

Data Provision Notice

NHS Volunteer Workforce Data Collection

Information Asset Owner: Emma Easton

Version: 1.0

Publication date: 27 February 2024

Contents

Background	3
Purpose	3
Benefits	3
Legal basis for collection, analysis, publication and dissemination	4
Legal basis for collection	4
Analysis, Publication and Dissemination	4
Persons consulted	4
Scope of the collection	5
Form of the collection	5
Manner of the collection	6
Period of the collection	6
Burden of the collection	6
Steps taken by NHS England to minimise the burden of collection	6
Assessed costs	6

Background

The Health and Social Care Act 2012 (the Act) gives [NHS England](#) statutory powers, under section 259(1)(a), to require data from health or social care bodies, or organisations that provide publicly funded health or adult social care in England, where it has been directed to establish an information system by the Secretary of State for Health and Social Care.

The data, as specified by NHS England in this published Data Provision Notice, is required to support a direction from the Secretary of State for Health and Social Care to NHS England. Therefore, organisations that are in scope of the notice are legally required, under section 259(5) of the Act, to provide the data in the form and manner specified below.

Purpose

Volunteers provide additional capacity and flexibility in how services are delivered and well-designed and managed volunteering programmes improve satisfaction and wellbeing ratings for staff, as well as patients. There is a commitment to widen participation and improve the diversity of our volunteering population to ensure that volunteers are representative of the communities' organisations serve. Data will provide a baseline to drive improvement in equality of access and opportunity. The NHS Volunteer Taskforce Report recommended that NHS England should develop consistent and appropriate measures to track the number of NHS volunteers to include number of volunteers, volunteering hours and diversity data. The Taskforce also recommended that the Department of Health and Social Care (DHSC) should explore ways to track the number of care volunteers as part of workforce returns. [NHS England » NHS Volunteering Taskforce – report and recommendations](#))

The data will be used to share good practice and monitor and assess delivery of a number of commitments made regarding volunteering, equalities and resilience as follows:

- The NHS England » NHS Long Term Plan - Staff and patients will benefit from a doubling of the number of volunteers also helping across the NHS ([NHS Long Term Plan » The NHS Long Term Plan](#)) Chapter 4. Page 90
- The Equality Objectives Programme NHS England - To implement a framework for monitoring the number of volunteers across the NHS by reference to protected characteristics and any other relevant characteristics. [2023/24 and 2024/25] ([NHS England » NHS England Equality Objectives Programme – the future objectives report – developing equality objectives and targets for 2023/24 and 2024/25](#)) EO6 NT3
- NHS Long Term Workforce Plan – Leveraging the Impact of Volunteers ([NHS England » NHS Long Term Workforce Plan](#))

Benefits

The collection will enable NHS England to demonstrate delivery of commitments in documents outlined above and have data available to influence service improvement. It will also allow providers and systems to deliver on commitments in documents outlined and:

- Consistently report data regarding volunteers to their Boards
- Share good practice
- Understand volunteer numbers to support redeployment and manage winter pressures

- Manage and tailor recruitment activities to support resilience and ensure volunteers are representative of communities the provider organisation serves
- Provide a baseline to drive improvement in equality of access and opportunity.

Legal basis for collection, analysis, publication and dissemination

Legal basis for collection

NHS England has been directed by the Secretary of State for Health and Social Care under section 254 of the Health and Social Care Act 2012; to establish and operate a system for the collection and analysis of the information specified for this service. The direction and accompanying requirements specification are published on the NHS England website: [Workforce information Directions 2019](#) ¹

This information is required by NHS England under section 259(1)(a) of the Health and Social Care Act 2012.

In line with section 259(5) of the Act, all organisations in scope, in England, must comply with the requirement and provide information to NHS England in the form, manner and period specified in this Data Provision Notice.

This Notice is issued in accordance with the procedure published as part of an NHS England duty under section 259(8).

Analysis, Publication and Dissemination

Aggregated data will be shared, with small numbers suppressed, via public facing dashboards here: <https://www.england.nhs.uk/get-involved/get-involved/volunteering/>. Aggregate data where there are small numbers will be suppressed to ensure individuals cannot be identified.

Quarterly dashboards (Trust, ICB, Regional and National) to be published in the month after the collection end date (e.g. Q1 Data will be published in July each year).

These data may will be shared with Research institutes by request/ at the discretion of the Information Asset Owner.

Persons consulted

As required under section 258 of the Health and Social Care Act 2012, NHS England has consulted with the following stakeholders:

- Department of Health and Social Care, as directing organisation
- Integrated Care System Volunteer Leads and Volunteer Service Managers
- NHS England People and Communities Team
- ICS Volunteer Leads
- NHS Trusts

¹ <https://digital.nhs.uk/about-nhs-digital/corporate-information-and-documents/directions-and-data-provision-notices/secretary-of-state-directions/workforce-information-directions-2019>

- Provider Trusts
- NHS England Policy Leads

The Data Alliance Partnership Board (DAPB) has been established as part of a system-wide information and technology governance model. The DAPB acts with delegated authority from the Secretary of State as the main governance route through which all data collections and standards requirements are agreed, and priorities assigned.

Scope of the collection

Under section 259(1)(a) of the Health and Social Care Act 2012, this Notice is served in accordance with the procedure published as part of the NHS England duty under section 259(8) on the following persons:

- Acute Non-Foundation Trust
- Acute Foundation Trust
- NHS Foundation Trust
- Community Trust
- Mental Health Trust
- Ambulance Trust

Under section 259(5) of the Health and Social Care Act 2012 the organisation types specified above must comply with the Form, Manner and Period requirements below.

Form of the collection

Aggregate quarterly and financial year to date counts for:

- Number of Volunteers
- Number of Hours Volunteers have given
- Diversity Data
 - Age <16, =16-18,19-21, 21-25, 26-30, 31-35, 36-40, 41-45, 46-50, 51-55, 56-60, 61-65, 66-70, 71-75, 76-80, 81-85, 86-90, >=91 Year
 - Disability
 - Race
 - Religion or Belief
 - Sex
 - Sexual Orientation

The categories are aligned to those included in the: DAPB1067: National Workforce Data Set.²

Collecting aggregate personal demographic data is a key requirement of this collection. The Data Collection Framework has been designed to mandate all questions, but to provide: Prefer not to answer [volunteer selected the option not to answer], Data not disclosed [volunteer did not complete this section of the form], Data not collected [the number of

² <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dapb1067-national-workforce-data-set>

volunteers not asked this information at present] options for the purpose of capturing the current recording practice of submitting organisations and encourage improved recording which will be evident over the duration of the collection.

Manner of the collection

Aggregate data from each organisation in scope, are submitted to NHS England's Data Collection Framework (DCF). Data quality validations are built into the online form. NHS England analysts will analyse and import the data for inclusion into dashboards.

Period of the collection

These data will be submitted quarterly. Submitting organisations will be required to collect data from 01/04/2024 onwards.

This DPN mandates data submitters to disclose the 'number of volunteers' from 01/04/23. The expected full compliance date for 'hours of volunteers have given' and 'diversity data' is 31/03/2025.

Burden of the collection

Steps taken by NHS England to minimise the burden of collection

NHS England has a statutory duty under section 253(2) of the Act to seek to minimise the burden it imposes on others. In seeking to meet these obligations in relation to this collection, NHS England has:

- Consulted extensively with submitting organisations via surveys and 1-2-1 interviews.
- In response to the consultation the data will be required to be submitted quarterly.
- The full compliance target is reflective of the time needed expressed by submitting organisations during consultation.
- Making use of existing infrastructure (DCF) which submitting organisations are familiar with.
- Building automation and validation into the DCF to reduce time taken to collate data and improve accuracy of responses.

In addition, in support of its obligation under 265(3) of the Act, NHS England has an assessment process to validate and challenge the level of burden incurred through introducing new information standards, collections and extractions.

This process is carried out by the Data Standards Assurance Service (DSAS) which assures burden assessment evidence as part of the overarching Data Alliance Partnership Board (DAPB) approval process. The DAPB, acting under authority of the Secretary of State, oversees the assurance, approval and publication of information standards and data collections for the health and social care system in England.

Assessed costs

The associated burden of the data collection is:

Burden on providers	£ 657,569	Year 1 costs (including set up costs)
Burden on providers	£443,601	Year 2 and ongoing annual costs