

Monitoring the NHS Knowledge and Skills Framework

1. Monitoring requirements

The NHS KSF is an integral part of Agenda for Change and provides the gateway mechanism for pay progression, without which equitable pay progression, and therefore equal pay, cannot be delivered.

Full implementation of the KSF must be in place by October 2006, but monitoring has so far focussed only on outline development and this will end in December 2005.

NHS organisations are however required to monitor the KSF locally as set out in the Agenda for Change Agreement (introduction, chapter 10 and Annexe E) using data on:

- *progress on KSF outlines*
- *the use of the KSF and development reviews*
- *the provision of support for training and development*
- *the progression of staff through payband gateways*

This data will be requested centrally as quarterly returns from March 2006 in order to monitor the completion of KSF implementation.

Ultimately (from 2007), the information will need to be gathered in such a way as to enable analysis (including both full-time and part-time staff) by:

- *occupational group*
- *age*
- *payband*
- *ethnicity*
- *disability*
- *gender*
- *community (Northern Ireland)*

Employers and staff representatives, in partnership, will use the results of the monitoring exercise to ensure best practice. The information will also be used by the NHS Staff Council to ensure equity, and provide support to employers and local staff representatives. At local level the information collected should also provide employers with valuable intelligence that should enable them to demonstrate progress against local equality and diversity strategies.

The Executive of the NHS Staff Council has now agreed the template for further monitoring of KSF implementation (see annexe 1 below). Guidance for on-going equality monitoring of the use of the KSF in practice (from 2007) will be provided following consideration by the Equalities and Diversity Subgroup of the Staff Council.

2. Data Collection and the e-KSF

The e-KSF will have the facility to report on all KSF data indicated in the template, and the reporting format will mirror that requested by the Staff Council.

Organisations using the e-KSF to support the full KSF process will not therefore have to collect or collate any additional data in order to provide the necessary KSF monitoring. Organisations will be able to run standard reports on their own data from within e-KSF and use these as data returns.

The need to maintain this facility is acknowledged in current discussions regarding how best to link the e-KSF and ESR. The intention is to develop an integrated solution; until then both the e-KSF and the ESR should be used.

Organisations which are not using the e-KSF to record the full KSF process will need to decide how best to collect and collate KSF data, and will need to present it in the same format for central returns.

It should be noted that the e-KSF is funded by the DH and freely available to all NHS organisations. Further information can be obtained at www.e-ksfnow.org.

3. Timetable

The timetable for monitoring of KSF implementation is included in the monitoring template at Annexe 1. Data will be required quarterly as indicated with the first return for the period ending 31st March 2006.

Confirmation of the address to which returns should be sent, and the submission date for each return will be provided in due course.

Annexe 1: Reporting Template for Monitoring the NHS KSF

KSF Outlines	Total number	% of AfC employees	Reporting Dates
How many individuals have <u>received</u> a <u>full</u> * KSF outline for their post?			March 06 June 06 September 06
Development review process	Total number	% of AfC employees	Reporting Dates
How many individuals have had a development review using the KSF in the reporting period?			June 06 September 06 December 06 March 07 Yearly
Of these, how many individuals have a personal development plan agreed?			June 06 September 06 December 06 March 07 Yearly
Of these, how many individuals have undertaken supported development?			June 06 September 06 December 06 March 07 Yearly
Gateways	Total number	% of AfC employees	Reporting Dates
How many foundation gateway reviews were due in the last reporting period?			December 06 March 07 Yearly
How many took place?			
How many second gateway reviews were due?			December 06 March 07 Yearly
How many took place?			
Outcome of foundation gateways (see codes below)	1	1	December 06
	2	2	March 07
	3	3	Yearly
Outcome of second gateways (see codes below)	1	1	December 06
	2	2	March 07
	3	3	Yearly

Codes for gateway reviews:

- 1 Full progression through the gateway as agreed that the individual has applied the knowledge and skills detailed in the KSF outline for that gateway
- 2 Pay progression with short term development plan agreed because the individual still has development needs in relation to the KSF post outline for that gateway, but there are extenuating circumstances as defined in the gateway policy
- 3 Deferred pay progression with short term development plan agreed because the individual has not applied the knowledge and skills required in the KSF post outline for that gateway

* A 'full' KSF outline is as set out in chapter 2 of the KSF handbook (DH October 2004) and includes specific areas of application and a foundation gateway subset.