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DEPARTMENT OF HEALTH AND SOCIAL SECURITY

HANNIBAL HOUSE   Room No

ELEPHANT AND CASTLE LONDON SE1 6TE

TELEX 883669 TELEPHONE 01-703 6380 EXT
GTN (2916)

17 June 1988

Your reference

Our reference EL(88)P86

548
E/16/18/2

To: Focal Point Contacts of: Regional Health Authorities
                                        Scottish Office
                                        Welsh Office

      Treasurers of: Special Health Authorities (LPGTHs).

      Secretaries of: Prescription Pricing Authority
                                        Public Health Laboratory Service
                                        Central Blood Laboratory Authority

      Clerk to: Dental Estimates Board

      Chief Executives of: NHS Training Authority
                                        Health Education Authority

      Directors of: Information Management Centre
                                        UK Transplant Service

      Administrators of: Family Practitioner Committees
                                        FPS Computer Unit

Dear Sir or Madam

EXECUTIVE LETTER (FORMERLY STATISTICAL MEMORANDUM)

A)   NHS NON-MEDICAL MANPOWER QUARTERLY COUNT (30 JUNE 1988)

B)   MANPOWER AGGREGATED RETURN - KM42 (30 JUNE 1988)

A   NHS NON-MEDICAL MANPOWER - 30 JUNE 1988

1.   For the NHS Non-Medical Manpower Quarterly Count Regions should continue
to comply with the Statement of Central Requirements for Manpower Information
(document B4). Please note, in particular the technical specification given in
Annexes E and F (Appendices A) of this EL.

2.   The collection of this data is required by the Secretary of State and Ministers for Planning and monitoring purposes. The NHS Management Board reviews this information on a pre-set date and in order to meet this deadline it is important that returns are submitted within the time limits set out in Annexes C and D (Manual Returns) and Annex G (Tape Returns). If these time limits are not met, it will be necessary to estimate the missing Staff-in-Post figures from earlier returns and in order to avoid this <u>Regions are asked to submit a letter at the time of the count detailing their Staff-in-Post figures, by main staff group (WTE)</u>. The letter should be sent to Miss W Price, Room 113B, Hannibal House. A blank form is enclosed for your convenience.

DIRECTIONS FOR MAGENTIC TAPE RETURNS

3.   Information on the way Regions and other Authorities should submit the returns is given in the Annexes to this EL as follows:

3.1	Regional Health Authorities: All Tapes	Annexes A & G
3.2	Regional Health Authorities: VME Tapes	Annexe E
3.3	Regional Health Authorities: DME Tapes	Annexe F
3.4	Special Health Authorities for the London Postgraduate Teaching Hospitals	Annexe B Part 1
3.5	London Ambulance Service	Annexe B Part 2
3.6	Family Practitioner Committees	Annexe B Part 3
3.7	Prescription Pricing Authority	Annexe B Part 4
3.8	Other Statutory Authorities	Annexe B Part 5

DIRECTIONS FOR MANUAL RETURNS

4.   Information on the way Regions and other Authorities should submit their returns is given in the Annexes as follows:

4.1	Manual Returns supplementary to Tape Returns by Regions and SHAs	Annexe C
4.2	Moorfields Eye Hospital	Annexe D Part 1
4.3	Family Practitioner Committees	Annexe D Part 2
4.4	Dental Estimate Board	Annexe D Part 3
4.5	Prescription Pricing Authority	Annexe D Part 4
4.6	Other Statutory Authorities	Annexe D Part 5

B   MANPOWER AGGREGATE RETURNS: KM42

5.   Forms have been issued to Regions for all of the Manpower Aggregated
Returns due for June 1988 but we would ask Regions to consider sending returns
on $5^{1}/4$" floppy disks wherever possible. The layout should be as in
Appendix D of document B4 and the disk should be IBM readable.

6.   When completing the KM42 return, Regions should comply with the
Statement of Central Requirements (Document B4) in particular paragraph 4.3.4
which states that figures for manpower equivalents are to be shown to the
nearest whole number. Bracketed entries are not permissible and any
incorrectly completed forms will be returned.

7.   MAGNETIC TAPE RETURNS should be sent to Mr I Tucker, Room 113A at the
above address by the 12 August 1988, using datapost. An advice note
containing identification information and number of records should accompany
each magnetic tape. An additional copy of the Advice Note, together with a
listing of the tapes contents, should be sent under separate cover to
Mr I Tucker, this will be used as a receipt and returned to the Region/SHA
once the magnetic tape has been used. The required layout for the returns is
outlined in Appendix D of document B4.

8.   MANUAL AND FLOPPY DISK RETURNS should be sent to Mr I Tucker,
Room 113A, at the above address by the 12 August 1988. Where a floppy disk
is submitted, a list of contents should accompany the disk.

9.   If any delay is likely to be incurred in producing any of the returns,
the responsible Regional Officer should immediately inform Mr I Tucker
(01-703-6380 Ext 3947) or Mrs B J Rumney (01-703-6380 Ext 3972).

10.   This letter will be cancelled and deleted from the current communication
index on 31 October 1988 unless separately notified.

Yours faithfully

F Hobson
Terence

pp MR R WILLMER
Chief Statistician
Statistics and Research
Division 7

ALL STAFF IN POST MAGNETIC TAPE DATA SUBMITTED BY RHAs

PART 1   GENERAL

Magnetic tape returns should be produced using whichever payroll produces the most accurate count of staff in post at 30 June 1988. For some Regions this will be the end of June payroll; others may need to use the end of July payroll.

PART 2   COMPARABILITY OF DATA

1.   Regions are, since 1 April 1987, responsible for the validation of data to be submitted (see Statement of Central Requirements, paragraph 1.3). This should result in staffing figures which are directly comparable with those collected in the Quarterly Counts pre-Körner implementation. In particular, the categories of staff which are excluded must be the same. Therefore, it is important that records relating to the following categories are assigned the correct occupation code and Nature of Contract (NATOCON) especially in the case of Agency staff - see paragraph 2 below) so that they can be excluded from the results of the Quarterly Count:-

        i.   General payments codes, eg widows pension, Youth Training Scheme and endowment/re-charge (except where Regional Indicator = "X"), first two digits 97, 98 and 99 except General Managers, code 987/8/9 who will be included in the count;

        ii.   PAM students and Speech Therapy students;

        iii.   Bursary-paid radiographers and physiotherapists.

2.   Historically, Agency Staff, other than N & M, have never been included in the counts. Records for these staff must,therefore, be excluded from the return before submission or correctly allotted NATOCON "O" to allow the Department to identify and exclude them. Agency N & M, Bank N & M and Sessional Chiropodists may be returned on magnetic tape under Körner but some Regions have indicated that they will continue to submit data for these staff by manually completed forms until their manpower systems are in place. These Regions must either exclude records for these staff from the tape return or ensure that the correct NATOCON ie 0, 5, or 7, is shown on the records to enable the Department to identify and exclude them. Those Regions returning these staff on magnetic tape should ensure that notification of their intention to do so is sent to Mrs Rummey well before the MTR is submitted, so that the Department's programs can be amended to allow their inclusion in the Quarterly Count.

3.   The treatment in the Quarterly Count of the following categories of staff should be the same as for the Annual Census (see SM(87)7/6 dated September 1987):-

    i.   STAFF INCLUDED ON PAYROLL WHO ARE WORKING ON AN OCCASIONAL BASIS

Certain staff (eg staff working occasional sessions) who are employed on an occasional basis only may be present on payroll but not actually working during the seven days ending 30 June 1988. Such staff should be INCLUDED on the tape return together with relevant information on hours worked (as shown in field 7.1 or field 4.2 on VME tapes) so that they are processed as staff in-post on 30 June 1988.

    ii.   WEEKLY PAID STAFF ON HOLIDAY ETC ON 30 JUNE 1988

Weekly paid staff employed on a full time/part time basis on annual leave or absent for any similar reason (eg sick leave) on 30 June 1988, who would have a NO PAY indicator on payroll at that date, should be INCLUDED on the tape return and will be processed as staff in-post on that date.

    iii. ANY OTHER STAFF NOT PAID VIA PAYROLL

Any other full-time or part-time staff, excluding those covered in paragraphs (i) and (ii) above, who are in post on 30 June 1988 but for any reason do not receive their pay via the computer payroll should be returned either on the tape or, if this is not feasible, on a separate manual return.

    iv.   TREATMENT OF RECORDS OF "LEAVERS" (PRIOR TO 30 JUNE 1988) RETAINED ON PAYROLL FOR THE PAYMENT OF ARREARS OR ANY SIMILAR PAYMENT OR FOR ANY OTHER REASON

In most cases, Regions will not submit dates of joining/leaving as they plan to validate their own data by excluding "leavers" prior to 30 June 1988. For any regions who still do not have this facility in place, records for all staff who have left an employing authority in your Region since 1 April 1988 but prior to 30 June 1988 should be left on the tape. However, it is very important that for all such staff the date of leaving is present and correctly coded (field 3.3 DME and VME). Records for any staff who left prior to 1 April 1988 should be EXCLUDED from the tape. It is particularly important that the date of leaving is present and correctly coded for any "leavers" retained on or re-entered to payroll as at 30 June 1988 for the purpose of payment of arrears or any other outstanding payment (or for any other reason). If this is not done, such staff will be wrongly included as in post at the 30 June 1988 Quarterly Count date and the count will be consequently overstated.

The Department can only exclude "leavers" (prior to 30 June 1988) by reference to the date of leaving field and it must be emphasised that to achieve an accurate count and avoid over-counting this field must be correctly coded for all records on the tape.

MAGNETIC TAPE STAFF IN POST DATA SUBMITTED FOR AUTHORITIES OTHER THAN RHAs

PART 1   SPECIAL HEALTH AUTHORITIES FOR LONDON POSTGRADUATE TEACHING HOSPITALS
          - TAPE RETURNS

The following arrangements will apply for the provision of magnetic tape
returns for the Special Health Authorities for London Postgraduate Teaching
Hospitals.

    i.   ˜NORTH WEST THAMES REGION should, in addition to their main tape,
supply a separate tape containing records relating to staff employed by
the Hammersmith and Queen Charlotte Special Health Authority with region
'T' header label and matching authority codes.

    ii.   SOUTH EAST THAMES REGION should, in addition to their main tape,
supply a separate tape containing records relating to staff employed by
the following five Special Health Authorities:-

        Hospital for Nervous Diseases
        Bethlem Royal and Maudsley Hospitals
        National Heart and Chest Hospital
        Royal Marsden Hospital
        Eastman Dental Hospital

Region 'T' header label and matching authority codes should be used.

    iii. HOSPITALS FOR SICK CHILDREN should supply a floppy disk containing
records relating to staff employed by them with region 'T' header label
and matching authority code.

    iv.   MOORFIELDS EYE HOSPITAL should supply a floppy disk containing
staff employed by them with region 'T' header lable and matching
authority code.

NOTE: These tapes should contain only SHA data - see Part 3 below.

PART 2   LONDON AMBULANCE SERVICE

SOUTH WEST THAMES REGION should, in addition to their main tape, supply a
separate tape containing records relating to the London Ambulance Service.
The tape should be prepared under Region Header'V'.

PART 3   FAMILY PRACTITIONER COMMITTEES - TAPE RETURNS

SM(87)7/1 issued in January 1987 gave details of the codes to be used to
identify Family Practitioner Committee staff remaining on regional payrolls.
NB   These codes MUST be used to enable the Department to allocate data to
the appropriate FPCs.

All Regions are asked to include records relating to staff employed in the
region and staff employed by the Family Practitioner Committees on their
Regional tapes. The FPC staff will be identified by their employing authority
code (ie 'region' indication 'Y') and extracted from the regional tapes during
the initial processing runs. It is imperative, therefore, that regions adopt
the correct codes for FPC staff as set out in SM(87)7/1.

PART 4   PRESCRIPTION PRICING AUTHORITY - TAPE RETURN

NORTHERN REGION should supply a single magnetic tape containing, in addition
to records relating to staff employed in the region and by the Family
Practitioner Committees (Part 3, second paragraph (above)), records relating
to monthly payroll staff ie Administrative and Clerical Staff, employed by the
PPA. Each record for PPA staff on the tape should contain the authority code
X-01-0000.

PART 5   OTHER STATUTORY AUTHORITIES - TAPE RETURNS

The Other Statutory Authorities which are part of the NHS are listed in
Appendix E (page B4 E2) of the Statement of Central Requirements for Manpower
Information. We would ask those Regions responsible for payroll for any of
these bodies to submit the data on their main tape (like FPCs) but using the
Regional designator "X". The relevant authority codes are:-

UK Transplant Service	X-11
Information Management Centre	X-23
NHS Training Authority	X-20
FPS Computer Units	X-30
Health Education Authority	X-40

MANUAL RETURNS SUPPLEMENTARY TO TAPE RETURNS (FOR COMPLETION BY REGIONS AND SHAs)

Whilst most of the required manpower information can be returned on the Magnetic tape, some information is not obtainable easily or reliably from computerised payroll records. We therefore ask that the following manual returns be completed where the Region /SHA has not notified that the information is to be supplied and validated on the magnetic tape:-

    i.   Agency (Proforma)   - Hospital and Primary Health Care Nursing and Midwifery Agency Staff.

    ii.   SBH2 (Bank)-   - Hospital and Primary Health Care Nursing and Midwifery Bank Staff.

Regions and SHAs should provide two figures, total number of staff and total wte of agency, and bank N&M employed in each DHA (Regions) or Hospital (SHAs) for one complete week ending 30 June 1988.

Blank returns will be sent to Regions and SHAs. The completed forms should be returned to Miss W Price Room 113B, Hannibal House, Elephant & Castle, London SE1 6TE by 29 July 1988 (4 weeks from the date of the Quarterly Count). PLEASE TELEPHONE MISS PRICE (01-703 6380 ext 3067) IMMEDIATELY IF ANY DELAY IS LIKELY TO BE INCURRED IN THE SUBMISSION OF THESE RETURNS.

Please note that those Regions who have informed the Department that they will produce the Agency, Bank or Sessional Chiropodist returns on the magnetic tape do not need to complete the above manual returns

MANUAL RETURNS FOR SUBMISSION BY AUTHORITIES OTHER THAN RHAs

PART 1   FAMILY PRACTITIONER COMMITTEES (NOT ON REGIONAL PAYROLLS)

Those Family Practitioner Committees making their own payroll arrangements for
some or all of their staff will be required to complete manual returns showing
the number and whole time equivalents of staff by grade (payscale/occupation
code), sex and type of contract as at 30 June 1988. The return should show
all staff in post at that date, including those who were temporarily absent
through sickness, annual leave etc. Copies of the blank forms will be issued
shortly, together with a set of Notes for Guidance. The returns should be
submitted to Miss W Price at the address shown in Part 5 below by 29 July 1988.

PART 2   DENTAL ESTIMATES BOARD

The usual arrangements for the Quarterly Count will apply; that is, the Board
should submit figures showing the total number and wte of staff in each main
staff-group, viz, Works, Maintenance, Administrative and Clerical and
Ancillary, as at 30 June 1988. The return should show all staff in post at
that date, including those on the payroll who, at that date were temporarily
absent-through sickness, annual leave etc. The return should be submitted to
Miss W Price at the address shown in Part 5 below by 29 July 1988

PART 3   PRESCRIPTION PRICING AUTHORITY (STAFF NOT ON NORTHERN REGIONS PAYROLL)

The arrangement previously adopted for the Quarterly Count will continue to
apply for weekly paid staff ie Ancillary and Maintenance (B&E) Staff. The
return should give the total number and wte of staff in post in each of these
staff groups as at 30 June 1988 and should include those on the payroll who,
at that date, were temporarily absent through sickness, annual leave, etc.
The return should be submitted to Miss W Price at the address shown in Part 5
below by 29 July 1988.

PART 4   OTHER STATUTORY AUTHORITIES

Those Other Statutory Authorities who have their own pay roll arrangements
will be sent blank return-forms shortly.

PART 5   ADDRESS FOR DESPATCH OF MANUAL RETURNS

All manually completed returns should be returned to Room 113B, Hannibal
House, Elephant & Castle, London SE1 6TE. PLEASE TELEPHONE MISS PRICE
(01-703 6380 ext 3067) IMMEDIATELY IF ANY DELAY IS LIKELY TO BE INCURRED IN
THE SUBMISSION OF THESE RETURNS.

TAPES PRODUCED BY VIRTUAL MACHINE ENVIRONMENT (VME)

STATISTICAL REQUIREMENTS AND FORMAT OF TAPE

Attached as appendices A to D to this annexe is a specification giving precise details of the information required and the format of the magnetic tape. The following fields should be completed:-

Field numbers   2.1 to 7.6 as shown in the Statement of Central
~   Requirements for Manpower Information page B4/10.

Regions are asked to ensure that where applicable the correct defaults are used. In particular, zeros must not be used where the default requires blank spaces. The appropriate defaults are given in Page 2 of Appendix A.

Regions are asked to refer to the Statement of Central Requirements for Manpower Information for detailed information relating to each field in the range 2.1 to 7.6.

If there are any queries on the technical aspects, please contact Mrs Rumney (ext 3972) or Mr Tucker (Ext 3947) on (01)703 6380.

Please see annexe G for details for preparation and despatch of tapes.

TECHNICAL SPECIFICATION OF DATA FROM REGIONAL HEALTH AUTHORITIES
COMPUTERISED PAYROLLS

Field No	Field Description	Field type	Field Length
2.1	Employing Authority code	A+N	1+2
2.2	Site-return identifier	A/N	2
2.3	Category of Unit	N	2
3.1	Unique personal number	A/N	11
3.2	Date of joining authority	A/N	6
3.3	Date of leaving authority	A/N	6
4.1	Nature of contract	A/N	1
4.2	Contract hours/sessions	A/N	4
5.1	Date of birth	A/N	6
5.2	Sex	N	1
6.1	Occupation code	N	3
6.2	Payscale	A+N	2+2
6.3	Incremental point	A/N	2
7.1	Worked hours/sessions	N	5
7.2	Gross pay	A/N	6
7.3	Arrears of pay	A/N	6
7.4	London Weighting	A/N	6
7.5	Basic pay	A/N	6
7.6	Number of weeks in previous pay period	A/N	1

Note - field type A = alphabetic
                   N = numeric - (spaces not permissable)
         A/N = variable combination of alphabetic and numeric
         A+N = fixed combination of alphabetic and numeric

Total record length = 81 bytes

Blocksize 4096 bytes

ICL 2966 computer, normal header and trailer labels 9 track, PE
transfer odd parity, 1600 bpi Ebcdic tape will contain:

            VOL1   label
            HDR1   label
            HDR2   label
            File
            EOF1   label
            EOF2   label
            EOV1   label

Default values

1.   Field Nos 2.3, 5.2, 6.1 and 7.1 - zeros

2.   Field No 2.2 should be filled with zeros if there is no relevant entry.

SPECIFICATION FOR MAGNETIC TAPE FILES - VME

1.   Tape identifier

Appropriate documentation as at Annexe F: Appendix B.   A sticky label should
also be placed on the tape giving details.

2.   Recording

9 track, phase encoded 1600 bpi or GCR 6250 bpi, odd parity EBCDlC

3.   Data block size 4096 bytes

4.   File organisation

The following format of labels should be used:-

VOLl HDR1 HDR2* - (file) - *EOF1 EOF2 EOV1

Volume 1 label

CP Char	FIELD	L length	M (Mandatory)	CONTENT
1-3	Label identifier	3	Y	"VOL"
4	Label number	1	Y	"1"
5-10	Volume identifier	6	Y	The first character is a letter, the remaining may be alphanumeric, with trailing spaces. Permanently assigned by the owner to identify the volume
11	Accessibility	1		Space (no restrictions)
12-37	Reserved	26		Spaces
38-51	Owner identifier	14		Spaces
52-74	Reserved	23		Spaces
75	Subsidiary label Standard Version	1	Y	Space (Indicates Range Interchange Standard). Used to indicate variants of 2900 labelling and file structures. Other values may be specified in future.
76-79	Unique time stamp	4		Value is constrained to be 4 EBCDlC characters derived from binary clock time. It is used as an aid to volume re-configuration, to uniquely identify a volume. The default value is spaces.
80	Label standard version	1	Y	"2". This indicates 2900 standard version.

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Header 1 Label

CP	FIELD	L	M	CONTENT
1-3	Label identifier	3	Y	"HDR"
4	Label number	1	Y	"1"
5-21	File identifier	17	D	"a" characters. VME/B writes the first 17 characters of the file's terminal name, left aligned and truncated or space filled on the right.
22-27	File set identifier	6	.	"a" characters. VME/B outputs "DATA00"
28-31	File section number	4	D	"n" characters. Identifies the sections of the file.
32-35	File sequence number	4	D	"n" characters. Identifies the file position on the volumes.
36-39	Generation number	4	D	"N" characters. Starts at "0001".
40-41	Version number	2	D	"n" characters. Starts "01".
42-47	Creation date	6	D	One space followed by two "n" characters for the year and three "n" characters for the day within the year (001-366)
48-53	Expiration date	6		As for creation date. VME/B sets this to the same value as the creation date.
54	Accessibility	1		Space (no restrictions)
55-60	Block count	6		"000000"
61-73	System code	13		Space
74-80	Reserved	7		Spaces

Header 2 Label

CP	FIELD	L	M	CONTENT
1-3	Label identifier	3	Y	"HDR"
4	Label number	1	Y	"2"
5	Record format	1	D	"V" = Variable length (and/or spanned) "F" = Fixed length "U" = Undefined (one record per block)
6-10	Block length	5	D	"n" characters. Specifies the maximum number of characters per block, including for VME/B written tapes the block header. (See note 3 and A9.4.3 for the permissable values)
11-15	Record length	5	D	"M" characters. Specifies the record length in conjunction with the record format field (see note 1 and A9.4.4)
16-50	Reserved	35		Spaces
51-52	Buffer offset length	2	D	"8" is written by VME/B
53-80	Reserved	28		Spaces.

Note 1:   Record length.   If the record format is F, this is the actual record length.

If the format is V, this is the maximum record length, including the recorder header.

If the record is spanned, this includes the first segment header but not the subsequent segment headers (see A9.4.4).

Note 2:   Buffet offset length.   This specifcies the total length in characters of any additional fields appearing before the first record in a data block.   (See A9.4.3).

Note 3:   Block length.   Although the block header is 8 bytes long, the 2 byte record organisation data also appears in VME/B disc formats.   Thus the block size on tape corresponding to an equivalent file on disc is normally 6 bytes longer.   If the data blocks are of variable size, this value should be the maximum block size encountered.   In this case the appropriate parameters to DESCRIBE FILE AND DESCRIBE FILE USAGE should be utilised to catalogue the file appropriately. Use of variable block sizes may save tape space but increases processing overheads for each block.

EOF1 Label

CP	FIELD	L	M	CONTENT
1-3	Label identifier	3	Y	"EOF"
4	Label number	1	Y	"1"
5-54	Same as corresponding fields in HDR1	50		Same as corresponding fields in HDR1
55-60	Block count	6	Y	"n" characters. The number of data blocks since the preceding file header file label, excluding labels and tape marks.
61-80	Same as corresponding fields in HDR1	20		Same as corresponding fields in HDR1

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EOF2 Label

CP	FIELD	L	M	CONTENT
1-3	Label identifier	3	Y	"EOF"
4	Label number	1	7	"2"
5-80	Same as corresponding fields in HDR2	76		Same as corresponding fields in HDR2.

EOV1 Label

CP	FIELD	L	M	CONTENT
1-3	Label identifier	3	Y	"EOV"
4	Label number	1	Y	"1"
5-54	Same as corresponding fields in HDR1	50		Same as corresponding fields in HDR1.
55-60	Block count	6	Y	"n" characters. The number of data blocks since the preceding file header label, excluding label blocks and tape marks.
61-80	Same as corresponding fields in HDR1	20		Same as corresponding fields in HDR1.

Data blocks

The first 8 bytes of each data block should be arranged as follows:

CP	FIELD	L	CONTENT
0-3	Block sequence word	A	A non-negative binary integer indicating the position of the block within the volume. (See note 1).
4-5	Block length	2	A positive binary integer measuring the length of block in bytes, including the block header.
6-S	Last record pointer	2	A positive binary integer measuring the displacement in bytes, from the start of this field, of the first byte of the last (or only) record in the block. A zero value indicates the block contains no records.

Note 1: The value of the block sequence word for the VOL 1 label is zero. The value associated with each following block is incremented successively by one. Although the BSW is not present on tape marks, its value is incremented as if it were.

The remainder of each block will be filled with records formatted as at Appendix A (VME).

TAPES PRODUCED BY DIRECT MACHINE ENVIRONMENT (DME)

PART 1   STATISTICAL REQUIREMENTS AND FORMAT OF TAPE

Attached as appendices A to D to this annexe is a specification giving precise details of the information required and the format of the magnetic tape. The following fields should be completed:-

> Field-numbers 1.0 and 2.1 to 7.6 as shown in the Statement of
> Central Requirements for Manpower Information page B4/10

Regions are asked to ensure that where applicable the correct defaults are used. In particular, zeros must not be given where the default requires blank spaces. The appropriate defaults are given in Page 2 of Appendix A.

Regions are asked to refer to the Statement of Central Requirements for Manpower Information for detailed information relating to each field in the range 2.1 to 7.6.

If there are any queries on the technical aspects, please contact Mrs Rumney (ext 3972) or Mr Tucker (ext 3947) on (01)703 6380.

PART 2   PREPARATION OF TAPE

In preparing the tape return would you please ensure that both the Regional identification and Quarter Indicator characters are included in the tape identifier.

Further details are to be found in Annexe G.

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TECHNICAL SPECIFICATION OF DATA FROM REGIONAL HEALTH AUTHORITIES
COMPUTERISED PAYROLLS

Field No	Field Description	Field type	Field Length	No of Words
1.0	Word count	N	4	1
2.1	Employing Authority code	A+N	1+2	
2.2	Site-return identifier	A/N	2	
2.3	Category of Unit	N	.2	
3.1	Unique personal number	A/N	11	
3.2	Date of joining authority	A/N	6	
3.3	Date of leaving authority	A/N	6	
4.1	Nature of contract	A/N	1	
4.2	Contract hours/sessions	A/N	4	
5.1	Date of birth	A/N	6	
5.2	Sex	N	1	
6.1	Occupation code	N	3	
6.2	Payscale	A+N	2+2	
6.3	Incremental point	A/N	2	
7.1	Worked hours/sessions	N	5	
7.2	Gross pay	A/N	6	
7.3	Arrears of pay	A/N	6	
7.4	London Weighting	A/N	6	
7.5	Basic pay	A/N	6	
7.6	Numbers of weeks in previous pay period	A/N	1	
8.0	Spare	A	3	

Note — field type A = alphabetic
                     N = numeric - (spaces not permissable)
        A/N = variable combination of alphabetic and numeric
        A+N = fixed combination of alphabetic and numeric

        Total record length = 22 words

        Blocksize 1024 words

ICL 1900 computer, normal leader and tailer labels 9 track, PE transfers, odd parity, 1600bpi tape will contain:-

        Header label
        Tape mark
        Start of data sentinel
        Data
        Tape mark
        Trailer label

Default values

1.   Field Nos 2.3 and 7.1 – zeros

Spare characters

2.   Field No 8.0 should be filled with the space character, octal 20.

SPECIFICATION FOR MAGNETIC TAPE FILES

1.   Tape Identifier:

     For Regional Health Authorities   -   xxxDØyynrØØQ
     For SHAs for LPGTHs   -   xxxDØyynTaaQ
     For London Ambulance Service   -   xxxDØyynVØØQ

Where -

     xxx = NMM for non-medical manpower;

      yy = the data year in the range ØØ-99;

       n = the data quarter in the range 1-4
               (1 for Jan-Mar 2 for Apr-Jun etc);

       r = the region letter in the range A-H J-N or P; and

      aa = Ø5 for tape supplied by NW Thames RHA
             Ø7 for tape supplied by SE Thames RHA
             Ø3 for Floppy disk supplied by Moorfields Eye Hospital
             Ø1 for Floppy disk supplied by Hospital for Sick Children

     [Ø = zero]

2.   Recording: 9 track, phase-encoded, odd parity, 1600 bpi.

3.   Data Block Size: 1024 words (4096 characters).

4.   File Organisation:

     4.1   Beginning of Tape Marker.

     4.2   First block (Header label).

           16 words, set out as follows:

           Word 0 - characters "HDDR"

           1   - tape serial number (8 octal digits, max value 37777777)

           2)
           3)   - file name as detailed at 1 above
           4)

           5   - real sequence no (binary)

           6   - file generation no (binary)

           7   - retention period (binary)

8   – date written (no of days since 31 12 1899, in binary. This value will be inserted by Executive on tapes written on 1900 machines).

9-15   – used only for Engineers/Executive access. These words should be zero-filled if the tape is written on a machine other than a 1900.

4.3   Tape Mark.

4.4   Qualifier Block (Start of data sentinel)

20 words in length, set out as follows:

Word 0   – set to octal value 40000002

Words 1-3 – set to zero

Words 4-19 –   these words are used for information relevant only to application programs.

4.5   Data Blocks

Each 1024 words long. All other records should be in the format described at Appendix A.

4.6   Tape Mark

4.7   Qualifier Block (Trailer Label)

20 words in length, set out as follows:

Word 0   – set octal value 40000000 if the entire file is contained on a single reel of tape, or if the reel is the last making up the file,

           – set to octal value 60000000 if the reel is not the last or only reel making up the file

Word 1   – data block count: a count (in binary) of the number of data blocks contained in the file

Words 2 and 3 – set to zero

Words 4-19 – these words are used for information relevant only to application programs. No information is required for processing.

5.   File Size

For any reel, it is recommended that users should try to avoid recording on the last 400 ft of tape. On a standard 2400 ft tape, this gives an approximate maximum of 8,500 blocks, each of 1024 words, at 1600 bpi.

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PREPARATION AND DESPATCH OF TAPE RETURNS

PART 1   DATE FOR RECEIPT OF TAPES BY THE DEPARTMENT

The Department expects each MTR to be dispatched as quickly as possible after
it has been produced by the Regional Computer Centre; the MTR should be sent
by DATAPOST, since this is quicker than the normal parcel post. The MTR must
reach the Department's Computer Branch at Fleetwood, Lancashire, by
9 September 1988 for those Regions using the end of July payroll and
12 August 1988 for those using the end of June payroll. It is essential that
this deadline is met in order that the Department can compile manpower figures
as at 30 June 1988 for England by about 10 weeks after that date, ie in
September 1988, as required by the Secretary of State.

If any delay is likely to be incurred in producing the MTR the responsible
Regional Officer should immediately inform Mr I Tucker (01 703 6380 Ext 3947)
or Mrs B J Rummey (01 703 6380 Ext 3972).

PART 2   DESPATCH OF TAPE RETURN

Would you please ensure that adequate packing is provided for each tape so
that damage is avoided, and that it is accompanied by the properly completed
documentation (see Appendix A to this annexe) which should indicate whether it
is an original or a replacement tape. In addition to this documentation a
copy of Appendix B to this annexe should be sent to Miss W Price, Statistics
and Research Division 7B, Room 113B, Hannibal House. This will be used as a
receipt and returned to the RHA/SHA once the magnetic tape has been read.

The tape should be send directly to:-

        The Senior Data Processor
        MC System (Room 4)
        Computer Centre
        North Fylde Central Office
        Hesketh House
        200/220 Broadway
        FLEETWOOD
        Lancashire
        FY7 8LG

PART 3   DESPATCH OF FLOPPY DISK RETURN

Floppy disk returns should be sent to Mr I Tucker, room 113A at the above
address, together with a list of the disk's contents, by the date stated in
Part 1 above.

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FIRST/REPLACEMENT* MANPOWER MAGNETIC TAPE
RETURN FOR _____ 19

_____ RHA/SHA

STANDARD STATISTICAL TAPE DERIVED FROM _____
(eg RHA/SHA COMPUTERISED PAYROLL)
Filename: NMMDØ   Tape serial number:
[See Statement of Central Requirments for Manpower Information page B4/A2]

Produced on _____ computer, under _____ operating system,

on ____/ /_____ (date)

GENERATION NUMBER |_____| PAY PERIOD |_____|

REEL SEQUENCE NUMBER |_____|

NUMBER OF DATA RECORDS |_____|

PART B

9 track |___| Odd parity |___| PE |___| Packing Density 1600 |___| GCR |___| Packing Density 6250 |___|

Please tick appropriate boxes

VME |___| DME |___|

PART C

DESPATCHED BY _____ (name)

_____ (address)

_____

_____

_____ (telephone number)

_____ (extension)

_____ (date)

PART D

This portion to be completed by CB, NFCO and returned to SR7B, Room 113B
HANNIBAL HOUSE, ELEPHANT AND CASTLE, LONDON SE1 6TE

RHA/SHA _____ STANDARD STATISTICAL TAPE RECEIVED ON __/ /88 AND
AND SUCCESSFULLY COPIED

_____ (signed)

pp Computer Branch
_____ (date)   North Fylde Central Office

*Please delete as appropriate

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ADVICE NOTE

ADVICE OF DESPATCH OF
FIRST/REPLACEMENT* MANPOWER MAGNETIC TAPE
RETURN FOR   19

RHA/SHA

_____

To: Miss W Price, SR7B, DHSS, Room 113B, Hannibal House   PART A
     Elephant and Castle, London, SE1 6TE

TAPE DESPATCHED BY _____ (name)

                    _____ (address)

                    _____

                    _____

                    _____ (telephone number)

                    _____ (extension)

_____ (date)

_____

                                                                PART B

This portion to be completed by SR7B, DHSS and returned to:

_____RHA/SHA

Standard Statistical (Manpower) Tape received by DHSS Computer Centre, North
Fylde Central Office on ___/___/88 and successfully copied.

_____ (Signed

_____ (Date)