NHS ELECTRONIC STAFF RECORD

ESR-NHS0225 - GUIDE TO ESRBI EMPLOYEE RELATIONS DASHBOARD

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DOCUMENT CONTROL

CHANGE RECORD

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09/05/2016	Matt Madya	1.0	Initial Release
03/04/2017	Matt Madya	2.0	Updated following new ESRBI developments
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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.

Employee Relations Dashboard

Description

The Employee Relations Dashboard is split into eleven dashboard pages and follows the standard design used by all NHS Standard Dashboards. The summary page provides an overview grouped by each area of the employee relations process. A Date range is used when filtering the Dashboard so that leaver details can be included if required. Pages are then provided to show a detail view at employee level of each area. Prompts are provided for the user to filter each page to show open-ended cases only.

Allocation

This dashboard is available to the following URPs:

XXX Business Intelligence Administration
XXX Employee Relations Administration

Prompts

Date Between (default: first of previous month to current date)
Group By (default: gender)
Staff Group
Restrict to open cases only (default: Yes)
Organisation Level 1-13
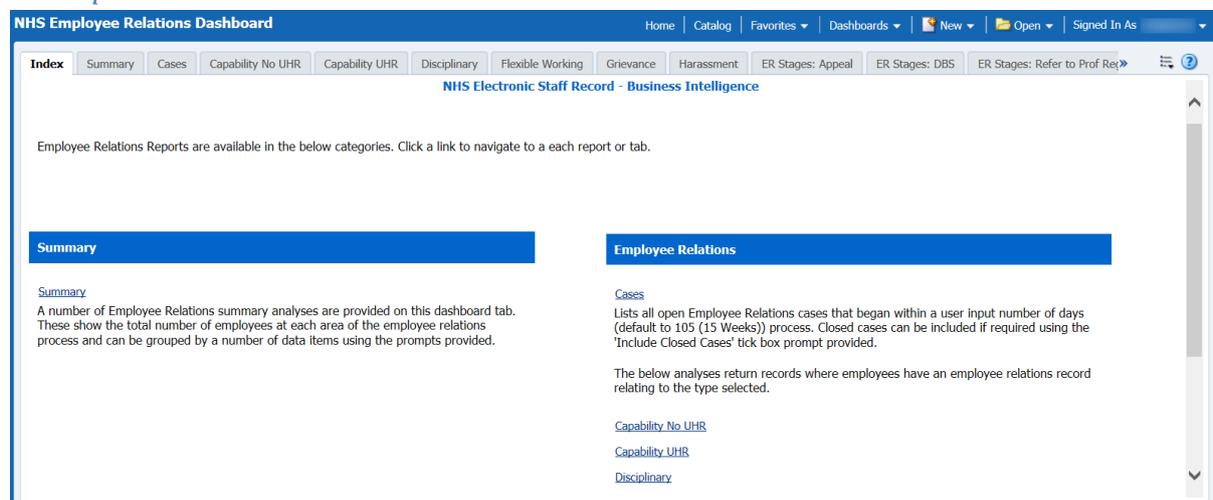Assignment Status

Index

Description

Employee Relations reports are available in two different categories below:

- Summary
- Employee Relations

From this tab users can click on links provided to navigate to reports.

Example Screenshot

Employee Relations Summary

Description

A number of analyses are provided on this dashboard tab. At the top three views are provided of the number of ER cases. A Table, Bar Graph and Pie Graph are able to be grouped by a number of data items using the prompt provided and show the total number of employees at each area of the employee relations process. Below that a view of Disciplinary cases is provided. To the right a view of cases by HR Advisor Contact, and at the bottom a view of cases by Organisation.
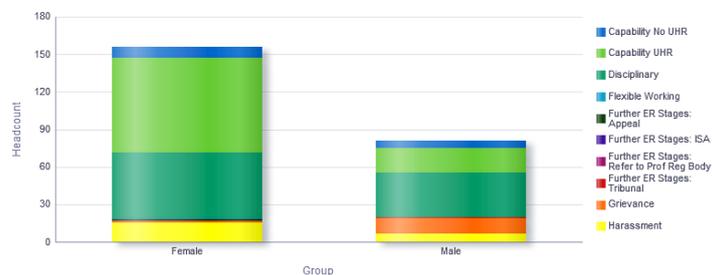
Summary

Data Items

Title	Description
Group	Group By: Gender, Ethnic Origin, Age Band, Disability, Religious Belief, Sexual Orientation
Capability No UHR	
Capability UHR	
Disciplinary	
Flexible Working	
Further ER Stages: Appeal	
Further ER Stages: ISA	
Further ER Stages: Refer to Prof Reg Body	
Further ER Stages: Tribunal	
Grievance	
Harassment	

View Selectors

None

Example Screenshot

	Capability No UHR	Capability UHR	Disciplinary	Flexible Working	Further ER Stages: Appeal	Further ER Stages: ISA	Further ER Stages: Refer to Prof Reg Body	Further ER Stages: Tribunal	Grievance	Harassment
Female	9	76	52	1	1	0	0	0	2	15
Male	6	20	35	0	0	0	0	1	12	7
Total	15	96	87	1	1	0	0	1	14	22

Cases

Description

By default this analysis is designed to show all open Employee Relations cases that began within a user input number of days (default to 105 (15 Weeks)) process. Users are able to define the period using the Date Between prompt or Case From and To Date prompts available.

Data Items

Employee Number	Employee Name
Organisation Name	Organisation Level 1-13
Type of Case	Case Reference Number
Process Start Date	Process End Date
HR Contact	Line Manager Contact
Staff Group	Job Role

Prompts

Date Between

Case From Date

Case To Date

Staff Group

Assignment Status

Show cases that were opened more than X Days ago where X =

Example Screenshot

Open Employee Relations Cases

Employee Number	Employee Name	Organization Name	Case Reference No	Process Start Date	HR Contact	Line Manager Contact
20055144	Jackson05, Mr. Sam Simon	504 Psychology	27283728738			
20055145	Edwards05, Mr. Samuel (Sam)	504 Human Resources	27283728738			
20055146	Singh05, Mrs. Sinita	504 ESR Hospitals NHS Trust	27283728738			
20055147	Khan14, Mrs. Sinita	504 Psychology	27283728738			
20055148	Dixon03, Mr. Simon	504 ESR Hospitals NHS Trust	27283728738			
20055148	Dixon03, Mr. Simon	504 Ward 10	27283728738			
20055149	Dalziel15, Dr Maureen	504 Trust Board	27283728738			
20055150	Leese12, Mrs. Vivian	504 Trust Board	27283728738			
20055151	Tuller04, Mrs. Lily Tara	504 Ward 2	27283728738			
20055152	Ayres14, Mrs. Pamela	504 Ward 7	27283728738			
20055153	Steele07, Mrs. Kerry	504 Ward 9	27283728738			
20055154	Steele03, Mrs. Kerry	504 Ward 9	27283728738			
20055155	Craddock14, Mr. Stuart	504 ESR Hospitals NHS Trust	27283728738			

Capability No UHR

Description

This analysis is designed to provide a detail view of the Capability No UHR area of Employee Relations.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Initial Meeting Date
Employee Name	Employee Suspended
Headcount	External Agency Involved
FTE	Medical and Dental Only
Process Start Date	Stage or Level
Case Reference Number	Review Date
Position 1	Represented By
Position 2	Outcome
Position 3	Warning Expiry Date 1
HR Contact	Warning Expiry Date 2
Line Manager Contact	Further ER Stages

Capability UHR

Description

This analysis is designed to provide a detail view of the Capability UHR area of Employee Relations.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Date of First Referral
Employee Name	Meeting Date
Headcount	Stage or Level
FTE	Represented By
Process Start Date	Return to Work
Case Reference Number	Job Amendment
Position 1	Redeployment
Position 2	Appl for Ill Health Retirement
Position 3	Appl for Ill Health Ret Outcome
HR Contact	Outcome
Line Manager Contact	Warning Expiry Date 1
Employee Medically Suspended	Warning Expiry Date 2
Calendar Days Open	Further ER Stages

Disciplinary

Description

This analysis is designed to provide a detail view of the Disciplinary area of Employee Relations.

Prompts

Display Assignments where Status is 'Suspended' but no Disciplinary Case (default: No)

This prompt enables users to show all assignments with a Status of Suspended (Suspend Assignment; Suspend No Pay; Suspend With Pay) but with no Disciplinary case associated.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Medical and Dental Only
Employee Name	Employee Suspended
Headcount	External Agency Involved
FTE	Investigating Officer
Process Start Date	HR Contact
Case Reference Number	Line Manager Contact
Nature of Allegation	Represented By
Specific Allegation	Investigation End Date
Position 1	Investigation Outcome
Position 2	Stage or Level
Position 3	Date of Hearing
Date of Alleged Incident	Hearing Outcome 1
Procedure Used	Hearing Outcome 2
Warning Expiry Date 1	Hearing Outcome 3
Warning Expiry Date 2	Process End Date
Calendar Days Open	Further ER Stages

Flexible Working

Description

The Flexible Working page is made up of a number of analyses designed to provide a summary and detail view of the Flexible Working area of Employee Relations.

Prompts

Date Between
Staff Group
Assignment Status
* Restrict to Open Cases Only?
Primary Assignment Only
Restrict to Requests Starting > X Days Ago
Where X is (Days)

Summary

Available are two analyses designed to enable users to report the number of Flexible Working requests grouped by a number of workforce fields such as Organisation Levels, Organisation, Staff Group and various protected characteristics. Also returned is the number and percentage of those requests that have been accepted. The other summary analysis returns employees where more than one Flexible Working request has been submitted.

Column Selectors x 1

Organisation Name
Organisation Level 1-13
Staff Group
Flexible Working Type
Various Protected Characteristics

Data Items

Org Levels 1-13	No. of Requests (Summary 2)
Organisation Name	Employee Number (Summary 2)
Gender Ethnic	Employee Name (Summary 2)
Disability	Staff Group (Summary 2)
Sexual Orientation	Role (Summary 2)
Religious Belief	
Flexible Working Type (Summary 1)	
Count of Flexible Working Requests (Summary 1)	
Accepted Requests (Summary 1)	
% of Approved Requests (Summary 1)	

Detail

This analysis is designed to provide a detail view of the Flexible Working area of Employee Relations

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Other Applications Made
Employee Name	Meeting 1 Date
Headcount	Within 28 Days
FTE	Represented at Meeting 1 By
Type	Meeting 2 Date
Process Start Date	Represented at Meeting 2 By
Case Reference Number	Decision Required By
Position 1	Decision Date
Position 2	Outcome
Position 3	Grounds for Rejection
HR Contact	Effective Date of Change
Line Manager Contact	Date Decision Letter Sent
Date Application Received	Process End Date
Application Complete	Calendar Days Open
Requested Change	Meeting 1 Date
Relevant Supporting Information	

Grievance

Description

This analysis is designed to provide a detail view of the Grievance area of Employee Relations.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Line Manager Contact
Employee Name	Reason
Headcount	Stage
FTE	Meeting Date
Grievance Type	Represented By
Process Start Date	Outcome
Case Reference Number	Investigating Officer
Position 1	Process End Date
Position 2	Further ER Stages
Position 3	HR Contact
Calendar Days Open	

Harassment

Description

This analysis is designed to provide a detail view of the Harassment area of Employee Relations.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Line Manager Contact
Employee Name	Employee Suspended
Headcount	Alleged Perpetrator Category
FTE	Alleged Perpetrator Name 1
Harassment Type	Alleged Perpetrator Name 2
Process Start Date	Medical and Dental
Case Reference Number	Stage
Position 1	Represented By
Position 2	Meeting Date
Position 3	Outcome
HR Contact	Process End Date
Calendar Days Open	Further ER Stages

Further ER Stages: Appeal

Description

This analysis is designed to provide a detail view of the Further ER Stages: Appeal area of Employee Relations.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	End Date of Hearing
Employee Name	Appeal Outcome
Headcount	Comments
FTE	HR Contact
Case Ref Number	Line Manager Contact
Process Start Date	Nature of Appeal
Calendar Days Open	

Further ER Stages: DBS

Description

This analysis is designed to provide a detail view of the Further ER Stages: DBS area of Employee Relations.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Case Reference Number
Employee Name	Date Referred
Headcount	DBS Outcome
FTE	Comments
Process Start Date	HR Contact
Alert Disclosure and Barring Service	Line Manager Contact
Alert Date Sent	Process End Date
Point of Contact for DBS	Removed From Regulated Activity
Calendar Days Open	

Further ER Stages: Refer to Prof Reg Body

Description

This analysis is designed to provide a detail view of the Further ER Stages: Refer to Prof Reg Body area of Employee Relations.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Case Reference Number
Employee Name	Body
Headcount	Date Referred
FTE	End Date of Hearing
Reg Body Outcome	Comments
HR Contact	Line Manager Contact
Process Start Date	Calendar Days Open

Further ER Stages: Tribunal

Description

This analysis is designed to provide a detail view of the Further ER Stages: Tribunal area of Employee Relations.

Column Selectors x 4

Organisation Name
Organisation Level 1-13
Ethnic Origin

Data Items

Employee Number	Case Reference Number
Employee Name	Tribunal Level
Headcount	Nature of Claim
FTE	End Date of Hearing
Comments	Process Start Date
HR Contact	Line Manager Contact
Calendar Days Open	

Employee Relations List

Description

This analysis lists all the details of Employee Relations cases in Real Time.

Prompts

Person Type
Staff Group
Job Role
Employee Relations Type
Case Reference No
HR Contact
Line Manager Contact
Effective Date
Date From
Date To

Data Items

Employee Relations Type	Grievance - Meeting Date
Last Name	Grievance - Represented By
First Name	Grievance - Outcome
Title	Grievance - Investigating Officer
Employee Number	Grievance - Warning Expiry Date
Person Type	Grievance - Further ER Stages
Organisation	Harassment - Type
Staff Group	Harassment - Position 1
Job Role	Harassment - Position 2
Case Reference No	Harassment - Position 3
Process Start Date	Harassment - Employee Suspended
Process End Date	Harassment - Alleged Perpetrator Category
HR Contact	Harassment - Alleged Perpetrator Name 1
HR Contact Current Person Type	Harassment - Alleged Perpetrator Name 2
HR Contact Current Asg Status	Harassment - Medical and Dental Only
Line Manager Contact	Harassment - Stage
Line Manager Contact Current Person Type	Harassment - Represented By
Line Manager Contact Current Asg Status	Harassment - Meeting Date
Capability No UHR - Capability Type	Harassment - Outcome
Capability No UHR - Position 1	Harassment - Assignment Change
Capability No UHR - Position 2	Harassment - Related Case Reference Number
Capability No UHR - Position 3	Harassment - Further ER Stages
Capability No UHR - Initial Meeting Date	Flexible Working – Type
Capability No UHR - Employee Suspended	Flexible Working - Position 1
Capability No UHR - Initial Meeting Outcome	Flexible Working - Position 2
Capability No UHR - External Agency Involved	Flexible Working - Position 3
Capability No UHR - Medical and Dental Only	Flexible Working - Date Application Received
Capability No UHR - Stage or Level	Flexible Working - Application Complete
Capability No UHR - Review Date	Flexible Working - Requested Change
Capability No UHR - Represented By	Flexible Working - Other Applications Within 12 Months

Capability No UHR - Outcome	Flexible Working - Within 28 Days
Capability No UHR - Warning Expiry Date 1	Flexible Working - Meeting 1 Date
Capability No UHR - Warning Expiry Date 2	Flexible Working - Represented at Meeting 1 By
Capability No UHR - Further ER Stages	Flexible Working - Meeting 2 Date
Capability UHR - Position 1	Flexible Working - Represented at Meeting 2 By
Capability UHR - Position 2	Flexible Working - Decision Required By
Capability UHR - Position 3	Flexible Working - Decision Date
Capability UHR - Employee Medically Suspend	Flexible Working – Outcome
Capability UHR - Date of First Referral to Occ Health	Flexible Working - Outcome Details
Capability UHR - Meeting Date	Flexible Working - Effective Date of Change
Capability UHR - Stage or Level	Flexible Working - Date Decision Letter Sent
Capability UHR - Represented By	Flexible Working - Date Application Submitted
Capability UHR - Return To Work	Flexible Working - Agreed Arrangements
Capability UHR - Job Amendment	Flexible Working - Agreed Arrangements End Date
Capability UHR – Redeployment	Flexible Working - Current Work Pattern
Capability UHR - Appl for Ill Health Retirement	Flexible Working - Future Work Pattern
Capability UHR - Appl Ill Health Ret Outcome	Flexible Working - Relevant Supporting Information if you would like to provide it
Capability UHR - Outcome	Historical - Flexible Working - Impact of New Working Pattern
Capability UHR - Warning Expiry Date 1	Historical - Flexible Working - Accommodating New Work Pattern
Capability UHR - Warning Expiry Date 2	Further ER Stages (Appeal) - Nature Of Appeal
Capability UHR - Further ER Stages	Further ER Stages (Appeal) - End Date Of Hearing
Disciplinary - Nature of Allegation	Further ER Stages (Appeal) - Represented By
Disciplinary - Specific Allegation	Further ER Stages (Appeal) - Appeal Outcome
Disciplinary - Position 1	Further ER Stages (Appeal) - Comments
Disciplinary - Position 2	Further ER Stages (Refer to ISA) - Date Referred
Disciplinary - Position 3	Further ER Stages (Refer to ISA) - IAS Outcome
Disciplinary - Date of Alleged Incident	Further ER Stages (Refer to ISA) - Comments
Disciplinary - Procedure Used	Further ER Stages (Refer to ISA) - Removed from Regulated Activity
Disciplinary - Medical and Dental Only	Further ER Stages (Refer to ISA) - Alert Disclosure and Barring Serv
Disciplinary - Employee Suspended	Further ER Stages (Refer to ISA) - Alert Date Sent
Disciplinary - External Agency Involved	Further ER Stages (Refer to ISA) - Point Contact DBS
Disciplinary - Investigating Officer	Further ER Stages (Ref to Prof Reg Body - Body
Disciplinary - Represented By	Further ER Stages (Ref to Prof Reg Body) - Date Referred
Disciplinary - Investigation End Date	Further ER Stages (Ref to Prof Reg Body) - End Date Hearing
Disciplinary - Investigation Outcome	Further ER Stages (Ref to Prof Reg Body) - Reg Body Outcome

Disciplinary - Stage or Level	Further ER Stages (Ref to Prof Reg Body) - Comments
Disciplinary - Date of Hearing	Further ER Stages (Tribunal) - Tribunal Level
Disciplinary - Hearing Outcome 1	Further ER Stages (Tribunal) - Nature of Claim
Disciplinary - Hearing Outcome 2	Further ER Stages (Tribunal) - End Date Of Hearing
Disciplinary - Hearing Outcome 3	Further ER Stages (Tribunal) - Tribunal Outcome
Disciplinary - Warning Expiry Date 1	Further ER Stages (Tribunal) - Comments
Disciplinary - Warning Expiry Date 2	
Disciplinary - Further ER Stages	
Grievance - Type	
Grievance - Position 1	
Grievance - Position 2	
Grievance - Position 3	
Grievance - Reason	
Grievance - Stage	