

NHS Flex for the Future

Baseline organisation data collation – to be submitted by 29 October 2021

1. A reminder of the request:

We need all change team leaders to please complete [this survey](#) with the relevant data points for your organisation.

This is to provide a baseline on these key metrics for the cohort of organisations going through the NHS Flex for the Future programme. This will enable us as a programme team to monitor progress (we'll be repeating the survey periodically).

We will also share the summary baseline with all participating organisations so you can see how your own organisation compares with the overall cohort of 93 organisations. Please be reassured that the baseline data you submit will be analysed by the programme team only and will not be attributed to particular organisations – we will only use the data once it has been aggregated.

2. FAQs

We've received a few questions from change team leaders relating to this data collection which we've copied below with answers:

Q: [My organisation doesn't collect all of the data that is listed on the survey.](#)

A: [Don't worry. Please submit the data points that you have available. We recognise that getting some of this data may be a challenge and that it is likely that only formal contractual changes may be recorded on ESR. This may be something that project teams want to discuss and to action plan how flexible working arrangements can be monitored going forward](#)

Q: Should 'total headcount' include zero hours / bank / locum staff?

A: No, please don't include these staff within your headcount figures for this baseline survey. You may however want to look at wider data which includes bank or locum staff figures as part of your own internal data collection and analysis to inform your project action plan.

Q: [For questions 9, 10 and 11, do you want us to submit figures for the proportion of the overall headcount of Band 7s and above / consultants, who work part time, or the proportion of the part time headcount who are Band 7 and above / consultants?](#)

A: [The former. We want to understand what proportion of your headcount overall are part time \(question 9\), and be able to compare this to the proportion of your senior staff group \(Band 7 and above\) who are part time \(question 10\), and the proportion of your consultant group who are part time \(question 11\).](#)

Q: For questions 12, 13 and 14, do you want us to submit the proportion of the overall headcount of Band 7s and above / consultants who work flexibly, or the proportion of flexible workers who fall into these groups?

A: The former. We would like to understand what proportion of your overall headcount work flexibly (question 12) and be able to compare this to the proportion of your senior headcount (band 7 and above) who work flexibly (question 13) and the proportion of your consultant headcount who work flexibly (question 14).

Q: For questions 13 & 14, what is the definition of 'work flexibly'?

A: This could include any arrangement that supports an individual to have choice about when, where and how they work. So this can include all the arrangements listed in the staff handbook revised section 33 but isn't limited to that list:

- Fixed working patterns to give certainty over hours worked and/or location
- Part-time working (any number of hours under 37.5)
- Flexi-time around core hours including staggered start and finish times
- Compressed/elongated hours to allow work to be condensed or stretched in a regular pattern or over a specific time period, such as seasonal working
- Average hours working patterns to allow a set number of hours to be averaged out over an agreed reference period e.g., annualised; bi-annualised; quarterly; monthly
- Term-time working
- Job-share
- Flexible retirement
- Team self-rostering
- Homeworking for some or all of the working pattern