numbers and it does not take into account acuity or dependency of service users. Decisions on what the planned staffing should be are taken within each service. This information would need to be sought from the ward management.

Question 6. **What is the ratio of staff to patient on an acute admission ward?**

Answer: Currently there is no recognised agreed number for mental health services.

Question 7.   Is there a national/ NHS standard for staffing levels for RSUs, MSUs, etc?

Answer: The Trust is unable to respond to this question as it does not hold this information.