

Changes to the NHS Library Services Statistical Return 2016-17

For 2016-17 the HEE Library and Knowledge Services Leads will not be making any significant changes to the data we ask you to supply. Some changes were made to the 2015-16 return (mainly for clarity to the guidance) based on feedback from the Knowledge for Healthcare (KfH) Streamlining and Current Awareness Services Task and Finish Groups and these continue in the 2016 return. The formal review of the statistics will be done by the yet to be created KfH Statistics Task and Finish Group. Be reassured there will be a long lead in time for any proposed changes for the future collection.

As the KfH programme moves on to be business as usual the LKS Leads have decided to change to how we collect the information from you for 2016-17. We will ask you to submit your 2016-17 statistical return in two parts.

Annual Return 2016-17 – Part 1 – LKS Staff

By mid-April (Friday 15 April 2016) we would like you to provide the following information:

PRELIMINARY SECTION (information as of 1 April 2016)

Name of Health Education England local area

Names of library sites

Sector of library service

Names of Organisations

Type of Service/Organisation

Section 1: (13 on previous full return) STAFF QUALIFICATIONS OF STAFF IN POST as of 1 April 2016

Section 2: (14 on previous full return) SALARY BANDS FOR ALL STAFF + VACANCIES + SALARY SCHEMES as of 1 April 2016

Section 3: (NEW) STAFF QUALIFICATIONS BY PAY BAND OF STAFF IN POST as of 1 April 2016

This will ensure the LKS Leads and the Workforce Planning and Development Group have the most up-to-date information available on staffing levels. This is particularly pertinent for the work around the National Training Curricula and will inform future work relating to the LKS workforce.

Annual Return 2016-17 – Part 2

Later in 2017 (your HEE LKS Lead will give you the deadline for submissions) we would like you to provide the following information:

PRELIMINARY SECTION (to ensure we can marry up the data from both returns)

Plus the following **12 sections** i.e. not the two sections that cover LKS staff, their qualifications and salary bands.

Section 1: USERS

Section 2: LIBRARY PCs AVAILABLE FOR USE BY TRUST STAFF

Section 3: EXPENDITURE

Section 4: INCOME

Section 5: LOANS FROM STOCK

Section 6: COPIES OF ARTICLES etc. FROM STOCK

Section 7: LOANS RECEIVED FROM OTHER LIBRARIES (NON-PHOTOCOPY)

Section 8: COPIES OF ARTICLES etc. SUPPLIED BY OTHER LIBRARIES

Section 9: INFORMATION CONSULTANCY - INFORMATION SEARCHES AND ENQUIRIES

Section 10: USER EDUCATION AND INDUCTION

Section 11: OTHER SERVICES

Section 12: STOCK

Collecting this information later in the year will allow you to liaise with your finance departments to finalise your income and expenditure figures and give you time to collate data about your services and stock. It will also allow our HE-provided services, who work to a different financial year than the NHS, time to gather a smaller set of data.

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