

Information Governance

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13th October 2022

Our reference: FOI DA4183

I am responding to your request for information received **25th April 2022**. I am sorry for the delay in responding to your request. 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 end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,



Shuchi Joshi

Senior Information Governance Coordinator – Information Rights

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Web: www.ico.org.uk

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'what matters' to everyone, achieve a better quality
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Chief Executive: Paul Calaminus
Interim Chair: Eileen Taylor

Request:

Question 1: Does your Trust report HR metrics such as Sickness, Appraisals and Turnover through the Trust's Data Warehouse?

If so, are these metrics pre-calculated and loaded into the Data Warehouse, or calculated within the Data Warehouse?

Answer: HR metrics are not currently reported through the Trust's Data Warehouse. The reporting of such metrics such as Sickness, Appraisals and Turnover is done independently outside the Data Warehouse. There is currently a project underway to put HR data in the Trust's Data Warehouse.

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

If 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 | N/A |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse | N/A |
| Another method – please specify | N/A |

Answer: The Trust does not use a self-service method to allow managers to acquire data.

Question 2b If 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 | |

Answer: Reports are produced manually and distributed to managers.

Question 2c: 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 | N/A |
| Access to a reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse | N/A |
| Another method – please specify in the box to the right: | N/A |

Answer: Not applicable as the Trust does not use a self-service method.

Question 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 | N/A |
| 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 | N/A |
| Another method – please specify to the right: | N/A |

Answer: Not applicable as the Trust does not use a self-service method.

Question 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 | N/A |
| Manual exercise e.g. using Excel | N/A |
| Another method – please specify to the right: | N/A |

Answer: Not applicable as the Trust does not use a self-service method.

Question 4a: Does your Trust refresh HR metrics within your monthly Board Report for previous months

Answer: No.

Question 4b: If the Answer to 4a is Yes, what is the maximum number of months that data is refreshed for?

Answer: Not applicable.

Question 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 | N/A |
| 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: | N/A |

Answer: Not applicable.

Question 5a: Approximately how many hours does it take to produce the metrics required for the monthly NHS England and Improvement Workforce KPIs

Answer: NHS England and Improvement pull down their own reports from ESR.

Question 5b: Approximately how many hours does it take to produce the HR metrics required for your Trust's board report?

Answer: Three to four hours approximately.

Question 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

Answer: One to two hours approximately.

Question 6a: What system is used most frequently for Recruitment in your organisation e.g. TRAC, NHS Jobs, ESR

Answer: TRAC.

Question 6b: Are recruitment metrics recorded within the Trust's data warehouse?

Answer: No.

Question 6c: Are these metrics pre calculated and loaded into the Data Warehouse or calculated within the Data Warehouse

Answer: Metrics are not recorded in the Trust's data warehouse, therefore this is not applicable.

Question 6d: If calculated within the Data Warehouse, can these metrics be broken down by Department, Staff Group etc

Answer: Metrics are not recorded in the Trust's data warehouse, therefore this is not applicable.

