	Birmingham and Solihull Mental Health Trust
	Please note that the Trust explicitly provides mental health services and does not provide physical health services like an Acute Trust.
Name of Organisation	
NACS Code of Organisation	RXTC1 - B1 BSMHT HQ

Question 1

	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?	Calculated in 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

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	No
Access to a reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse	No
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

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	N/A

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	No
Access to a reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse	No
Access to a reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse	No
Another method – please specify in the box to the right:	Manually

3a - Does the self service options considered above allow HR metrics to be calcuated 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	No
Access to a reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse	No
Access to a reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse	No
Manual exercise e.g. using Excel	Yes
Another method – please specify to the right:	N/A

3b - Does the self service options considered above allow HR metrics to be calcuated for a combination of staff group and band, such as in tab 2?

Method	Please enter Yes/No
ESR directly e.g. Manager Self Service	No
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:	N/A

	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?	12

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	No
A reporting tool such as PowerBI/Qlikview/Tableau, not linked to the Trust Data Warehouse, calculates the metrics	No
Manual exercise e.g. using Excel	Yes
Another method – please specify below:	Both ESR and Excel are utilised

	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	7.5

	Please enter a number
5b - Approximately how many hours does it take to produce the HR metrics required for your Trust's board report?	7.5

	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 hour, The report can be run from ESR

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

	Please select from Drop Down
6b - Are recruitment metrics recorded within the Trust's data warehouse?	Yes
6c - Are these metrics pre calculated and loaded into the Data Warehouse or calculated within the Data Warehouse	Calculated in Data Warehouse
6d - If calculated within the Data Warehouse, can these metrics be broken down by Department, Staff Group etc	Yes

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

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

Cost Centre	Organisation	Band	Sickness%											
			Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
U10001	Radiology	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Radiology	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Radiology	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Radiology	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Radiology	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Radiology	7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Radiology	8a	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Radiology	8b	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Radiology	Medical and Dental Grades	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10001	Grand Total		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	8a	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	8b	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	8c	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Maternity	Medical and Dental Grades	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
U10002	Grand Total		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A