

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

1 February 2023

cc. • Regional:

- directors
- directors of nursing
- heads of EPRR

Dear Colleagues,

Industrial Action – 6-7 February and 9-10 February: 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)

NHS England will conduct two SitRep data collections on the SDCS data collection tool in light of industrial action (IA) planned for the week commencing 6 February.

The workforce and activity impacts of the following industrial action will be in scope:

- GMB (8 Ambulance Trusts) and Unite (four Ambulance Trusts) on 6 February and the morning of 7 February
- Royal College of Nursing (RCN) members on 6 and 7 February at 73 Trusts (including 6 Ambulance Trusts)
- GMB members at East Suffolk and North Essex, and Mersey Care NHS Foundation Trusts on 6 February, and at Liverpool Women's NHS Foundation Trust on 7 February
- Chartered Society of Physiotherapists (CSP) members on 9 February at 32 Trusts
- Unison members at five Ambulance Trusts on 10 February

These SitRep collections are:

1. An IA workforce SitRep.

This will collect information the next working day from all organisations where staff are taking industrial action. This SitRep will collect numbers of staff taking part in the IA, and total numbers of staff due to be at work.

This workforce data will be collected on 8 February from affected Trusts for each of the two days of IA (6-7 February).

The workforce data will be collected again on 10 February from only the 32 affected Trusts for the day of CSP industrial action (9 February).

The workforce data will be collected again on 13 February from only the five affected Ambulance Trusts for the day of Unison IA (10 February).

2. An IA rescheduled activity SitRep

This will collect information on elective inpatient and outpatient activity that has been rescheduled as a result of IA in *all* acute trusts, and details of activity rescheduled in *all* community and mental health trusts.

This collection will run on four occasions - on 3, 8, 10, and 13 February - to provide an estimate of impact, initial figures for the impact of action on 6 and 7 February, and then to provide impact of the CSP and Unison action.

On each occasion we will be asking for figures on rescheduled activity for the seven-day period of 5 February to 11 February inclusive.

Notes

Resubmissions will only be needed for the rescheduled collections on 8, 10, and 13 February if the data has changed from the previous submission, and the new submission will overwrite the previous submission (e.g., if the first submission reported 100 rescheduled appointments, and then a further 2 were found to have been rescheduled after the original submission, then the revised submission would need to show 102 rescheduled appointments).

Although the rescheduled collections will be open on 10 and 13 February for all trusts, this is primarily to allow the 32 Trusts affected by CSP IA on 9 February and the five Ambulance Trusts impacted by Unison IA on 10 February to update their position, and there is no requirement for unaffected trusts to upload again on these dates.

A schedule highlighting which data 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. Highlights of the data

collected on 8, 10, 3 and 13 February will confirm the summary position following each period of industrial action and be published.

It is important that all relevant Trusts submit data returns so we can fully understand the impacts. 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 assurance collections

Pre-action assurance for RCN and GMB strike action (Excel)

As previously, NHSE will request Acute, Community, and Mental Health Trusts affected by IA complete a pre-action readiness return and report their confidence in ability to provide key services safely on the days of industrial action.

This readiness template will be issued at 12:00 on 1 February via the National (NOC) and Regional Operations Centres (ROCs), with a deadline for return of 12:00 on 2 February.

The template will be re-issued on 2 February, with a deadline for return of 12:00 on 03 February; however, a return is only required if there has been a material change in circumstances since the first return.

Pre-action assurance for Ambulance industrial action on 06 - 07 February (Excel)

NHSE will again request Ambulance Trusts affected by GMB, Unite and RCN IA on 6-7 February to report their confidence in ability to provide critical services and the level of agreement on derogations in key service areas, using the previously issued Excel template.

Ambulance Trusts will also be asked to complete a second Excel spreadsheet that asks them to identify the impact of *the simultaneous RCN and GMB IA* at Acute, Community, and Mental Health Trusts *on their services* and any necessary mitigations to maintain Ambulance services.

This template will be issued at 12:00 on 1 February, with a deadline for return of 12:00 on 2 February. The template will be re-issued on 2 February, with a deadline for return of 12:00 on 3 February; however, a return is only required if there has been a material change in circumstances since the first return.

Pre-action assurance for Ambulance industrial action on 10 February (Excel)

The readiness template will also be issued to the five Ambulance Trusts affected by Unison IA on 10 February, using the previously used (standard) Excel template.

This readiness template will be issued at 12:00 on 08 February, with a deadline for return of 12:00 on 09 February.

Pre-action assurance for Chartered Society of Physiotherapy (CSP) industrial action (Excel)

NHSE will ask the 32 Trusts (only) affected by the IA to report their confidence in ability to provide critical services, using the previously issued Excel template.

This template will be issued at 12:00 on 7 February, with a deadline for return of 12:00 on 08 February.

Submission requirements for readiness assurance

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.

Our expectation is that the returns are completed by Operational and/or EPRR leads in Trusts 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 01/02/2023	Pre action assurance for Ambulance Trusts (#1) issued	Excel via NOC and ROCs
	Pre action assurance for Acute, Community and Mental Health Trusts with RCN and/or GMB action (only) (#1) issued	Excel via NOC and ROCs
Thurs 02/02/2023	Pre action assurance for Ambulance Trusts (#1) return	Excel via NOC and ROCs
	Pre action assurance for Acute, Community and Mental Health Trusts with RCN and/or GMB action (only) (#1) return	Excel via NOC and ROCs
Thurs 02/02/2023	Pre action assurance for Ambulance Trusts (#2) issued	Excel via NOC and ROCs
	Pre action assurance for Acute, Community and Mental Health Trusts with RCN and/or GMB action (only) (#2) issued	Excel via NOC and ROCs
Fri 03/02/2023	Pre action assurance for Ambulance Trusts (#2) return (<i>only required if there has been a material change in circumstances since the first return</i>).	Excel via NOC and ROCs
	Pre action assurance for Acute, Community and Mental Health Trusts with RCN and/or GMB action (only) (#2) A (<i>only required if there has been a material change in circumstances since the first return</i>).	Excel via NOC and ROCs
Fri 03/02/2023	IA rescheduled sitrep for all Trusts (for the 7-day period of 05-11 Feb) collection	SDCS collection
Sat 04/02/2023	<i>No SDCS collections or assurance returns</i>	
Sun 05/02/2023	<i>No SDCS collections or assurance returns</i>	
Mon 06/02/2023	<i>No SDCS collections or assurance returns</i>	
Tues 07/02/2023	Pre action assurance for 32 Trusts with CSP action (only) issued (at 12:00)	Excel via NOC and ROCs
Weds 08/02/2023	Pre action assurance for 30 CSP Trusts with CSP action (only) return	Excel via NOC and ROCs
	Pre action assurance for Ambulance Trusts (#3) issued	Excel via NOC and ROCs
	IA workforce sitrep for 8 Ambulance Trusts (to cover action on 06 and 07 February)	SDCS collection
	IA workforce sitrep for Acute, Community and Mental Health Trusts with RCN action and/or GMB action (to cover action on 06 and/or 07 February)	SDCS collection
	IA rescheduled for all Trusts (for the 7-day period of 05-11 Feb) – will be open as resubmission to overwrite.	SDCS collection
Thurs 09/02/2023	Pre action assurance for Ambulance Trusts (#3) return	Excel via NOC and ROCs
Fri 10/02/2023	IA workforce sitrep (for 32 Trusts impacted by CSP action on 09 February)	SDCS collection
	IA rescheduled required for 32 CSP Trusts (will be open to all Trusts – as resubmission to overwrite / update figures if changed for the 7-day period of 05-11 Feb)	SDCS collection
Sat 11/02/2023	<i>No SDCS collections or assurance returns</i>	
Sun 12/02/2023	<i>No SDCS collections or assurance returns</i>	
Mon 13/02/2023	IA workforce sitrep for the five Ambulance trusts with Unison action on 10 Feb	SDCS collection
	IA rescheduled required for Trusts affected by Unison IA on 10 Feb (will be open to all Trusts as resubmission to overwrite / update figures if changed for the 7-day period of 05-11 Feb).	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

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								