

## **Adult and Older People's Workforce Census 2024: Frequently Asked Questions**

### **1. Why should I participate in this census?**

NHS Benchmarking Network have been commissioned by NHS England Workforce, Training and Education Directorate (NHSE WT&E) to deliver this census.

This census not only builds on initial analysis undertaken from existing sources which helped shape the design of this collection but expands on the 2023 report scope, which was limited to NHS Mental Health Trusts only.

Data will be used to support workforce planning and transformation to support the existing and future workforce and improve the quality of service for patients. By submitting your organisational (no personal identifiable data) data to this project, you consent to share the data submitted in this project with NHS WT&E and other public bodies who may be involved in the planning, development, transformation, and improvement of the current and new workforce.

### **2. Which organisations are in scope?**

The project scope will include NHS, independent and VCSE (voluntary, community, and social enterprise) sectors in England.

### **3. How many submissions should I complete?**

We ask, where possible, that you submit one return for each Adult and Older People's organisation provided as at 31<sup>st</sup> March 2024. There are drop down questions that enable you to select your organisation, type, scale at which you operate (national, regional or local) and ICS.

### **4. Staff in my service have retired and returned, how should I record them as leavers?**

Please use the 'retired' category to record the apportioned WTE which is lost to service, the WTE currently worked would be included in staff in post.

For example: 1 full time staff member retired and is now working 2 days per week

Workforce tab – In post WTE = 0.4, Metrics tab – Leavers WTE (Retired) = 0.6

### **5. My service is overstaffed in some roles, how do I record this?**

We are able to accept negative vacancies in the instance that staff in post is higher than funded establishment. This will be flagged in validation so please include a note in the comments tab.

## **6. How should I include leavers and staff retention if a staff member changes role?**

Please include staff who have left their role and moved to a different role within the same organisation, as a leaver. Please include in the category of remained within NHS commissioned services.

## **7. How is my data being protected?**

Data that we receive is encrypted at rest and in transit and backed up to the cloud. All data in the cloud is within the EU. All of our resources are password-protected and require appropriate permissions and circumstances to obtain access.

## **8. I am unable to meet the deadline of the 14<sup>th</sup> of June what support is there for me?**

The deadline of the 14<sup>th</sup> of June is in place to enable us to provide validated outputs to NHSE WT&E and providers within a timely manner. The outputs will include analysis at national, regional, and local level, raising their profile, and enabling the tracking of progress, with implications on future investment and workforce planning conversations.

If your organisation has any difficulties meeting the deadline, please reach out to us at [nhsbn.aopworkforce@nhs.net](mailto:nhsbn.aopworkforce@nhs.net) and we will work with you directly to accommodate an extension to the deadline to support a submission.

### **Support we have in place:**

We have a dedicated project email address ([nhsbn.aopworkforce@nhs.net](mailto:nhsbn.aopworkforce@nhs.net)) for any queries and concerns.

Launch event is being held on the Tuesday 7<sup>th</sup> May at 13:00, link available [here](#).

This Frequently Asked Questions document will be regularly updated throughout the data collection period. Additionally, we will be hosting drop-in sessions once a week where you can chat through any queries with the project team. Full dates and times for these sessions are viewable on the [project webpage](#).