



**Invitation to Tender for:
Physiotherapy Workforce Review 2021**

**Chartered Society of Physiotherapy 14
Bedford Row
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(Project Coordinator)**

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1. Brief to tender for Physiotherapy Workforce Review 2021

The Chartered Society of Physiotherapy is the UK's professional, educational and trade union body. We have more than 60 000 members, including chartered physiotherapists, physiotherapy students and support workers.

The CSP wishes to commission a comprehensive review of the physiotherapy workforce to articulate and assess the size and shape of the physiotherapy workforce in relation to demand and goals around increasing the diversity of the workforce. The purpose of the work is also to provide a replicable methodology for reviews in future years.

2. Submission Process

The CSP invites interested parties to submit a proposal for this commission by emailing Rachel Newton (project lead) newtonr@csp.org.uk by 5pm Monday 7th June.

This very short time period for submission is due to the imperative to start this project as soon as possible.

The submission should also include the **confidentiality agreement attached in Appendix 1, signed with an electronic signature.**

Following shortlisting, successful teams will be asked to attend an interview via Zoom

Interviews are expected to take place on Friday 11th June

If you would like an informal conversation about the project please contact Rachel Newton
newtonr@csp.org.uk

3. Background

The Physiotherapy Workforce Review will support the CSP in relation to the following four strategic priorities:

- 3.1 Working to ensure a balanced physiotherapy workforce across the UK, including to provide the workforce necessary to deliver key transformation and policy objectives for UK health and care systems. This requires the CSP and CSP members to be able to confidently articulate both supply and demand to influence workforce planning at both national and sub national level.
- 3.2 Improving the diversity of the profession, as part of a wider CSP equity, diversity and belonging strategy (currently under consultation with CSP members). This will rely on being able to understand the degree to which the profession reflects the communities it serves and areas where action needs to be prioritised.
- 3.3 The physiotherapy workforce is growing at different rates in different parts of the UK. At the same time there are alternative membership organisations for potential CSP members to choose from. As well as influencing workforce policy and the diversity of the profession, the CSP also wants to have a clear picture of the potential membership pool in order to support recruitment and retention plans.
- 3.4 The CSP is developing its own in house capacity in relation to data. To this end a small Data Team is being established. The intention for this commission is therefore to provide a blue print and methodology for a Physiotherapy Workforce Review that is replicable in house, with another contractor or a combination of those.

4. Tender Objectives

The CSP's objectives for this tender process are to appoint a provider who can:

- 4.1. Demonstrate familiarity with the subject matter and has the track record and capabilities to meet the objectives and deliver outputs that meet the needs of the end users
- 4.2. Is in place in readiness with sufficient capacity to deliver the project to time, for completion by 31 December 2021.
- 4.3. Provide high standards of professional service
- 4.4. Provide excellent value for money.
- 4.5. Is willing to work collaboratively with the CSP and its stakeholders.
- 4.6. Can work sensitively in professional arenas where issues may be contentious

5. Tender and Scope Overview

This document briefly describes the CSP requirements and the tendering process to be followed. It also sets out details on the form and content of the bids, which are required, the proposed timetable, and other administrative arrangements for the tendering process.

The maximum amount available for undertaking the contracted activity is **£30,000 Inc. VAT**. A full breakdown of costs relating to the bid is required as part of the tender process.

Please contact newtonr@csp.org.uk if you are in any doubt as to what is required.

5.1. Core requirements of Tender

The bid would need to address how it could meet the objectives, outputs and outcomes of the Physiotherapy Workforce Review project, and the methodology proposed meets requirements.

5.1.1. Objectives

- To describe the current workforce regionally and nationally across the UK
- To describe workforce supply trends regionally and nationally across the UK
- To use workforce planning data and best evidence to assess workforce growth demands now and over the next decade
- To describe the diversity of the current and future workforce
- To outline a methodology for carrying out a regular workforce review (in-house, commissioned or a combination).

5.1.2. Outputs

- UK physiotherapy workforce review published report, aimed at external audience, CSP staff and CSP members to support workforce planning and policy at national and sub national level
- The report will also be used by CSP staff to monitor progress and shape planning in relation to its' equity, diversity and belonging strategy and Member Recruitment and Retention objectives
- Report should provide raw data tables, charts and figures (including maps) to allow for understanding, and written commentary of methods and results, in relation to supply, demand and the existing workforce (see Annex 1)
- Wherever possible the data should presented by County, region and (in England) ICS area.
- Through a dashboard-style presentation, report should give users ability to:
 - a. easily filter data by country, region, ICS area
 - b. toggle any assumptions on/off
 - c. extract data tables and charts/figures for later use (eg. CSV download)

- A set of slides to set out key findings relevant to the objectives, the methodology, limitations of the data and guidance for end users to use the report
- Step by step process for repeating the review, including source analysis and description – best sources, their provenance, when and how they are updated/corrected/made available, geographical foot print
- Advice on the feasibility of future physiotherapy workforce reviews including automatically updating (elements of) the report by sourcing underlying data from external APIs, etc.

5.1.3. Outcomes

- CSP Council can be advised by CSP staff on whether there is a shortage of physiotherapy staff, relative balance or oversupply
- CSP and CSP members can contribute with credibility to workforce planning across the UK, in the devolved nations and at national and Integrated Care System (ICS) level in England
- The CSP can better assess membership diversity in terms of specific protected characteristics (race/ethnicity, gender, disability, sexuality as a minimum*) and sectors of employment, nationally and by region
- The CSP can better assess membership density nationally and regionally

*assessment of diversity to be in line with CSP equity, diversity and belonging Strategy, currently in development. The ambition for assessment of diversity in the draft Strategy is to consider people with all the protected characteristics in 2010 Equality Act and beyond these to other aspects of inequality. However, reporting is anticipated to focus on the protected characteristics listed here, as ones where there is known data available and that are a priority. *For further discussion with contractor.*

5.1.4 Methodology requirements

- Review of available data from multiple sources (examples of potential sources in Annex 2) – to include what is available, how to obtain and schedule for data being updated
- Include a gap analysis of data against data requirements (details of data requirements in Annex 2)
- Include design and deliver new data collection processes if needed to meet gaps through additional research (which could be via an all profession census survey or other method), as well as additional questions in planned CSP member surveys
- Provide for a data analysis, triangulating data from multiple sources where possible
- To ensure anonymity in relation to diversity data
- To develop a process for carrying out the workforce review that can be easily replicated, exploring the feasibility of automatic updates of elements of the report in future reviews.

6. Tender Specifics

6.1. Project timescale and milestones (for guidance, subject to discussion)

July	Contract award Data gathering Gap analysis Design ways to meet data gaps
Aug	Steering Group meeting 10 August 9-10.30 Data gathering Finalise ways to meet data gaps
Sept	Progress new data
Oct	Steering Group meeting 7 October 9-10.30 Draft data analysis Draft data commentary, with CSP input Mock up dashboard
Nov	Finalise data analysis Finalise report including dashboard Test options for integration into website
Dec	Steering Group meeting 3 Dec 11 – 12.30 Testing of dashboard Sign off by Steering Group and Digital Team Review report goes live Presentation of slides to CSP staff

6.3. Governance

The CSP will put arrangements in place to ensure both due governance of the project and input to the progression of activity. Summarised as follows:

The CSP has established an in-house Steering Group for the project:

- Rachel Newton – Project lead, managing the contract, contact point for contract, including remuneration against completion of activities, and promotion of project outcomes and outputs
- Natasha Owusu, Project coordination, liaison with internal stakeholders and facilitation of input required by the contractor from internal stakeholders
- Gill Rawlinson –Corporate Workforce lead
- Rob Ledger –Corporate lead on Recruitment and Retention
- Jenny Andrew, Head of Data
- Roger Hitt – lead for the group on CSP equity, diversity and belonging strategy
- Robin Hinks – National Officer for Trade Union Research and Policy

The role of the steering group is to support the process of tendering, review of progress and ensure that the work delivers to its objectives and outputs on time.

The contractor will be expected to attend three steering group meetings to report on progress July – December.

In addition to input from steering group members, there is a list of CSP staff (to be provided to the contractor when they start) who will provide support. This includes staff members who will provide the contractor with advice on specific areas of data and external data sources, and in some cases share data already held at the CSP. Staff support and input will also be provided by a member of the CSP Digital Team, who will be involved in procurement and in testing and options for integration into the CSP website. *Support requirements for discussion and negotiation.*

The CSP will *not* provide the following to the contractor unless agreed in advanced with the project lead

- Direct administrative support
- Literature-searching and supply
- Technical support or the provision of resources
- Remuneration of any other costs

6.2. Contract Duration

The contract will be for awarded for 6 months, subject to satisfactory performance and agreement of fees.

6.3. Other Requirements

None of the tender document formats and wording may be altered by the Tenderer. Any modification that the Tenderer may consider necessary is to be detailed in a separate covering letter accompanying the tender.

Tenderers are responsible for ensuring that they have completed the tender fully and accurately and that prices quoted are arithmetically correct. Any amendments/corrections made by the Tenderer on their bid should be initialled by them.

6.4. Receipt of Tenders

The bids must be received by the CSP, at the address shown above, no later than 5pm on Monday 7 June 2021. Those received before that date will be retained, unopened, until then. Please ensure that your tender is delivered no later than the appointed time on the due date as bids submitted after this time will not be considered.

6.5. Acceptance of Tenders

By issuing this invitation, the CSP does not bind itself to accept any tender. It also reserves the right not to award a contract or to offer more than one contract.

6.6. Costs of Bidding

Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of their bids and the CSP bears no responsibility or liability for those costs, regardless of the outcome in relation to individual bids.

6.7. Bid Prices

The CSP expects that the prices/rates quoted for the services shall be fixed for the duration of the contract and not subject to any variation unless such is called for in the tender documents.

6.8. Conflict of Interest

Bidders for any service where a conflict of interest may exist or arise must inform the CSP and submit proposals for avoiding such conflicts. This is particularly important where the conflict is likely to result in bias in the execution of the service.

6.9. Documentation

The Tenderer is expected to examine all instructions, forms, terms and specifications in the Invitation to Tender documents and check they are complete in all respects. Tenderers are requested to answer all the questions raised in the tender document and in the order laid out.

6.10. Agreement

You are further advised that nothing herein or in any other communication made between the CSP and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the CSP and any other party (save for a formal award of contract made in writing) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or not at all.

6.11. Confidentiality

The Tenderer shall treat these documents and the information contained within as private and confidential. You must not disclose your bid prices, or even an approximation, prior to the deadline for receipt of the bids except in confidence to an insurance company or broker requiring such in connection with the bid. You must not try to obtain any information about competitors' bids or proposed bids nor make any arrangement with anyone else about whether or not they should bid. The confidentiality agreement found in **Appendix 1** should be completed and submitted as part of the tender.

7. Tender Proposal

In submitting your tender, we are looking for details as to how you will deliver the contract, and you will need to provide sufficient detail for us to understand how your proposal will work and specifically how you would achieve the stated aims and objectives within this specification.

7.1. Details

Full name of organisation
Trading Name (if different from above)
Postal Address
Contact in respect of this tender
Telephone number and email address

7.2. Expertise, Experience and Suitability

7.2.1. The selected contractor will need to demonstrate:

- Knowledge of the physiotherapy and/or AHP and/or wider healthcare workforce
- Experience of providing workforce data that can be used for workforce planning
- Ability to judge quality and provenance of data
- Comfortable with using multiple data sources and make pragmatic decisions on usability of different data and in addressing gaps in data

- Ability to develop outputs with high usability and accessibility for the end user
- Technical ability to develop the report in the form of a dashboard that can be integrated into the CSP website

7.3. Format and Content of Proposal

Those wishing to undertake this work for the CSP should submit a tender that includes the following:

- A cover page that includes an indication that the document constitutes a formal response to the CSP's invitation to tender to undertake remote consultations project
- The individual with whom all communication should be made regarding the progress of the tender's consideration, and the supply of his/her contact details
- A contents page, with the structure and sections of the document clearly specified including the provision of any additional information as appendices (see point 3 below)
- All pages to be numbered.
- Tender documents should be no more than 3500 words in length, with each element adhering to the set word limit.
- Additional information can be provided as appendices. Each appendix should be clearly labelled and referred to in the text of the main submission document so that the nature and purpose of the additional information is clear.
- Specific appendices should be provided that give a summary curricula vitae for each team member who would be materially involved in undertaking activity within the project (paying particular attention to criteria 8.1 - 8.4 below).
- Additional information can be provided in the form of digital links to other resources (for example, material that the Tenderer has produced previously). Where provided, care should be taken to ensure the following:
 - Permission has been secured to provide the link (where required)
 - The link is operational
 - The purpose of supplying the additional information is clear.
- The tender should be submitted in an electronic format, and sent to the following email address by the deadline 5pm Monday 7th June 2021 to newtonr@csp.org.uk

7.4. Tender content requirements

Tender documents should supply the information outlined below, including by addressing the specific questions raised.

7.4.1. Expertise [1500 words max]

The expertise held by the Tenderer that would be used to fulfil the tender requirement, including in relation to the following questions:

- i. What particular expertise (content, technical and contextual) would you bring to the scope and purpose of this project?
- ii. What particular experience do you have that demonstrates you meet the requirements detailed in 7.2.2 – 7.2.15?
- iii. What particular experience do you have of successfully completing a project in a similar area, with multiple stakeholders?
- iv. How would you expect to apply learning from previous activity to this work?

7.4.2. Approach [1500 words max]

- i. In what ways would your approach deal with gaps in data and data from different sources with different levels of accuracy
- ii. In what ways would your approach ensure both practical usability for end user of the outputs and replicability for future reviews
- iii. In what ways would your approach deliver the outputs and outcomes to meet multiple objectives and purposes.

7.4.3. Capacity [500 words max]

The capacity held by the tenderer to fulfil the requirements within the specified timescale, including in relation to the following questions:

- i. How would you plan to complete the project activity within the defined timescale?
- ii. What support (administrative, technical, access to library and knowledge resources, etc.) do you require to complete the project effectively and within the required timeframe?
- iii. How would you ensure that you have the organisational stability to deliver the project's outputs and outcomes to schedule?

8. Evaluation Criteria

The contract will be awarded to the contractor that is best able to meet the CSP's needs and aims as defined in this document, and can demonstrate that their proposal is best value. Failure to provide all or part of the information may result in your submission being excluded from the evaluation process. Please provide details on the following criteria:

- 8.1.** A good understanding of the brief, the objectives of this work and commitment to it
- 8.2.** Previous experience of similar work and evidence that objectives were met
- 8.3.** The capacity to deliver in accordance with the required timescales
- 8.4.** Relevant expertise and experience
- 8.5.** Estimated cost
- 8.6.** Ability and willingness to work collaboratively with the CSP
- 8.7.** Identification of any added value which you could offer

Following the receipt of bids and an initial evaluation, those short-listed will be required to meet with CSP representatives to present and discuss their proposed approach.

The successful contractor will be required to enter into a formal contract with the CSP to develop and deliver the specified project.

Appendix 1

Confidentiality agreement

This Agreement is made as on the date of last signature below.

Between

- (1) **The Chartered Society of Physiotherapy** a company incorporated under Royal Charter with registered number RC000107 whose registered office is at 14 Bedford Row, London, WC1R 4ED; and
- (2) _____ a company incorporated in England and Wales with registered number _____ whose registered office is at _____, _____, (each a **Party** and together the **Parties**).

Meanings

1. These words and phrases have defined meanings;

Agreement	this confidentiality agreement and any amendments from time to time;
Confidential Information	any information disclosed by or on behalf of a Disclosing Party (as defined below) to a Receiving Party (as defined below) during the Term that at the time of disclosure (whether in writing, electronic or digital form, verbally or by inspection of documents, computer systems or sites or pursuant to discussions or by any other means or other forms and whether directly or indirectly) is confidential in nature or may reasonably be considered to be commercially sensitive, and which relates to the business and affairs of the Disclosing Party including but not limited to: (a) all Intellectual Property Rights of the Disclosing Party and (b) all analyses, compilations, studies and other documents prepared by the Receiving Party which contain or otherwise reflect or are generated from the information referred to above;
Disclosing Party	either Party to this Agreement when disclosing Confidential Information to the other Party;
Effective Date	the date of this Agreement;
Intellectual Property Rights	all trade and service marks, registered and unregistered design rights, all design right applications, patents, copyrights,

	database rights and rights in know-how, confidential information and inventions and other intellectual property rights of a similar or corresponding character whenever and however arising and all renewals and extensions of such rights which may now or in the future subsist;
Permitted Purpose	the information is shared for the purposes of the tender of external audit services;
Receiving Party	either Party to this Agreement when receiving Confidential Information from the other Party;
Term	the term of this Agreement;
Working Day	any day other than a Saturday, Sunday or bank holiday in England and Wales.

2. In this Agreement, unless the context requires a different interpretation
- the singular includes the plural and vice versa;
 - references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this Agreement;
 - a reference to a person includes firms, companies, government entities, trusts and partnerships;
 - "including" is understood to mean 'including without limitation';
 - reference to any statutory provision includes any modification or amendment of it;
 - the headings and sub-headings do not form part of this Agreement.

Obligations in relation to Confidential Information

3. In consideration of the disclosure to it of Confidential Information by the Disclosing Party the Receiving Party agrees and undertakes that it will, subject to provisions of Clause 4:
- keep all Confidential Information strictly confidential and will not disclose any part of it to any other person without the Disclosing Party's prior written consent;
 - not use any part or the whole of the Confidential Information directly or indirectly for any purposes other than the Permitted Purpose without the express written consent of the Disclosing Party;
 - use the same degree of care to protect the Confidential Information as it uses to protect its own confidential information, being at least a reasonable degree of care.

Permitted disclosures

4. A Receiving Party may disclose Confidential Information to its employees, professional advisers, agents and sub-contractors (each a "Permitted Disclosee") provided that the Permitted Disclosee (i) has a need to have access to the

Confidential Information for the performance of its work in relation to the Permitted Purpose and (ii) is bound by a written agreement or professional obligation to protect the confidentiality of the Confidential Information which it receives from the Receiving Party.

Ownership of confidential information

5. The Confidential Information and all Intellectual Property Rights contained in it will remain the property of the Disclosing Party and the disclosure of the Confidential Information will not give the Receiving Party any rights in any part of the Confidential Information.

Exceptions to non-disclosure and confidentiality

6. The obligations of confidentiality set out in this Agreement will not apply to any information which:

- a. is already known to, or in the possession of, the Receiving Party at the time of its disclosure by the Disclosing Party, and is not subject to any obligation of confidentiality;
- b. is, or becomes through no wrongful act or default of the Receiving Party, public knowledge;
- c. is received from a third party in circumstances where the Receiving Party has no reason to believe that there has been a breach of a duty of confidence;
- d. is required to be disclosed by law or the rules of any court or other body of competent jurisdiction; any governmental or regulatory body or any recognised investment exchange.

Term and return of Confidential Information

7. This Agreement will come into force on the Effective Date and will continue in force until the anniversary of this Agreement, unless terminated earlier at any time by either Party giving written notice of termination to the other.

8. On termination of this Agreement or on demand by the Disclosing Party, the Receiving Party will immediately stop using all Confidential Information, return all Confidential Information to the Disclosing Party and provide a certificate to the Disclosing Party certifying that no copies of the Confidential Information have been made or retained.

Remedies

9. Both Parties acknowledge that damages alone would not constitute an adequate remedy for any breach by the Receiving Party of this Agreement.

10. Each Party shall, without prejudice to any and all other rights and remedies which may be available, be entitled to the remedies of injunction, specific performance and other equitable relief for any breach of this Agreement by the other Party actual or threatened.

Limitation of liability

11. Each Party warrants to the other that it has the legal right and authority to enter into and perform its obligations under this Agreement.
12. Subject to the above, neither Party, nor any of their respective employees, officers, agents, subsidiaries or any other associated third parties accepts any responsibility or liability for, or makes any representation or warranty, express or implied, that the Confidential Information disclosed by either Party is accurate or complete.

Circumstances beyond the control of the parties

13. A Party to this Agreement will not be liable for any failure or delay in performing its obligations where such failure or delay results from any cause that is beyond the reasonable control of that Party. In these circumstances, the affected Party must notify the other Party or Parties as soon as reasonably practicable. The notified Party or Parties may suspend or terminate the Agreement on notice, taking effect immediately upon delivery of the notice.

Entire Agreement

14. This Agreement contains the whole agreement between the Parties relating to its subject matter and supersedes all prior discussions, arrangements or agreements that might have taken place in relation to the Agreement. Nothing in this clause limits or excludes any liability for fraud or fraudulent misrepresentation.

General

15. No Party may assign, transfer, sub-contract, or in any other manner make over to any third party the benefit and/or burden of this Agreement without the prior written consent of the other Party or Parties, such consent not to be unreasonably withheld.
16. No variation to this Agreement will be valid or binding unless it is recorded in writing and signed by or on behalf of the Parties.
17. The Contracts (Rights of Third Parties) Act 1999 will not apply to this Agreement and no third party will have any right to enforce or rely on any provision of this Agreement.
18. Unless otherwise agreed, no delay, act or omission by a Party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
19. Provisions which by their intent or terms are meant to survive the termination of this Agreement will do so.
20. If any court or competent authority finds that any provision of this Agreement (or part of any provision) is invalid, illegal or unenforceable, that provision or part- provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Agreement will not be affected.

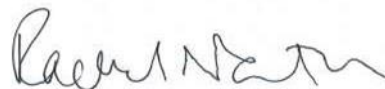
21. Any notice to be delivered under this Agreement must be in writing and delivered by pre-paid first class post to or left by hand delivery at the registered address or place of business of the notified Party, or sent by email to the other Party's main business email address as notified to the sending Party. Notices:
- a. sent by post will be deemed to have been received, where posted from and to addresses in the United Kingdom, on the second Working Day and where posted from or to addresses outside the United Kingdom, on the tenth Working Day following the date of posting;
 - b. delivered by hand will be deemed to have been received at the time the notice is left at the proper address;
 - c. sent by email will be deemed to have been received on the next Working Day after sending.
22. This clause does not apply to the service of any proceedings or other documents in any legal action.

Governing law and jurisdiction

23. This Agreement shall be governed by and interpreted according to the law of England and Wales and all disputes arising under the Agreement (including non- contractual disputes or claims) shall be subject to the exclusive jurisdiction of the English and Welsh courts.

The parties have signed this Agreement on the date(s) below:

Signed:



Rachel Newton for and on behalf of The Chartered
Society of Physiotherapy

Dated:

07/05/21

Signed:

for and on behalf of _____

Dated:

Annex 2 – workforce data themes, requirements and likely potential data sources

Theme	Data requirements*	Purpose	Likely sources
Workforce supply	Number graduates	Quantify supply	Annual Quality Review (AQR, survey of physio course providers) Higher Education Statistics Agency (HESA)
	Trend in growth in graduate numbers and places last 5 years	Quantify supply	AQR, HESA
	Projections in growth of graduate numbers and places in next 5 years	Quantify supply	AQR, HESA
	Profile of students and graduates	Assess diversity of supply	AQR, HESA
	Attrition rates and profile/ trends in attrition rates (as a minimum in relation to race/ethnicity, gender, sexuality, disability)	Quantify supply, assess value for money of physio education Identify if some population groups are more /less likely to drop out	AQR, HESA
	Numbers of applicants for university places	Assess demand for further growth	UCAS
	Profile of applicants for university places	Identify if some population groups are less likely to apply	UCAS
	Availability and spread of placements	Identify how far different parts of the health care system and sectors are contributing to future workforce and whether more needs to be done to ensure placements are in areas where it is harder to recruit	AQR
	Provision of apprenticeships (all levels, including Wales TAP level 4)	Quantify supply	
	Take up of apprenticeships (all levels, including Wales TAP level 4) and profile of take up	Quantify supply from apprenticeship route Assess diversity of supply from apprenticeship route	
Graduate destination	Identify whether more needs to be done to attract graduates to areas where it is harder to recruit	AQR, CSP outbound calling	

	Rate and trends in registration of overseas physios with HCPC	Quantify supply through international registrants	Health and Care Professions Council (HCPC), Home Office (HO) visas
	Rate and trend in visas issued for physio support roles or proxy	Quantify supply through international recruitment for non-registered support roles Inform CSP policy influencing in relation to international recruitment	HO visas
Existing workforce	Numbers registered with HCPC	Quantify existing workforce	HCPC
	Profile registered with HCPC	Assess diversity of existing workforce	HCPC (EDI survey and register)
	Numbers of registered physios and non-registered support workers by sector and employment type	Quantify existing workforce by sector	NHS Electronic Staff Record (ESR) CSP member data base and survey data (note: limited for SWs) HCPC
	Profile of registered physios and non-registered support workers by sector**and employment type (protected characteristics as a minimum to include race/ethnicity, gender, sexuality, disability), trained outside of UK, banding, mixed portfolios)	Assess diversity of the existing workforce by sector	ESR, HCPC, CSP member database and survey
	Numbers of registered physios and non-registered support workers by setting – acute, community, primary, social care	Quantify existing workforce setting (e.g. acute sector)	ESR, HCPC, CSP member data base and survey
	Numbers of registered physios and non-registered support workers by focus of practice (population group, speciality)	Quantify existing workforce by specialism (e.g. neuro)	CSP member data based and survey (note: limited for SWs)
	Number of registered physios operating at an advanced practice level	Assess level of practice/capability among registered physios	
	Profile of registered physios operating at an advanced level practice	Assess training/career advancement opportunities from an equity and diversity perspective	
	Numbers of First Contact Physiotherapists	Quantify roll out of FCPs	Internal knowledge on FCP numbers by country
	Profile of First Contact Physiotherapists from equity and diversity perspective and employer	Assess training/career advancement opportunities from an equity and diversity perspective Assess degree to which FCPs are directly employed by PCNs or are contracted by PCNs from other MSK providers of NHS services	

	Numbers of unregistered support workers with Assistant Practitioner qualification or Welsh diploma	Assess levels of practice/ capability among unregistered support worker workforce	
	Profile of unregistered support workers with and without Assistant Practitioner qualification or Welsh Diploma	Asses training/career advancement opportunities from an equity and diversity perspective	
	Ratio of registered physios to support workers and trends in this	Assess proportion of non-registered support workers out of the whole physio workforce and changes in this	
Demand	Vacancy /turn over rates for registered physios and unregistered support workers – numbers of vacancies, profile of vacancies, for how long, trends – in NHS and independent sector	Identifying recruitment and retention issues to inform assessment of demand by sector Identify retention issues from equity and diversity perspective	NHS vacancy rate data Survey of independent sector
	Numbers of FCPs compared to numbers required for 1 FCP per 10k population	Assess current and projected demand for physios with the training and capabilities to become FCPs	CSP estimates based on modelling
	Estimates of physio workforce requirements to meet new need (covid, population growth, population level need)	Assess projected demand for registered physios and non-registered support workers	ONS, CSP Covid modelling, population health stats
	Number of posts committed to by NHS national workforce or other plans and implied by NHS policy	Assess current and projected demand for registered physios in NHS	Collation, CSP assessment of demand in relation to Government policy
	Intention of self-employed/small business owners to retire/move sector/expand/contract	Assess projected demand for registered physios in private practice	Member surveys
	Higher Institution Institute (HEI) workforce requirement data to meet growth of provision	Assess current demand for registered physios from research and education	
	Ministry of Defence (MoD) vacancies	Assess current demand for registered physios from MoD	PQ or direct enquiry

Notes on data requirements:

- *All data to be broken down by country and ICS /health board area wherever possible
- * All workforce numbers to show Full Time and Part Time and/or Whole Time Equivalent, where possible
- * Care to be taken to protect anonymity in relation to data on protected characteristics
- **Sectors include independent sector, voluntary sector, NHS providers, other public sector, universities/research.