

UN3677 1 of 2 23 rd October 2025	Electronic Staff Record Programme USER NOTICE	
Title	National Minimum Wage Webinar	
Purpose	To provide guidance on the correct application of the National Minimum Wage.	
Intended Audience	ESR Payroll and HR Users	

SUBJECT

National Minimum Wage Webinar

DETAIL

In conjunction with HMRC the NHS ESR Central Team will be hosting joint webinar sessions on the National Minimum Wage.

HMRC will be delivering three focused Sessions to provide guidance to organisations on how to navigate the common pitfalls with complying with National Minimum Wage(NMW).

HMRC have advised:

Getting NMW wrong can lead to a 200% penalty and serious reputational damage. In the last 6 years alone, NHS organisations have paid over £180k in penalties because of NMW underpayments.

HMRC will share insights from their work with NHS Trusts, walking you through real-world examples and hot topics that often trip organisations up.

They have asked for attendance by both HR and Payroll Profession Users. HMRC have requested questions that you may have on this topic to be shared in advance to enable them to tailor the sessions appropriately.

Please note: HMRC will only be able to answer general questions and will not be able to answer individual scenarios relating to your organisation.

The webinars will be held via Teams on:

- Tuesday 25th November at 3.00pm
- Wednesday 26th November at 10.30am
- Thursday 27th November at 2.00pm

Sessions are expected to last for approximately 90 minutes.

All sessions will cover the same topics so please only sign up to one. We are expecting the sessions to be busy places will be limited to **two attendees** per organisation.

ACTION REQUIRED

NOT PROTECTIVELY MARKED

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To register for the webinar email using the following link: esr.is-esrcoursereg@nhs.net **no later than the 7th November 2025.**

When registering please provide the following information

- Name
- Job Title
- Organisation / VPD. If you manage services on behalf of more than one VPD please detail the VPD you are representing on the day.
- Your preferences of dates as listed above ranked from 1 (most preferred) to 3 (least preferred).
- All sessions will cover the same topics so please only sign up to one webinar.

Any questions for HMRC must be submitted to esr.is-esrcoursereg@nhs.net by **7th November 2025** to enable them to prepare for the sessions. Please include your name, job title and Organisation / VPD when you submit any questions.

If your registration has been successful you will receive joining instructions week commencing 10th November 2025.

FURTHER INFORMATION

If you have a confirmed booking and are no longer able to attend an event please email esr.is-esrcoursereg@nhs.net as soon as possible in order that your place can be re-allocated.

NEXT UPDATE

None

NOT PROTECTIVELY MARKED