

DEFINITIONS

WTE: (Whole Time equivalent) staff are calculated by aggregating the total number of hours that staff in a grade are contracted to work, and dividing by the standard hours for that grade. In this way, part-time staff are converted into an equivalent number of 'whole-time' staff. Due to rounding WTE totals may not tally exactly.

TC: Terms and Conditions of Employment.

PRHO: Pre Registered House Officer.

SHO: Senior House Officer.

MLSO: Medical Laboratory Scientific Officer.

HPSS: Health and Personal Social Services.

BANK STAFF: Staff that fill staffing shortfalls and maintain service delivery.

NURSING, MIDWIFERY: This reference in all tables and figures refers to the entire TC group, Nursing, Midwifery and Health Visiting

ANCILLARY AND GENERAL: Figures for this TC group include some Personal Social Services staff such as Care Assistants.

OTHER AGENCIES: Include the four HSS Boards and within The Eastern Board, The Blood Transfusion Service, Central Services Agency, Guardian Ad Litem Agency, NI Ambulance Trust, Northern Ireland Social Care Council, Regional Medical Physics Agency, and The Beeches. There is also Westcare Business Services, grouped within the Western Board.

MOVERS: These are staff that were on the personnel database for one HPSS organisation in October 2001 and were in a different HPSS organisations staff in post database in September 2002. These figures include staff that have moved within a given board area and between boards. Unique identifiers were used to track individuals' movements within the HPSS.

LEAVERS: The leavers are those individuals who worked in the HPSS between October 2001 and September 2002, but who were not on the staff in post database at the end of September 2002. Unique identifiers were used to track individuals' movements.

MANAGERS¹: Managers include grades that may have management responsibilities for more junior grades. This grouping includes Grade 6 and Grade 7 clerical officers. It must be noted that all these staff may not actually be carrying out managerial duties but their grade accommodates the potential to do so. Supervisory posts such as Grade 5 clerical officer, of which there are 684, have not been included in this manager grouping.

SENIOR MANAGERS¹: Senior managers report to Assistant Directors and Directors. This grouping includes Senior Manager 2 and Unit Senior Manager 2.

SENIOR EXECUTIVES¹: Senior Executives include grades at functional Director level or above. Some of the grades included are Senior Manager 1, Directors, and Chief Executives.

BOARD MEMBERS¹: This group includes Chairman of the Trust, Non-Executive Director of Trust and LHSCG Management Board Members only.

VACANCY: A vacancy is an unoccupied post, which at 30th September 2002 was vacant and remained unfilled and which was actively trying to be filled. A long-term vacancy is an unoccupied post, which at 30th September 2002 had been vacant for three months or more and which was actively trying to be filled. Long-term vacancies are therefore a subset of the vacancy figures. The vacancy figures are given as WTE only. Figures exclude Down Lisburn HSS Trust who did not participate in the vacancy.

VACANCY RATE: A vacancy rate is defined as the total number of vacancies expressed as a percentage of the total staff complement (ie vacancies plus staff in post). As it has not been possible to include vacancy data in respect of Down Lisburn HSS Trust, their staff complement figures have also been excluded from the overall Northern Ireland vacancy rates. Also, in the event that some Trusts may have included home helps vacancies in the survey and these cannot be separately identified, it is possible that this could lead to slightly inflated vacancy rates in the Social Services and Ancillary and General groups.

¹ These are subgroups of the Admin and Clerical TC group. The grades included in each grouping have been compiled on advice received directly from HPSS organisations.