

To: • ICBs:

- chief executives
- chief operating officers
- chairs
- chief people officers/HR directors

• Trusts:

- chief executives
- chief operating officers
- chief people officers/HR directors •

CSU managing directors

NHS England
Wellington House
133-155 Waterloo Road
London
SE1 8UG

19 January 2023

cc. • Regional:

- directors
- directors of nursing
- heads of EPRR

Dear Colleagues,

Industrial Action – 23-24 and 26 January: Pre-action assurance, cancer services, rescheduled activity, and workforce situation report (SitRep) data collections

Workforce and rescheduled activity situation report (SitRep) data collections via Strategic Data Collection Service (SDCS)

In light of industrial action (IA) planned by Unison, GMB and Unite on 23 January at 7 Ambulance Trusts, action planned by GMB on 24 January at North West Ambulance Service, and action planned by CSP on 26 January at 30 Trusts, NHS England will conduct two SitRep data collections on the SDCS data collection tool.

These SitReps are:

- **An IA workforce SitRep** - which will collect information from those organisations where staff are taking industrial action. This SitRep will collect numbers of staff taking part in the industrial action, and total numbers of staff due to be at work.

Workforce data will be collected on 25 January from 7 affected Trusts for each of the day(s) of ambulance service industrial action (23 and 24 January).

Workforce data will be collected on 27 January from the 30 affected Trusts for the day of CSP industrial action (26 January).

- **An IA rescheduled activity SitRep (for all Trusts across Acute, Community, Mental Health sectors irrespective whether staff at your organisation are taking industrial action).** This will collect information on elective inpatient and outpatient activity that has been rescheduled as a result of Ambulance service IA or CSP IA in the week commencing 23 January, across all regions and sectors. We have included questions in the SitReps to capture Acute Trust's intentions around cancer services. Organisations where there is no expected impact should provide a return noting zero rescheduled appointments / cancellations.

Please note, the overriding principle is that the re-scheduling of any urgent cancer diagnostics or cancer treatment should only be considered if all other options have been exhausted, and every effort should be made to maintain these appointments.

The rescheduled activity SitRep collection will run on three occasions – the 20, 25 and 27 January. On each occasion we will be asking for figures on rescheduled activity for the 7-day period of 22 January to 28 January inclusive.

Resubmissions will only be needed on 25 and 27 January if the data has changed from the previous submission, and the new submission will overwrite the previous submission (for example, if the first submission reported 100 rescheduled appointments, and then a further 2 were found to have been rescheduled after the original submission, the revised submission would need to show 102 rescheduled appointments).

Although the collection will be open on Friday 27 January for all trusts, this is primarily to allow the 30 Trusts affected by CSP IA on 26 January to update their position and there is no requirement for trusts unaffected by CSP IA to upload again on that date.

A schedule of what will be collected on each of the upcoming dates are included at **Annex A**.

How we will use the information

Data from the collections prior to each day of industrial action will be used to understand the anticipated position, inform local conversations on derogations, and help NHSE target regional support and follow-up - it will not be published. Data collected on 25 and 27 January will confirm the position following each period of industrial action and will be published.

Regional Operations Centre and the national SDCS team will follow up to ensure all relevant Trusts make returns.

Templates illustrating the data required for each submission are shown in **Annexes C-F**. More detailed guidance notes will be shared with registered submitters ahead of the first collection.

Submission requirements

Submissions will be made through the SDCS, and on any day that the collection is running we will open the collection at 09:00 and the deadline for submission will be 13:00 that day. **The template will be available to download from SDCS from 09:00 on the day the collection is running.**

Detail on the submitters list for each organisation is included at **Annex B**.

Pre-action readiness assurance for Ambulance strike action (Excel)

NHSE is also repeating a pre-action readiness collection in respect of Ambulance IA using an Excel template. This will request Ambulance Trusts affected by the IA to report their confidence in ability to provide critical services and the level of agreement on derogations in key service areas.

Our expectation is that the return is completed by Operational and/or EPRR leads in Ambulance Trusts affected by the IA.

This collection has already been issued on Wednesday 18 January for return on 19 January, and will be re-issued at 18:00 on 19 January, with a deadline for return of 12:00 on 20 January; to allow time for early assessment and further local negotiation, or where appropriate, escalation.

Pre-action readiness assurance for CSP strike action (Excel)

NHSE will conduct a pre-action assurance collection in respect of industrial action carried out by the Chartered Society of Physiotherapy (CSP) using an Excel data collection tool. This will request Trusts (30) affected by the IA to report their confidence in ability to provide critical services.

The pre-action assurance return should be completed by EPRR leads or SROs for IA at Trusts affected by CSP IA.

This collection will be issued at 12:00 on 24 January, with a deadline for return of 12:00 on 25 January. The information provided will allow NHS England colleagues time to assess returns, and support further local negotiation, or where appropriate, escalate any issues.

Submission requirements for readiness assurance

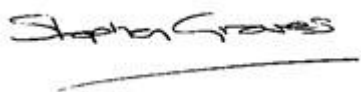
Both pre-action readiness assurance documents will be cascaded via NHS England's National Operations Centre (NOC) and each Regional Operations Centre (ROC) to NHS Trusts and ICBs affected by the IA.

Trusts are asked to complete the templates and to submit returns to their Regional Operations Centre.

If you have any questions, please contact your regional team.

Many thanks for your continued cooperation and support in providing this information and ensuring a high return rate.

Yours sincerely,



Stephen Groves

Director of NHS Resilience
NHS England

Annex A - Schedule of data collections and assurance returns

Date	Return or collection	Method
Weds 18/01	Pre action assurance for ambulance trusts (#1) issued	Excel via NOC and ROCs
Thurs 19/01	Pre action assurance for ambulance trusts (#1) return	Excel via NOC and ROCs
	Pre action assurance for ambulance trusts (#2) issued	Excel via NOC and ROCs
Fri 20/01	IA rescheduled sitrep for all trusts (for the 7-day period of 22-28 Jan) collection	SDCS collection
	Pre action assurance for ambulance trusts (#2) return	Excel via NOC and ROCs
Sat 21/01	<i>No SDCS collections or assurance returns</i>	
Sun 22/01	<i>No SDCS collections or assurance returns</i>	
Mon 23/01	<i>No SDCS collections or assurance returns</i>	
Tues 24/01	Pre action assurance for 30 Trusts with CSP action (only) issued	Excel via NOC and ROCs
Weds 25/01	Pre action assurance for 30 CSP Trusts with CSP action (only) return	Excel via NOC and ROCs
	IA workforce sitrep for 7 ambulance trusts (to cover action on 23 and 24)	SDCS collection
	IA rescheduled for all trusts (for the 7-day period of 22-28 Jan) – will be open as resubmission to overwrite.	SDCS collection
Thurs 26/01	<i>No SDCS collections or assurance returns</i>	
Fri 27/01	IA workforce sitrep (for 30 trusts impacted by CSP action on 26)	SDCS collection
	IA rescheduled required for 30 CSP trusts (will be open to all trusts) – will be open as resubmission to overwrite / update figures if changed)	SDCS collection

Annex B - Data collection submitters

We will create submitters list for each organisation as per the table below:

Organisation type	Source of submitter list
NHS Acute Trusts	We will use the same submitters as for previous IA collections.
NHS Ambulance Trusts	We will use the same submitters as for previous IA collections.
NHS Community and Mental Health Trusts	We will use the same submitters as for previous IA collections where the org has previously submitted, otherwise we will use submitters from the COVID daily sitrep.

If you want to make changes to the submitter list for your organisation, then please contact emergency.collections@nhs.net.

Please also contact this email address if you have any issues in accessing the return for your organisation.

Annex C – Workforce SitRep

IA Workforce Sitrep

You can now upload your data.

Occupation / group	Total number of staff absent from work as a result of IA (headcount) for period of action	Total number of staff who should have been working (headcount) for period of action
Scientific, Therapeutic and Technical Staff		
1 Occupational therapy	0	
2 Physiotherapy		
3 Radiography – diagnostics and therapeutic		
4 Pharmacy		
5 Operating Theatres		
6 Applied Psychology		
7 Psychological Therapy		
8 Chiropody/Podiatry, Dietetics, Orthoptics/Optics, Art/Music/Drama Therapy, Speech and Language Therapy, Osteopathy		
9 Qualified Other Scientific, Therapeutic and Technical Multi Therapies, Dental		
10 Assistant Practitioner, Student/Trainee Assistant		
Medical and Dental		
11 Medical / Dental - Consultant		
12 Medical / Dental - In Training (e.g. Foundation Y1 & Y2, STRs (incl FTSTAs & LATs), SHOs, SpRs / SpTs / GPRs)		
13 Medical / Dental - Other (e.g. Staff, Associate Specialist and Specialty (SAS))		
14 General Medical/Dental Practitioner		
Ambulance staff		
15 Consultant Paramedic, Advanced Paramedic, Specialist Paramedic		
16 Paramedic		
17 Assistant Practitioner, Emergency/Urgent Care Support Worker		
18 Ambulance Technician/Associate Practitioner		
19 Emergency Call Handlers, Emergency Medical Dispatchers		
20 Non-emergency Call Handlers, Non-emergency Medical Dispatchers		
21 Ambulance Care Assistant		
Healthcare Science and Public Health Scientific Staff		
22 Life Sciences		
23 Physiological Sciences		
24 Physical Sciences and Biomedical Engineering		
25 Clinical Bioinformatics		
26 Public Health Sciences		
Nursing staff and Midwives		
27 Adult / General		
28 Mental health		
29 Learning disabilities		
30 Children and Young People		
31 Midwives		
32 Maternity Support Workers		
33 Health Visitors		
34 District / Community		
35 Other Registered Nurses		
36 Student Nurses		
37 Nurse Associates		
38 Trainee Nurse Associates		
39 Nursing auxiliary / Nursing assistant / Healthcare assistant (including Health / Clinical / Nursing Support Worker)		
Social Care		
40 Social Workers		
41 Social Care Managers		
42 Social Care Support Staff		
Administration and Estates Staff		
43 Central Functions		
44 Hotel, Property and Estates		
45 Scientific, Therapeutic and Technical Support		
46 Clinical Support		
47 Other occupational group		

Annex D – Rescheduled activity SitRep (acute Trusts)

IA Elective Activity Reschedule Sitrep							
You can now upload your data							
Provide the number of elective procedures that you are rescheduling as a result of industrial action (NB reschedules should be submitted against the date the procedure was due to take place).							
	In patient	of which P1/P2 cancer surgery	of which P3/P4 cancer surgery	of which Colonoscopy	of which radiotherapy treatments	Day case	of which radiotherapy treatments
15 January 2023							
16 January 2023							
17 January 2023							
18 January 2023							
19 January 2023							
20 January 2023							
21 January 2023							

Provide the number of outpatient appointments that you have rescheduled as a result of industrial action (NB reschedules should be submitted against the date the appointment was due to take place).						
	New (Exc 2 week waits)	New 2 week waits	Reviews	Of which are Cancer related		
				New (Exc 2 week waits)	New 2 week waits	Reviews
15 January 2023						
16 January 2023						
17 January 2023						
18 January 2023						
19 January 2023						
20 January 2023						
21 January 2023						

Annex E – Rescheduled activity SitRep (mental health and learning disability Trusts)

Mental Health and Learning Disability activity sitrep

 PLEASE SELECT YOUR TRUST

Provide the number of rescheduled appointments on the following services which are applicable to your trust as a result of industrial action (NB cancellations should be submitted against the date the procedure was due to take place, not the day it was cancelled).								
OLD	15/01/2023	16/01/2023	17/01/2023	day of action (18th)	day of action (19th)	20/01/2023	21/01/2023	Comments
- Core Community Mental Health Services								
- Forensic Services								
- Specialist Services								
- Health & Justice and Vulnerable Groups								
- Learning Disability and Autism Services								
- Specialist Community Mental Health Services								
- Other – Mental Health Services								

Annex F - Rescheduled activity SitRep (Community services)

Community activity sitrep



← PLEASE SELECT YOUR TRUST

Provide the number rescheduled appointments on the following services which are applicable to your trust as a result of industrial action (NB cancellations should be submitted against the date the procedure was due to take place, not the day it was cancelled).

NEW	15/01/2023	16/01/2023	17/01/2023	day of action (18th)	day of action (19th)	20/01/2023	21/01/2023	Comments
Adult Continuing Health care								
Adult Safeguarding inc. case conferences								
Cardiac Service								
Children and Young people continuing care								
Children's Community Nursing Service								
Clinical Psychology Service								
Community Dental Service								
Community Paediatrics Service								
Continence Service								
Counselling Service								
CYP & Adult audiology services								
CYP Safeguarding inc. case conferences								
Dermatology Service								
Diabetes Service								
Diagnostic Service								
District Nursing Service								
Drug and Alcohol services								
Ear, Nose and Throat Service								
Enablement Service								
End of Life Care CYP								
End of Life Care Service								
EOLC Adults								
Equipment and adaptation services								
Family Support Service								
Frailty Service inc Geriatrician services								
Gastrointestinal Service								
Haematology Service								
Health Visiting Service								
Home-based Intermediate Care Service								
Immunisations								
Infrastructure/Facilities								
Integrated Multidisciplinary Team (jointly commissioned)								
Intermediate Care Service								
LD & Autism Adults								
LD & Autism CYP								
Long Term Conditions Case Management Service								
Mental health adults (inc Dementia)								
Mental health children and young people (to include psychological services)								
Musculoskeletal Service								
Neonatal audiology services								
Neurology Service								
NHS @Home								
Nutrition and Dietetics Service								
Occupational Therapy Service								
Orthoptist Service								
Other								
Pain Management Service								
Phlebotomy Service								
Physiotherapy Service								
Podiatry Service								
Prosthetic Service								
Rapid Response inc falls service								
Reablement Intermediate Care Service								
Rehabilitation Service								
Respiratory Service								
Respite Care Service								
Rheumatology Service								
School Nursing Service								
Sexual Health								
Specialist Palliative Care Service								
Speech and Language Therapy Service								
Tissue Viability Service								
Treatment Room Nursing Service								
Urgent community response (UCR)								
Virtual ward								
Wheelchair Service								