Supporting the NHS **People Plan** pillar

Looking after our people

while making our **People Promise**

We are **safe and healthy**

using ESR to deliver the future **of NHS human resources and organisational development vision**

Prioritising the **health** and **wellbeing** of all **our people**

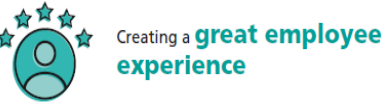| Future of NHS HR & OD Report Action	Recommended Action
Ensure all staff have access to appropriate personal protective equipment (PPE) and are trained to use it.	Organisations should create a bespoke List of Values in the ESR Property Register to meet requirements
Complete risk assessments for vulnerable staff, including BAME colleagues and anyone who needs additional support, and take action where needed.	Use the E&D reports such as WRES, WDES and Gender Pay Gap that are available to report from ESR BI at trust-level to satisfy data collections.
Ensure people working from home can do safely and have support to do so, including having the equipment they need.	The working-from-home flag should be used to identify home workers. In addition, the Property Register can be used to record all equipment allocated to employees.
Ensure people have sufficient rests and breaks from work and encourage them to take their annual leave allowance in a managed way.	All types of absence can be recorded via ESR either via professional or Self Service users. There is an interface available that imports and exports all absence data from e-rostering systems.
Prevent and tackle bullying, harassment and abuse against staff, and a create a culture of civility and respect.	Enable the recording and reporting of Employee Relations records information relating to grievances and capability.
Identify and proactively support staff when they go off sick and support their return to work.	Use the ESR absence functionality to enable the recording and reporting of all sickness episodes, including, occupational health referrals, return to work interviews and trigger points.
Every member of NHS staff should have a health and wellbeing conversation. All new starters should have a health and wellbeing induction.	Health and wellbeing conversations should be recorded in ESR. This can be via the national template or the creation of a bespoke local template.
All frontline healthcare workers should have a vaccine provided by their employer.	The Inter Authority Transfer (IAT) process should be used to transfer all vaccination and immunisation records for new starters between organisations.

ESR - A Workforce Service delivered by the NHSBSA

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We work **flexibly**

using ESR to deliver the future **of NHS human resources and organisational development vision**

Creating a **great employee experience**

Future of NHS HR & OD Report Action	Recommended Action
Requesting flexibility – whether in hours or location, should (as far as possible) be offered regardless of role, team, organisation or grade.	Employees should be able to make Flexible Working requests directly by via Self Service.
Support organisations to continue the implementation and effective use of e-rostering systems.	Use the ESR interface capability to transfer all pay and absence related data into the employee record.
Roll out the new working carers passport to support people with caring responsibilities.	Use the Working Carer competencies in ESR to identify and support employees who have carer responsibilities.

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