

# NHS ELECTRONIC STAFF RECORD

## ESR-NHS0015 - GUIDE TO ESRBI NATIONAL RETURNS DASHBOARD

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# DOCUMENT CONTROL

## CHANGE RECORD

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## DISTRIBUTION

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## Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

## Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

## National Returns Dashboard

### *Description*

This dashboard is designed to enable users to report all analyses which aid in completing centrally required returns together in one place.

This includes:

- Gender Pay Gap (GPG)
- Ethnicity Pay Gap (EPG)
- Workforce Disability Equality Standard (WDES)
- Workforce Race Equality Standard (WRES)
- Office of National Statistics (ONS)

### *Allocation*

This dashboard is available to the following URPs:

XXX BI Administration

XXX HR Administration

XXX HR Administration (With RA)

XXX HR Management

XXX Payroll Administration (Please see access restrictions below)

XXX Payroll Super Administration (Please see access restrictions below)

**Please note** that Payroll Administration and Payroll Super Administration URPs only have access to the following pages within the National Returns Dashboard:

- Gender Pay Gap
- GPG Detail
- GPG Bonus
- GPG Bonus Detail
- GPG Analysis
- ONS Return
- Ethnicity Pay Gap
- EPG Detail
- EPG Bonus
- EPG Bonus Detail

## Gender Pay Gap

This tab provides reports on the Gender Pay Gap reporting requirement. Full details of the requirements for employers and calculations used are available on the ESR Hub.

Please note that employees on full pay as a result of sickness are returned in this analysis, however other full pay absences (such as Maternity Pay (OMP)) are currently excluded from this report as the elements return a cash value only and it is therefore not possible to return an hourly rate.

### Prompts

Snapshot Date  
 Employee Number  
 Assignment Number  
 Gender  
 Payroll  
 Person Type  
 Employee Person Type  
 \* Session Multiplier  
 Assignment Status  
 PAYE Reference  
 Included Elements  
 Elements to include Units Worked  
 Included Allowance Types  
 Allowance Types to include Units Worked

### Data Items

Gender	Quartile 1-4
Avg. Hourly Rate	Female %
Median Hourly Rate	Male %
Gender Difference	Employee Name
Gender Pay Gap %	Employee Number
Units Worked	Hourly Rate
Pay Value	

### Example Screenshot

Average & Median Hourly Rates

Number of employees | Q1 = Low, Q4 = High

Gender	Avg. Hourly Rate	Median Hourly Rate
Male	16.1333	16.3144
Female	15.3100	15.2033
Difference	0.8233	1.1111
Pay Gap %	5.1031	6.8106

Quartile	Female	Male	Female %	Male %
1	605.00	71.00	89.50	10.50
2	1304.00		100.00	
3	111.00	454.00	19.65	80.35
4	382.00	1061.00	26.47	73.53

Employee Name	Employee Number	Gender	Units Worked	Pay Value	Hourly Rate	Quartile
Blogs, Mr. Joe	12345678	Female	602,042,603.91	£8,772,741,926.74	£14.57	2
Blogs, Mr. Joe	12345678	Male	285,611,556.81	£4,467,832,513.32	£15.64	4

## Gender Pay Gap Detail

### Description

This analysis provides a detail view of a range of employee and assignment data items for Gender Pay Gap reporting.

### Prompts

Snapshot Date  
Employee Number  
Assignment Number  
Gender  
Payroll  
Person Type  
Employee Person Type  
\* Session Multiplier  
Assignment Status  
PAYE Reference  
Included Elements  
Elements to include Units Worked  
Included Allowance Types  
Allowance Types to include Units Worked

### Data Items

Employee Name	Frequency
Employee Number	Element Name
Assignment Number	Allowance Type
Payroll	Units Worked
Gender	Units Worked (Included)
Assignment Category	Pay Value
Position	

### Example Screenshot

Employee Name	Employee Number	Assignment Number	Payroll	Gender	Assignment Category	Position	Frequency	Element Name	Allowance Type	Units Worked	Units Worked (Included)	Pay Value
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	176.8600	134.8600	£1,516.11
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	147.7400	147.7400	£1,909.19
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	172.8000	169.8000	£7,124.16
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	162.9500	162.9500	£2,692.42
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	162.9500	162.9500	£2,371.83
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	3.2500	6.5000	£52.12
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	114.5000	114.5000	£1,315.04
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	173.8000	173.8000	£7,968.83
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	104.2900	104.2900	£1,175.38
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	81.4700	81.4700	£935.75
Blogs, Mr. Joe	12345678	12345678	000 Monthly	Male	Bank	000000 Business Analyst A2B Information Technology	Week	Basic Pay NHS	Commitment Award	162.9500	162.9500	£4,002.83

## Gender Pay Gap Bonus

This tab provides reports on the Gender Pay Gap Bonus reporting requirement. Full details of the requirements for employers and calculations used are available on the ESR Hub.

### Prompts

Period End Date Between  
Employee Number



Assignment Number  
Included Elements  
Allowance Type  
Person Type  
Payroll  
Gender  
Assignment Status  
PAYE Reference

### Data Items

Gender	Employee Name
Avg. Pay	Employee Number
Median Pay	Employees Paid Bonus
Gender Difference	Total Relevant Employees
Gender Pay Gap %	Percentage
Pay Value	

### Example Screenshot

Gender▲▼	Avg. Pay	Median Pay
Male	7,568.34	4,196.19
Female	3,526.11	3,234.18
Difference	4,042.22	962.01
Pay Gap %	53.41	22.93

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Gender	Employees Paid Bonus	Total Relevant Employees	%
Female	62.00	3140.00	1.97
Male	34.00	2186.00	1.56

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Employee Name	Employee Number	Gender	Pay Value
Blogs, Mr. Joe	12345678	Female	£218,619.08
Blogs, Mr. Joe		Male	£257,323.49

## Gender Pay Gap Bonus Detail

### Description

This analysis provides a detail view of a range of employee and assignment data items for Gender Pay Gap Bonus reporting.

### Prompts

Period End Date Between  
Employee Number  
Assignment Number  
Included Elements  
Allowance Type  
Person Type  
Payroll  
Gender  
Assignment Status  
PAYE Reference

### Data Items

Employee Name	Payroll
Employee Number	Element Name
Assignment Number	Allowance Type
Gender	Pay Value

### Example Screenshot

Employee Name	Employee Number	Assignment Number	Gender	Payroll	Element Name	Allowance Type	Pay Value
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£5,135.55
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£817.50
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£2,625.17
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£1,074.52
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£2,556.50
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£7,837.43
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£1,825.11
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£3,281.73
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£1,357.56
Blogs, Mr. Joe	12345678	12345678	Male	000 Monthly	Commitment Award Pay NHS	Commitment Award 1	£2,838.40

## Gender Pay Gap Analysis

### Description

The GPG Analysis is assignment based and enables users the ability to group the gender pay gap figures by assignment based attributes such as organisation and staff group.

### Prompts

Snapshot Date Select Date

Employee Number

Assignment Number

Gender

Payroll

Person Type

Employee Person Type

\* Session Multiplier

Assignment Status

PAYE Reference

Staff Group

Job Role

Occupation Code

Assignment Category

Assignment Category

Included Elements

Elements to include Units Worked

Included Allowance Types

Allowance Types to include Units Worked

Primary Assignments Only

## Data Items

Female	Difference
Male	Pay Gap %
Employee Name	Pay Grade
Assignment Number	Units Worked
Gender	Pay Value
Position Title	Hourly Rate
Staff Group	Quartile
Location	Organisation
Area of Work	Org Level 1-13
Assignment Category	

## Example Screenshot

Average Hourly Rates

Group by Org L1

Number of assignments | Q1 = Low, Q4 = High

Org L1	Female	Male
NHS Trust	14.36	16.44

Org L1	1	1	2	3	3	4	4
Org L1	Female	Male	Female	Female	Male	Female	Male
NHS	552	383	1057	118	890	689	311
Trust							

Employee Name	Assignment Number	Gender	Position Title	Staff Group	Organisation	Pay Grade	Units Worked	Pay Value	Hourly Rate
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Add Prof Scientific and Technic	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	138,704.42	£2,528,710.17	£18.23
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Additional Clinical Services	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	2,869,046.26	£28,428,864.47	£9.91
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Administrative and Clerical	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	272,580,812.40	£3,844,795,790.25	£14.11
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Allied Health Professionals	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	1,288,659.12	£23,409,861.44	£18.17
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Estates and Ancillary	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	327,384.84	£3,335,199.80	£10.19
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Healthcare Scientists	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	743,389.95	£14,700,314.82	£19.77
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Medical and Dental	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	11,601,524.70	£225,164,132.23	£19.41
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Nursing and Midwifery Registered	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	4,511,859.37	£81,383,985.09	£18.04
Blogs, Mrs. Jo	12345678	Female	Business Analyst	Students	000 NHS ESR Organisation	NHS[XR10]Review Body Band 10 - Range D	162.95	£1,376.92	£8.45

## WDES Tab

### Description

This dashboard provides information to aid organisations in completing the WDES return required by NHS England and is based on the Workforce Disability Equality Standard (WDES) Technical Guidance.

## Applicants Appointed from Shortlisting

### Description

This analysis is designed to show headcount and ratio of applicants appointed for shortlisting or hired grouped by WDES category as at the user defined date period.

### Prompts:

Date Between

### Data Items

WDES Category	Headcount (Hired)
Headcount (Shortlisted)	Ratio (Hired)

### Example Screenshot

Date Between  -

Disability	Shortlisted	Hired	Ratio
No	1615	706	0.44
Not Declared	18	1	0.06
Prefer Not To Answer	1	0	0.00
Unspecified	430	72	0.17
Yes	80	32	0.40

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## Employees Entering the Formal Capability Process

### Description

This analysis is designed to show headcount, capability headcount and ratio grouped by WDES category as at the user defined date period.

### Prompts:

Include Cases where Creation Date is within X months

### Data Items

WDES Category	Capability Headcount
Headcount	Ratio

### Example Screenshot

Include Cases where Creation Date is within X months

Employee Disability Description	Headcount	Capability Headcount	Ratio
No	2940	18	0.01
Not Declared	152	2	0.01
Prefer Not To Answer	1	0	0.00
Unspecified	1180	3	0.00
Yes	122	1	0.01

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## Board Voting

### Description

This analysis is designed to show headcount, headcount percentage, board headcount and board headcount percentage grouped by WDES category.

Board Headcount is defined using the following Job Role values: 'Clinical Director - Dental', 'Clinical Director - Medical', 'Board Level Director', 'Chair', 'Chief Executive', 'Chief Information Officer', 'Chief Operating Officer', 'Chief People Officer', 'Chief Strategy Officer', 'Chief Sustainability Officer', 'Clinical Director', 'Deputy Chief Executive', 'Director of Nursing', 'Estates and Facilities Director', 'Finance Director', 'Improvement Director', 'Medical Director', 'Non Executive Director', 'Other Executive Director'.

### Prompts:

Define Board Members using Job Role =

### Data Items

WDES Category	Board Headcount
Headcount	Board Headcount %
Headcount %	

### Example Screenshot

Define Board Members using Job Role =  ▼

Apply

Reset ▼

Disability	Headcount	Headcount %	Board Headcount	Board Headcount %
No	2939	68.59	10	41.67
Not Declared	159	3.71	1	4.17
Prefer Not To Answer	1	0.02	0	0.00
Unspecified	1059	24.71	13	54.17
Yes	127	2.96	0	0.00

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## Employees on AfC Grades 1-9 and VSM

### Description

This analysis is designed to show WDES bandings (based on Pay Grades) and headcount of clinical and non-clinical staff grouped by WDES category. This analysis has prompts to allow users to define AfC Bandings, consultants and trainees using Pay Grade.

### Prompts:

*Band 1*

*Band 2*

*Band 3*

*Band 4*

*Band 5*

*Band 6*

*Band 7*

*Band 8a*

*Band 8b*

*Band 8c*

*Band 8d*

*Band 9*

*Medical & Dental Trainee Grades*

*Medical & Dental Consultant*

*Medical & Dental Non-Consultant Career Grade*

### View Selectors:

Table

Table (including % - shows the headcount percentages of each WDES category based on Pay Grades)

### Data Items

Clinical/ Non-Clinical	%
WDES Banding	% (White)
WDES Category	% (Z Null)
Headcount	% (Z Not Stated/ Not Given)
Headcount (BME)	
Headcount (White)	
Headcount (Z Null)	
Headcount (Z Not Stated/ Not Given)	

### Example Screenshot

View as Table

Clinical / Non-Clinical	Disability	WDES Banding	Headcount
Clinical	No	Band 2	112
		Band 3	63
		Band 4	35
		Band 5	101
		Band 6	110
		Band 7	111
		Band 8a	35
		Band 8b	11
		Band 8c	2
		Band 8d	4
		VSM	2
		Medical & Dental Consultant	36
		Medical & Dental Non-Consultant Career Grade	3
		Medical & Dental Trainee Grades	292
		WQ00	1
	Not Declared	Band 2	10
		Band 3	6
		Band 4	3
		Band 5	2
		Band 6	10
		Band 7	5
		Band 8a	1
		Band 9	1
		Medical & Dental Consultant	1
		Medical & Dental Trainee Grades	2

Rows 1 - 25

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## WRES Tab

### Description

This dashboard provides figures (within the boundaries of ESR) for indicators 1-4 and 9, and is based on the Workforce Race Equality Standard (WRES) Technical Guidance.

### Prompts:

Organisation(s)  
 Staff Group(s)  
 Assignment Category  
 Person Type(s)  
 Assignment Status  
 Occupation Code  
 Pay Grade(s)  
 Job Sharer  
 Primary Assignments Only  
 Gender  
 Effective Date



## Applicants Appointed from Shortlisting

### Description

This analysis is designed to show headcount and ratio of applicants appointed for shortlisting or hired grouped by WRES category as at the user defined date period.

### Prompts:

Date Between

### Column Selectors:

Staff Group

Gender

### Data Items

WRES Grouping	Headcount (Shortlisted)
Headcount (Hired)	Ratio

### Example Screenshot

#### Applicants Appointed from Shortlisting

Date Between 01/02/2020 00:00:00 - 01/02/2021 00:00:00

Apply

Reset

WRES Grouping	Shortlisted	Hired	Ratio
BME	114	46	0.40
White	1037	604	0.58
Z NULL	619	286	0.46
Z Not Stated/Not Given	13	10	0.77

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## Employees Accessing Non-Mandatory Training

### Description

This analysis is designed to show headcount, course enrolment headcount and ratio grouped by WRES category as at the user defined date period.

### Prompts:

Class Start Date Between

Mandatory Course(s)

### Data Items

WRES Category	Enrolment Headcount
Headcount	Ratio

### Example Screenshot

#### Employees Accessing Non-Mandatory Training

Class Start Date Between 01/02/2020 00:00:00 - 01/02/2021 00:00:00 Mandatory Course(s) --Select Value--

Apply Reset

Use the available dashboard prompt to enter All Mandatory Courses which will then be excluded from the Enrolment Headcount figures.

WRES Category	Headcount	Enrolment Headcount	Ratio
BME	364	356	0.98
White	3840	3801	0.99
Z NULL	640	615	0.96
Z Not Stated/Not Given	118	118	1.00

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## Employees Entering the Formal Disciplinary Process

### Description

This analysis is designed to show headcount, disciplinary headcount and ratio of employees grouped by WRES category. The analysis has been defaulted to 12 months but users can define the period required.

### Prompts:

Include Cases where Creation Date is within X months

### Data Items

WRES Category	Disciplinary Headcount
Headcount	Ratio

### Example Screenshot

#### Employees Entering the Formal Disciplinary Process

Include Cases where Creation Date is within X months 12

Apply

Reset ▼

WRES Category	Headcount	Disciplinary Headcount	Ratio
BME	364	0	0.00
White	3840	0	0.00
Z NULL	640	0	0.00
Z Not Stated/Not Given	118	0	0.00

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## Board Voting

### Description

This analysis is designed to show headcount, headcount percentage, board headcount and board headcount percentage grouped by WRES category.

Board Headcount is defined using the following Job Role values: 'Clinical Director - Dental', 'Clinical Director - Medical', 'Board Level Director', 'Chair', 'Chief Executive', 'Chief Information Officer', 'Chief Operating Officer', 'Chief People Officer', 'Chief Strategy Officer', 'Chief Sustainability Officer', 'Clinical Director', 'Deputy Chief Executive', 'Director of Nursing', 'Estates and Facilities Director', 'Finance Director', 'Improvement Director', 'Medical Director', 'Non Executive Director', 'Other Executive Director'.

### Prompts:

Define Board Members using Job Role =

### Data Items

WRES Category	Board Headcount
Headcount	Board Headcount %
Headcount %	

### Example Screenshot

#### Board Voting

Define Board Members using Job Role =

Apply

Reset

WRES Category	Headcount	Headcount %	Board Headcount	Board Headcount %
BME	364	7.34	1	3.85
White	3840	77.39	18	69.23
Z NULL	640	12.90	6	23.08
Z Not Stated/Not Given	118	2.38	1	3.85

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## Employees on AfC Grades 1-9, VSM and Medical and Dental

### Description

This analysis is designed to show WRES bandings (based on Pay Grades) and headcount of clinical and non-clinical staff grouped by WRES category. This analysis has prompts to allow users to define AfC Bandings, consultants and trainees using Pay Grade.

### Prompts:

Band 1  
Band 2  
Band 3  
Band 4  
Band 5  
Band 6  
Band 7  
Band 8a  
Band 8b  
Band 8c  
Band 8d  
Band 9  
Medical & Dental Trainee Grades  
Medical & Dental Consultant  
Medical & Dental Non-Consultant Career Grade  
Very Senior Managers

### Column Selectors:

Staff Group  
Gender

### View Selectors:

Table  
Table (including % - shows the headcount percentages of each WRES category based on Pay Grades)

### Data Items

Clinical/ Non-Clinical	%
WRES Banding	% (White)
WRES Category	% (Z Null)
Headcount	% (Z Not Stated/ Not Given)
Headcount (BME)	
Headcount (White)	
Headcount (Z Null)	
Headcount (Z Not Stated/ Not Given)	

### Example Screenshot

View as Table ▼

Clinical / Non-Clinical	WRES Category	WRES Banding	Headcount
Clinical	BME	Band 2	4
		Band 3	4
		Band 4	1
		Band 5	14
		Band 6	13
		Band 7	6
		Band 8a	2
		Band 8b	1
		VSM	1
		Medical & Dental Consultant	15
		Medical & Dental Non-Consultant Career Grade	4
		Medical & Dental Trainee Grades	163
	White	Band 2	156
		Band 3	89
		Band 4	51
		Band 5	129
		Band 6	147
		Band 7	144
		Band 8a	45
		Band 8b	18
		Band 8c	4
		Band 8d	6
		VSM	2
		Medical & Dental Consultant	64
		Medical & Dental Non-Consultant Career Grade	2

Rows 1 - 25

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## ONS Return Tab

### Description

This dashboard provides a headcount grouped by Gender, Location and Gender/Location and split into 'Part Time' and 'Full Time' depending on the contract hours for the employee (total across all assignments). It can assist organisations when completing the ONS Business Register and Employment Survey.

### Prompts

Hours per Session

Hours to Split at (where contract hours are in sessions, the number of sessions are multiplied by the 'hours per session' number above to derive the contract hours)

Exclude Staff where hours <0.00

## ONS Return Summary

### Description

This analysis provides a headcount grouped by Gender, Location and Gender/Location and split into 'Part Time' and 'Full Time' (depending on the parameters entered into the prompts provided).

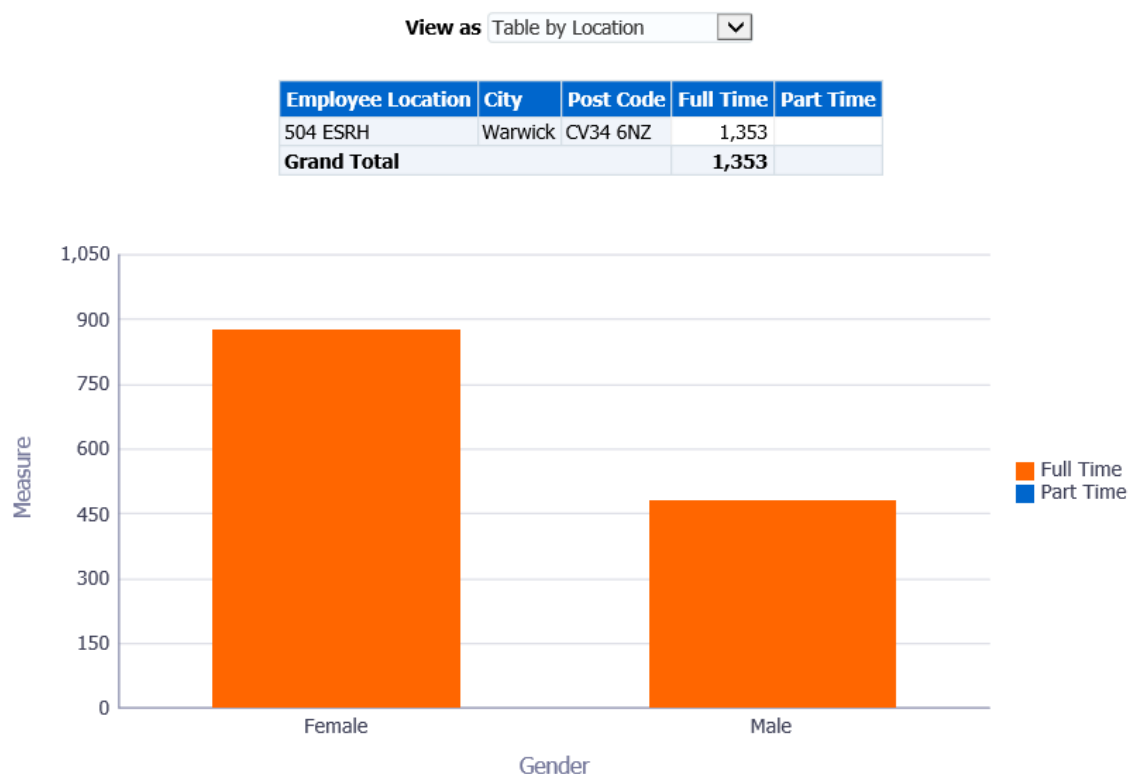
### Data Items

Title	Description
Gender	Gender against the Employee Record
Location	Location against the Employee Assignment
City	City from Location
Post Code	Post Code from Location
Part Time	Calculated Item
Full Time	Calculated Item

### Filters

Exclude Staff where hours <: Users have the option to exclude staff where Hours Worked is less than an entered value.

### Example Screenshot



## ONS Return Detail

### Description

This analysis provides a detail view at assignment level of a range of assignment data items including a Part-Time / Full-Time status depending on the parameters entered into the prompts provided.

### Data Items

Employee Number	Total Hours
Assignment Number	Pay Grade
Employee Name	Organisation
Gender	Employee Location
Category (Part-Time / Full-Time)	City
Contract Hours	Post Code
Frequency	Staff Group

### Example Screenshot

Employee	Assignment Number	Employee Name	Gender	Assignment Category	Category	Contract Hours	Frequency	Total Hours	Pay Grade	Organisation	Employee Location	City	Post Code	Staff Group
20005574	20005574	Admin01, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005575	20005575	Admin02, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005576	20005576	Admin03, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005577	20005577	Admin04, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005578	20005578	Admin05, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005579	20005579	Admin06, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005580	20005580	Admin07, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005581	20005581	Admin08, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005582	20005582	Admin09, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical
20005583	20005583	Admin10, Mr. Anthony	Male	Permanent	Full Time	37.50	Week	37.50	Non Review Body Band 2	504 Acute Nurse Management	504 ESRH	Warwick	CV34 6NZ	Administrative and Clerical

## Provider Workforce Return

### Description

This dashboard page provides a set of analyses designed to aid Organisations in the completion of the provider workforce return.

### Prompts

Organisation(s)

Assignment Category

Assignment Status

Person Type(s)

Hiring Status

Effective Date

Medical & Dental Trainee Grades

Medical & Dental Non-Consultant Career Grades

Medical & Dental Consultant Grades



## FTE by Staff Group

### Description

This analysis provides a breakdown and total FTE for specified Staff Groups grouped by Occupation Code.

### Data Items

Title	Description
Total non medical - clinical substantive staff	
Total medical and dental substantive staff	
Total non medical - non-clinical substantive staff	
Staff Group	
FTE	breakdown and total FTE for each Staff Group

### Example Screenshot

Total non medical - clinical substantive staff	Total medical and dental substantive staff	Total non medical - non-clinical substantive staff
931.17	72.78	432.36
<a href="#">Edit</a> - <a href="#">Refresh</a> - <a href="#">Print</a> - <a href="#">Export</a>		

Staff Group	Of Which	Of Which	FTE
Any other staff			4.99
<b>Any other staff Total</b>			<b>4.99</b>
Medical and dental	of which Career/Staff Grades		3.70
	of which Consultants (Including Directors of Public Health)	of which Clinical Radiology	5.10
		of which Medical Oncology	9.00
		of which Palliative Medicine	10.38
			32.62
	of which Trainee grades/Trust Grade	of which Medical Oncology	0.80
			1.80
		of which Clinical Radiology	1.00
		of which Palliative Medicine	0.20
			8.18
<b>Medical and dental Total</b>			<b>72.78</b>

Staff Group	FTE
Community Nursing Staff	1.00
<a href="#">Edit</a> - <a href="#">Refresh</a> - <a href="#">Print</a> - <a href="#">Export</a>	

Staff Group	Of Which	FTE
Critical Care / ICU Nursing	of which are Adult Critical Care/ICU Nurses	277.73
	of which are Neonatal ICU Nurses	132.52
	of which are Paediatric ICU Nurses	58.54
<b>Critical Care / ICU Nursing Total</b>		<b>468.79</b>

## WTE Vacancies

### Description

This analysis provides a breakdown and total Vacancy FTE for specified Staff Groups grouped by Occupation Code. The Vacancy FTE is based on the variance between the Actual and Budgeted FTE, examples provided in screenshot example below and on the dashboard page.

### Data Items

Title	Description
Staff Group	
Vacancy FTE	breakdown and total Vacancy FTE for each Staff Group

### Example Screenshot

The Vacancy FTE is the variance between the Actual and Budgeted FTE.  
e.g. 100 (actual FTE) - 90 (budgeted FTE) = 10 (FTE variance)  
100 (actual FTE) - 130 (budgeted FTE) = -30 (FTE variance)

In Month Overall Staff Vacancies
-638.87
<a href="#">Edit</a> - <a href="#">Refresh</a> - <a href="#">Print</a> - <a href="#">Export</a>

Staff Group	Of Which	Of Which	Vacancy FTE
Medical/Dental (Total) Vacancy WTE	Of which Medical/Dental Consultant Vacancy WTE	of which Clinical Radiology Vacancy WTE	0.75
		of which Medical Oncology Vacancy WTE	1.35
		of which Palliative Medicine Vacancy WTE	-3.90
			-6.43
			-38.36
<b>Medical/Dental (Total) Vacancy WTE Total</b>			<b>-46.59</b>
NHS Infrastructure Vacancy WTE			-255.34
<b>NHS Infrastructure Vacancy WTE Total</b>			<b>-255.34</b>

Staff Group	Vacancy FTE
Community Nursing staff Vacancy WTE	-0.22
<a href="#">Edit</a> - <a href="#">Refresh</a> - <a href="#">Print</a> - <a href="#">Export</a>	

Staff Group	Second Column	Vacancy FTE
Critical Care / ICU Nursing	of which are Adult Critical Care/ICU Nurses	-40.09
	of which are Neonatal ICU Nurses	-21.28
	of which are Paediatric ICU Nurses	-23.53

## Maternity Breakdown

### Description

This FTE analysis provides a breakdown and total FTE for Maternity employees grouped by Occupation Code. The Vacancies version provides a breakdown and total Vacancy FTE for Maternity employees grouped by Occupation Code.

### Data Items

Title	Description
Maternity Staff Breakdown	
FTE	breakdown and total Maternity FTE for each Staff Group
Vacancy FTE	breakdown and total Maternity Vacancy FTE for each Staff Group

### Example Screenshot

Substantive Maternity Staff Breakdown	Of Which	FTE
Obstetrics and Gynaecology Consultants (including Directors of Public Health)	of which are Gynaecology Consultants	4.20
		20.90
<b>Obstetrics and Gynaecology Consultants (including Directors of Public Health) Total</b>		<b>25.10</b>
Registered Midwives working in Maternity Services	of which are band 5	32.75
	of which are band 6	119.76
	of which are band 7	51.07
	of which are band 8+	8.20
		0.00
<b>Registered Midwives working in Maternity Services Total</b>		<b>211.78</b>
Support workers in Maternity services	of which are band 2	25.52
	of which are band 3	50.93
		6.80
<b>Support workers in Maternity services Total</b>		<b>83.25</b>

## Ethnicity Pay Gap

This tab provides reports on the Ethnicity Pay Gap reporting. The reports are based on the same methodology as used for Gender Pay Gap reporting. Details of the calculations used are available on the ESR Hub.

### Prompts

Snapshot Date  
Employee Number  
Assignment Number  
Ethnic Origin  
Payroll  
Person Type  
Employee Person Type  
\* Session Multiplier (Default: 4)  
Staff Group  
Assignment Status  
PAYE Reference  
Included Elements  
Elements to include Units Worked  
Included Allowance Types  
Allowance Types to include Units Worked

## Data Items

Ethnic Origin Grouping Summary	Employee Name
Avg. Hourly Rate	Employee Number
Median Hourly Rate	Hourly Rate
Ethnic Origin Grouping	Units Worked
Ethnic Origin	Pay Value
Total Relevant Employees	Quartile 1-4

## Example Screenshot

Average & Median Hourly Rates

Number of employees | Q1 = Low, Q4 = High

Ethnic Origin Grouping Summary	Mean Hourly Rate	Median Hourly Rate	Total Relevant Employees
BME	26.3998	19.9809	108
Not Known	21.7300	16.3914	102
White	20.7106	18.2140	1,519
% Diff White - BME	-27.4700	-9.7004	93
% Diff White - Not Known	-4.9222	10.0067	93

Ethnic Origin Grouping	Mean Hourly Rate	Median Hourly Rate	Total Relevant Employees
Asian	28.6576	22.6915	67
Black	20.3319	15.5470	20
Mixed	29.2565	25.9840	12
NULL	22.1709	14.3245	73
Not Stated	20.6201	18.3715	29

Ethnic Origin	Avg. Hourly Rate	Median Hourly Rate	Total Relevant Employees
A White - British	20.6406	18.1942	1,310
B White - Irish	28.1489	22.7053	19
C White - Any other White background	18.8790	18.3707	33
C2 White Northern Irish	22.1218	22.1218	1
C3 White Unspecified	17.9498	17.9498	1

Quartile	Asian	Black	Mixed	NULL	Not Stated	Other	White British	White Other
1	9	7	2	14	6	1	297	50
2	11	6	2	30	8	6	361	54
3	17	3	1	13	8	1	332	55
4	30	4	7	16	7	1	320	50

Employee Name	Employee Number	Ethnic Origin	Ethnic Origin Grouping	Units Worked	Pay Value	Hourly Rate	Quartile
Blogs, Mr. Joe	12345678	H Asian or Asian British - Indian	Asian	173.80	£10,478.92	£60.29	4
Blogs, Mr. Joe1	23456789	A White - British	White British	173.80	£10,897.16	£62.70	4
Blogs, Mr. Joe2	34567891	A White - British	White British	121.68	£7,918.69	£65.08	4
Blogs, Mr. Joe3	45678910	A White - British	White British	173.80	£10,756.75	£61.89	4
Blogs, Mr. Joe4	56789101	B White - Irish	White Other	173.80	£11,034.58	£63.49	4

Rows 1 - 5

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

## Ethnicity Pay Gap Detail

### Description

This analysis provides a detail view of a range of employee and assignment data items for Ethnicity Pay Gap reporting.

### Prompts

Snapshot Date  
 Employee Number  
 Assignment Number  
 Ethnic Origin  
 Payroll  
 Person Type  
 Employee Person Type  
 Staff Group  
 \* Session Multiplier (Default: 4)  
 Assignment Status  
 PAYE Reference  
 Included Elements  
 Elements to include Units Worked  
 Included Allowance Types  
 Allowance Types to include Units Worked

### Data Items

Employee Name	Position
Employee Number	Frequency
Assignment Number	Element Name
Payroll	Allowance Type
Ethnic Origin	Units Worked
Ethnic Origin Grouping	Units Worked (Included)
Assignment Category	Pay Value

### Example Screenshot

Assignment Number	Payroll	Ethnic Origin	Ethnic Origin Grouping	Assignment Category	Position	Frequency	Element Name	Allowance Type	Units Worked
12345678	120 Monthly	LE Asian Sri Lankan	Asian	Permanent	000000 Business Analyst A2B IT	Sessions/Week	Basic Pay NHS		173.8000
23456789	120 Monthly	CC White Welsh	White Other	Permanent	000000 Business Analyst A2B IT	Week	Additional Basic Pay NHS		1.0000
23456789	120 Monthly	CC White Welsh	White Other	Permanent	000000 Business Analyst A2B IT	Week	Basic Pay NHS		78.2100
23456789	120 Monthly	CC White Welsh	White Other	Permanent	000000 Business Analyst A2B IT	Week	Employer Specified WTD NHS		0.0000
23456789	120 Monthly	CC White Welsh	White Other	Permanent	000000 Business Analyst A2B IT	Week	Unsocial ENH PAY NHS		3.0000
34567891	120 Monthly	A White - British	White British	Permanent	000000 Business Analyst A2B IT	Week	Basic Pay NHS		162.9500
34567891	120 Monthly	A White - British	White British	Permanent	000000 Business Analyst A2B IT	Week	Salary Sacrifice Grp 0 PAY NHS	Personal Lease Car	0.0000
45678910	120 Monthly	A White - British	White British	Permanent	000000 Business Analyst A2B IT	Week	Basic Pay NHS		162.9500
56789101	120 Monthly	J Asian or Asian British - Pakistani	Asian	Permanent	000000 Business Analyst A2B IT	Sessions/Week	Basic Pay NHS		34.7600
67891011	120 Monthly	5 Any Other Ethnic Group	Other	Permanent	000000 Business Analyst A2B IT	Week	Basic Pay NHS		97.7700

## Ethnicity Pay Gap Bonus

This tab provides reports on the Ethnicity Pay Gap Bonus reporting. Details of the calculations used are available on the ESR Hub.

Please note that the Summary view restricts Ethnic Origin to the latest entry only where Ethnic Origin may have changed in the period. This is to prevent double counting of employees. The detail view will return all values and split the pay values as appropriate. If users require Average Pay values the Detail view should be used and the values calculated manually.

## Prompts

Period End Date Between  
Employee Number  
Assignment Number  
Included Elements  
Allowance Type  
Person Type  
Payroll  
Employee Person Type  
Ethnic Origin  
Assignment Status  
PAYE Reference

## Data Items

Ethnic Origin	Employee Name
Employees Paid Bonus	Employee Number
Total Relevant Employees	Ethnic Origin Grouping
Percentage	Pay Value

## Example Screenshot

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	
C2 White Northern Irish		1.00	
C3 White Unspecified		1.00	
CA White English	1.00	10.00	10.00
CB White Scottish		5.00	
CC White Welsh		139.00	
CD White Cornish		1.00	
CX White Mixed		1.00	

   Rows 1 - 10  
[Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

Employee Name	Employee Number	Ethnic Origin	Ethnic Origin Grouping	Pay Value
Blogs, Mr. Joe	12345678	H Asian or Asian British - Indian	Asian	£5,001.00
Blogs, Mr. Joe1	23456789	A White - British	White British	£3,333.96
Blogs, Mr. Joe2	34567891	A White - British	White British	£11,946.87
Blogs, Mr. Joe3	45678910	A White - British	White British	£8,335.02
Blogs, Mr. Joe4	56789101	B White - Irish	White Other	£11,668.98
Blogs, Mr. Joe5	67891011	A White - British	White British	£9,834.64
Blogs, Mr. Joe6	78910111	B White - Irish	White Other	£21,115.32
Blogs, Mr. Joe7	89101122	A White - British	White British	£8,335.02
Blogs, Mr. Joe8	91011121	A White - British	White British	£60,666.00
Blogs, Mr. Joe9	10111213	GD Mixed - Chinese & White	Mixed	£16,357.47

   Rows 1 - 10  
[Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

## Ethnicity Pay Gap Bonus Detail

### Description

This analysis provides a detail view of a range of employee and assignment data items for Ethnicity Pay Gap Bonus reporting.

### Prompts

Period End Date Between

Employee Number

Assignment Number

Included Elements

Allowance Type

Person Type

Payroll

Employee Person Type

Ethnic Origin

Assignment Status

PAYE Reference

### Data Items

Employee Name	Payroll
Employee Number	Element Name
Assignment Number	Allowance Type
Ethnic Origin	Pay Value
Ethnic Origin Grouping	

### Example Screenshot

Employee Name	Employee Number	Assignment Number	Ethnic Origin	Ethnic Origin Grouping	Payroll	Element Name	Allowance Type	Pay Value
Blogs, Mr. Joe	12345678	12345678	H Asian or Asian British - Indian	Asian	120 Monthly	Commitment Award PAY NHS	Commitment Award 1	£1,666.98
Blogs, Mr. Joe	12345678	12345678	H Asian or Asian British - Indian	Asian	120 Monthly	Commitment Award PAY NHS	Commitment Award 2	£3,334.02
Blogs, Mr. Joe1	23456789	23456789	A White - British	White British	120 Monthly	Commitment Award NP PAY NHS	Commitment Award 1	£3,333.96
Blogs, Mr. Joe2	34567891	34567891	A White - British	White British	120 Monthly	Commitment Award PAY NHS	Commitment Award 5	£11,946.87
Blogs, Mr. Joe3	45678910	45678910	A White - British	White British	120 Monthly	Commitment Award PAY NHS	Commitment Award 2	£3,334.02
Blogs, Mr. Joe3	45678910	45678910	A White - British	White British	120 Monthly	Commitment Award PAY NHS	Commitment Award 3	£5,001.00
Blogs, Mr. Joe4	56789101	56789101	B White - Irish	White Other	120 Monthly	Commitment Award PAY NHS	Commitment Award 3	£5,001.00
Blogs, Mr. Joe4	56789101	56789101	B White - Irish	White Other	120 Monthly	Commitment Award PAY NHS	Commitment Award 4	£6,667.98
Blogs, Mr. Joe5	67891011	67891011	A White - British	White British	120 Monthly	Commitment Award PAY NHS	Commitment Award 2	£6,501.32
Blogs, Mr. Joe5	67891011	67891011	A White - British	White British	120 Monthly	Nat Clin Imp Awd Wales NP PAY NHS	National Level 0 NP	£3,333.32
Blogs, Mr. Joe6	78910111	78910111	B White - Irish	White Other	120 Monthly	Commitment Award PAY NHS	Commitment Award 6	£13,336.00
Blogs, Mr. Joe6	78910111	78910111	B White - Irish	White Other	120 Monthly	Commitment Award PAY NHS	Commitment Award 7	£7,779.32
Blogs, Mr. Joe7	89101122	89101122	A White - British	White British	120 Monthly	Commitment Award PAY NHS	Commitment Award 2	£3,334.02
Blogs, Mr. Joe7	89101122	89101122	A White - British	White British	120 Monthly	Commitment Award PAY NHS	Commitment Award 3	£5,001.00
Blogs, Mr. Joe8	91011121	91011121	A White - British	White British	120 Monthly	Clinical Ex Award PAY NHS	CEA Gold	£60,666.00

## Staff Survey

### Description

This dashboard page provides analyses designed to aid Organisations in the completion of the yearly NHS Staff Survey. This has been developed in collaboration with the Survey Coordination Centre and NHS England.

### Prompts

Organisation(s)

Staff Group(s)

Exclude Role(s)  
Person Type(s)  
Employee Person Type(s)  
Assignment Status  
Occupation Code  
Employee Location  
Effective Date

*Column Selectors*

Organisation Level 1-13  
Organisation Name



## Substantive / Bank Description

There are two analyses on this page with the same number of fields but designed differently to return a list of employees eligible for the Substantive survey and Bank survey.

Further information including the criteria used is available via the dashboard page help link.

## Data Items

Organisation Name	Assignment Category
Employee Number	Employee Address Line 1
Employee Last Name	Employee Address Line 2
Employee First Name	Employee Address Line 3
Title	City
Latest Start Date	Region
Employee Person Type	Postal Code
Ethnic Code	Employee Email Address
Position Title	Personal Email
Staff Group	Mobile
Occupation Code	Absence Category
Role	Absence Start Date
Area of Work	Absence End Date
Location	Absence Days
Assignment Status	

## Example Screenshot

Org 12	Org 13	Organisation Name	Employee Number	Employee Last Name	Employee First Name	Title	Latest Start Date	Employee Person Type	Ethnic Code	Position Title	Staff Group
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	07/06/1978	Employee	A	Human Resources Advisor	Administrative and Clerical
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	07/08/1978	Employee	A	Human Resources Advisor	Additional Clinical Services
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	02/01/1979	Employee	C	Human Resources Advisor	Additional Clinical Services
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	27/10/1980	Employee	C	Human Resources Advisor	Healthcare Scientists
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	27/04/1981	Employee	C	Human Resources Advisor	Additional Clinical Services
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	30/11/1981	Employee	A	Human Resources Advisor	Administrative and Clerical
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	12/07/1982	Employee	C	Human Resources Advisor	Healthcare Scientists
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	05/03/1984	Employee	A	Human Resources Advisor	Additional Clinical Services
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	15/10/1984	Employee	C	Human Resources Advisor	Additional Clinical Services
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	22/07/1985	Employee	Z	Human Resources Advisor	Additional Clinical Services
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	05/08/1985	Employee	C	Human Resources Advisor	Healthcare Scientists
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	03/11/1985	Employee	A	Human Resources Advisor	Nursing and Midwifery Registered
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	10/02/1986	Employee	C	Human Resources Advisor	Healthcare Scientists
000 NHS	000 NHS	000 NHS Organisation	12345678	Blogs	Joe	Mr.	07/07/1986	Employee	C	Human Resources Advisor	Additional Clinical Services