

**Request for information under the Freedom of Information Act – 2022.020**  
**Released – 17 May 2022**

Thank you for your email received 24 April 2022 requesting information regarding HR metrics.

Please find detailed below a summary of your request, together with our response.

***Summary of your original request:***

***I making a request under the Freedom of Information Act for your organisation to complete the questions in the attached form.***

Please see requested information attached.

Chair John Goulston Acting Chief Executive Gordon Flack

Trust HQ The Oast, Unit D, Hermitage Court, Hermitage Lane, Barming, near Maidstone, Kent ME16 9NT

Name of Organisation	Kent Community Health NHS Foundation Trust
NACS Code of Organisation	

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?	Pre-calculated and loaded

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

No – this data is distributed through one of these methods

Method	Please enter Yes/No
Reports are produced manually and distributed to managers	N/A
Another method – please specify	

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	N/A
Another method – please specify in the box to the right:	

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	No
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:	

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	No

Access to a reporting tool such as PowerBI/Qlikview/Tableau, linked to the Trust Data Warehouse	No
Manual exercise e.g. using Excel	No
Another method – please specify to the right:	

	Please enter Yes/No
4a - Does your Trust refresh HR metrics within your monthly Board Report for previous months	No

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

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:	

	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	2

	Please enter a number
5b - Approximately how many hours does it take to produce the HR metrics required for your Trust's board report?	15

	Please enter a number
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	7.5

#### 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?	No
6c - Are these metrics pre calculated and loaded into the Data Warehouse or calculated within the Data Warehouse	N/A
6d - If calculated within the Data Warehouse, can these metrics be broken down by Department, Staff Group etc	N/A