

# Electronic Staff Record



**Your ESR – Empower staff, improve information**

## Why we need good quality Equality, Diversity & Inclusion data.

Understanding ED&I data is your organisation's first step to understanding potential bias or barriers to inclusion as well as identifying actions to make improvements with the goal being to create a fairer and more inclusive NHS.

An inclusive culture improves retention, supporting you to grow your workforce, deliver the improvements to services set out in the NHS Long Term Plan, and reduce the costs of filling staffing gaps. If your organisation doesn't know who your staff are then you cannot set effective strategies and practices to improve services and experiences for both your staff and service users.

NHS employees are pivotal in ensuring their ED&I data is up to date and relevant. Improving data completeness and quality relies upon collaborative working between the organisation and its people. There needs to be individual and collective responsibility for data with an understanding of how data issues flow throughout an employee's employment cycle, the effects can be felt locally, regionally and nationally.

“

It is the job of NHS leaders to ensure we deliver, taking an active role in ending all forms of discrimination, role-modelling inclusive behaviours and creating an environment in which our workforce feel safe and empowered. But everybody has a role to play supporting, encouraging and promoting inclusion.

NHS ED&I Improvement Plan

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**Use the data, analyse it, report on it and evaluate it!**

# Recording ED&I data in ESR

## ➔ Applicant Dashboard

Prior to their start date, a new employee can check their ED&I details in the ESR Applicant Dashboard via the “My Equality and Diversity” portlet.

This ensures that the correct ED&I data is held for the new employee from their first day.

Giving access to an employee at the applicant stage can improve data completeness and data quality.



**My Equality and Diversity**

[View Details](#)

Ethnic Origin: A White - British  
Country Of Birth: United Kingdom  
Sexual Orientation:  
Religious Belief:  
Marital Status: Married  
Disability Details: [Click here](#) to view details

If the above details are correct, please click the 'Confirm' button otherwise select 'Update My Information' to amend your details.

[Confirm](#)

[Update My Information](#)

## ➔ Employees ED&I Verifiers Portlet

ESR automatically prompts employees to view and, if required, update their personal and equality and diversity information.

The Personal Details and the Equality and Diversity Portlets indicator changes colour, dependant on the length of time since the employee last updated or verified their information.

In addition, an employee will receive a notification to remind them to check their data.

## ➔ Employee Dashboard

When an Applicant is made an Employee on ESR (or an Employee is directly hired), they have access to their record via their Employee Dashboard.

Any information entered or learning completed via the Applicant Dashboard transfers to their Employee Dashboard. This ensures consistency, removes duplication and empowers employees to own their data.

**My Equality and Diversity**

[View Details](#)

Ethnic Origin:  
Country Of Birth:  
Sexual Orientation:  
Religious Belief:  
Marital Status:

If the above details are correct, please click the 'Confirm' button otherwise select 'Update My Information' to amend your details.

[Confirm](#)

[Update My Information](#)

## ➔ Protected Characteristics in ESR

The following protected **characteristics** can be updated directly by an employee in ESR.

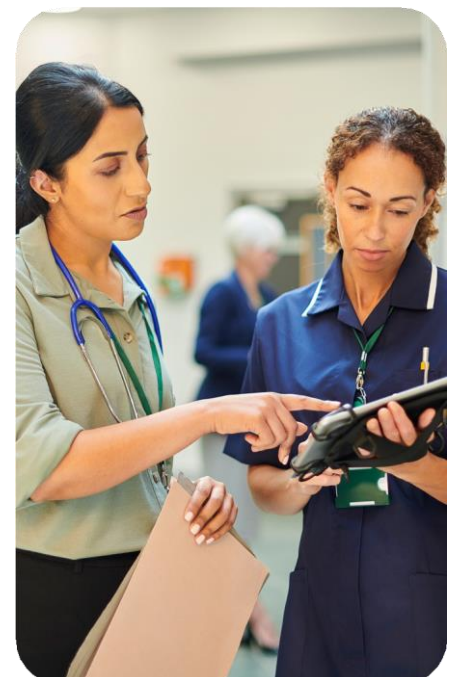
It is the employee's responsibility to ensure this information is up to date and recorded correctly.

- ➔ Race
- ➔ Sexual Orientation
- ➔ Religious Belief
- ➔ Disability
- ➔ Gender
- ➔ Marital Status \*

\* Requires manager approval



ED&I data is **not** visible to managers or supervisors



# Reporting ED&I data in ESR

WRES data continues to be an important tool to inform actions at national, regional and local level to reduce disparities and inequalities. We must continue to be curious about the data and bold in our efforts to create positive change so that all our colleagues from BME backgrounds have an equal and positive experience at work.

Amanda Pritchard, CEO – NHS England



## ESR Reporting – Bridging The Gap

ESR Business Intelligence reports enable organisations to understand inequalities in pay with several “pay gap” analysis available.

These are available on the National Returns BI Dashboard and include:

- Gender Pay Gap
- Gender Pay Gap Bonus
- Ethnicity Pay Gap
- Ethnicity Pay Gap Bonus

| Ethnic Origin                        | Employees Paid Bonus | Total Relevant Employees | %     |
|--------------------------------------|----------------------|--------------------------|-------|
| A White - British                    | 19.00                | 1388.00                  | 1.37  |
| B White - Irish                      | 2.00                 | 20.00                    | 10.00 |
| C White - Any other White background |                      | 33.00                    |       |
| D White - Northern Irish             |                      | 1.00                     |       |
| E White - Unspecified                |                      | 1.00                     |       |
| CA White - English                   | 1.00                 | 10.00                    | 10.00 |
| CB White - Scottish                  |                      | 5.00                     |       |
| CC White - Welsh                     |                      |                          |       |
| CD White - Cornish                   |                      |                          |       |
| CX White - Mixed                     |                      |                          |       |

| Employee Name  | Employee Number | Ethnic Origin                     | Ethnic Origin Grouping | Key Value  |
|----------------|-----------------|-----------------------------------|------------------------|------------|
| Blips, Mr. Joe | 12345678        | W Asian or Asian British - Indian | Asian                  | £3,261.00  |
| Blips, Mr. Joe | 23456789        | A White - British                 | White British          | £3,333.96  |
| Blips, Mr. Joe | 34567891        | A White - British                 | White British          | £11,946.87 |
| Blips, Mr. Joe | 45678912        | A White - British                 | White British          | £6,157.00  |
| Blips, Mr. Joe | 56789123        | D White - Irish                   | White Irish            | £1,588.96  |
| Blips, Mr. Joe | 67891234        | A White - British                 | White British          | £3,834.64  |
| Blips, Mr. Joe | 78912345        | W White - Irish                   | White Other            | £2,170.32  |
| Blips, Mr. Joe | 89123456        | A White - British                 | White British          | £6,135.00  |
| Blips, Mr. Joe | 91234567        | A White - British                 | White British          | £20,000.00 |
| Blips, Mr. Joe | 10123456        | W White - Chinese & White         | Mixed                  | £18,252.47 |

The Employee Relations BI reports can also be used to identify bias in the areas of gender, ethnicity, age and disability.

## ESR Reporting – Business Intelligence

ESR Business Intelligence provides easier Board Reporting and has up to date workforce-related data that imports easily to your Workforce Board Report.

The workforce profile dashboard is designed to provide intelligence on the profile of an organisation's workforce. This includes:

- Equality and Diversity
- Workforce Race Equality Standard (WRES)
- Workforce Disability Equality Standard (WDES)



The NHS Long Term Workforce Plan focuses on the future size, shape, mix and number of staff needed in all parts of the country to deliver high quality and productive care in the future. To meet these ambitions, we must improve the experience of our workforce, thereby improving retention and attracting new talent drawn from the widest pool to the NHS.

Dr Navina Evans CBE, Chief Workforce, Training and Education Officer, NHS England



Culture is a difficult thing to visualise. It is more than just the physical appearance of your organisation – in terms of gender, race and age etc. It is also about the sometimes less visible elements of who we are such as religion, sexual orientation, disability etc. And it is also about who gets hired / promoted / paid most. ESR can tell you all of things – and help you to paint the picture of what your organisational culture is really like.

Paul Deemer, Head of Diversity and Inclusion at NHS Employers



# Supporting national policies



## ➔ NHS ED&I Improvement Plan

This improvement plan sets out targeted actions to address the prejudice and discrimination – direct and indirect – that exists through behaviour, policies, practices and cultures against certain groups and individuals across the NHS workforce.

It prioritises the six high impact actions to address the widely-known intersectional impacts of discrimination and bias.

## ➔ National Policies

ED&I Data held in ESR is used at local, regional and national levels to aid national policy and workforce planning.

It is important that organisations accurately record data for both completeness and data quality.

Encouraging and empowering employees to manage their data directly in ESR self-service will improve overall ED&I data.

Key areas that use data in ESR include:

- **WRES** - WRES data continues to be an important tool to inform actions at national, regional and local level to reduce disparities and inequalities.
- **WDES** - The workforce Disability Equality Standards mandates NHS employers to report and publish annual data on the workplace and career experiences of disabled staff and is the only example of its kind in the UK

## The six high impact actions from the NHS ED&I Improvement Plan



Measurable objectives on EDI for Chairs, Chief Executives and Board members



Overhaul recruitment processes and embed talent management processes



Develop and implement an improvement plan to eliminate pay gaps.



Address Health Inequalities within their workforce



Comprehensive Induction and onboarding programme for International recruited staff



Eliminate conditions and environment in which bullying, harassment and physical harassment occurs



Reliable, consistent and timely data is crucial to effective progress.

*The NHS ED&I Improvement plan*



## Would you like to discuss further?

Contact your regional ESR Functional Account Manager, who can be found on the ESR Hub under the Communications and Engagement Team details.

# Electronic Staff Record

 [my.esr.nhs.uk](https://my.esr.nhs.uk)

 [@nhsesr](https://twitter.com/nhsesr)