NHS ELECTRONIC STAFF RECORD

ESR-NHS0239 - GUIDE TO ESRBI STAFF REQUIREMENTS DASHBOARD

Information Classification: PUBLIC

Owner:	Lee Pacey
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Approvals:

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Title	Director of Development & Operations

DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
09/05/2016	Matt Madya	1.0	Initial Release
12/07/2016	Matt Madya	2.0	Updated following new ESRBI developments
16/08/2016	Matt Madya	3.0	Updated following new ESRBI developments
12/11/2016	Matt Madya	4.0	Updated following new ESRBI developments
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01/10/2018	Matt Madya	8.0	Updated following new ESRBI developments
27/02/2019	Matt Madya	9.0	Updated following new ESRBI developments
10/06/2019	Matt Madya	10.0	Updated following new ESRBI developments
01/10/2019	Matt Madya	11.0	Updated following new ESRBI developments
02/12/2019	Matt Madya	12.0	Updated following new ESRBI developments
04/02/2020	Matt Madya	13.0	Updated following new ESRBI developments
01/06/2020	Matt Madya	14.0	Updated following new ESRBI developments
12/02/2021	Matt Madya	15.0	Updated following new ESRBI developments
09/04/2021	Matt Madya	16.0	Updated following new ESRBI developments
18/06/2021	Matt Madya	17.0	Updated following new ESRBI developments
30/11/2021	Matt Madya	18.0	Updated following new ESRBI developments
30/05/2022	Matt Madya	19.0	Updated following new ESRBI developments
25/10/2022	Matt Madya	20.0	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.

Staff Requirements Dashboard

Description

This dashboard is designed to provide the user with intelligence around the compliance of staff with the requirements of their position. These include:

- Professional Registrations
- Appraisal Reviews
- Work Permits
- DBSChecks

Allocation

This dashboard is available to the following URPs:

XXX Administrator Self Service (Payroll Approvals Not Required)
XXX Administrator Self Service (Payroll Approvals Required)
XXX BI Administration
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
XXX Manager Self Service (Payroll Approvals Not Required)
XXX Manager Self Service (Payroll Approvals Required)
XXX Supervisor Self Service
XXX Supervisor Self Service (Limited Access)

Overview Tab

Prompts

Organisation
Organisation(s)
Staff Group(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Occupation Code
Person Type(s)
Employee Person Type(s)
Assignment Status
Appraisal Review Effective Date
New Hires: Number of months to ignore (Default: 3)
Review Date From
Review Date To
Primary Assignments Only
Review Type
Exclude Open Ended Sickness Absence From Appraisals – Start Date
Organisation Level 1-13
Location

Gauge Prompts

Prof Reg Gauge High Value	Right to Work Gauge High Value
DBS Gauge Low Value	Appraisal Gauge Low Value
DBS Gauge High Value	Appraisal Gauge High Value
Right to Work Gauge Low Value	Prof Reg Gauge Low Value

Staff Requirements Summary

Description

This analysis shows an overview of the employment checks that staff have completed or achieved against a number of requirements placed against them or their position.

Data Items

Title	Description
Headcount	As at today
Appraisals Completed	Distinct count of completed appraisals in the last 12 months. (e.g. if a person has 2 completed appraisals in the period, this should be counted only once).
Appraisal %	(Appraisals Completed / Headcount) * 100
DBS Check %	(Number of assignments that require a DBS with a DBS check at the correct level recorded / Number of assignments with a DBS requirement) * 100
Right to Work %	(Number of records with a Right to Work check recorded / Organisation Headcount) * 100
Prof Reg %	(Number of assignments that require a prof reg with a current (as at report run date) prof reg recorded / Number of assignments with a prof reg requirement) * 100

Right to Work Criteria:

An Employee fulfils the Right to Work criteria if:

Work Permit Required = 'Yes' AND List B (First Combination) Reference Number IS NOT NULL and Is in Date

OR Residency Status = 'Temporary' AND List B Group 1 Source Document Checked IS NOT NULL and Is in Date

OR Residency Status = 'Temporary' AND LIST B Group 2 Source Document Checked IS NOT NULL and Is in Date

OR List A Source Document Checked IS NOT NULL

OR Online Services Source Checked IS NOT NULL.

Formatting

Red: 0-60

Yellow 61-80

Green: 81-100

Parameters are provided to enable users to vary the above values for each gauge.
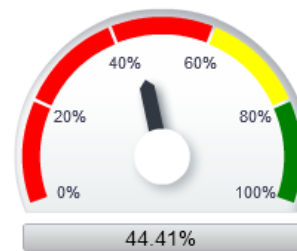
Example Screenshots

Right to Work by Staff Group

Description

This analysis is designed to show which groups of staff have got an in-date work permit where one is required.

Data Items
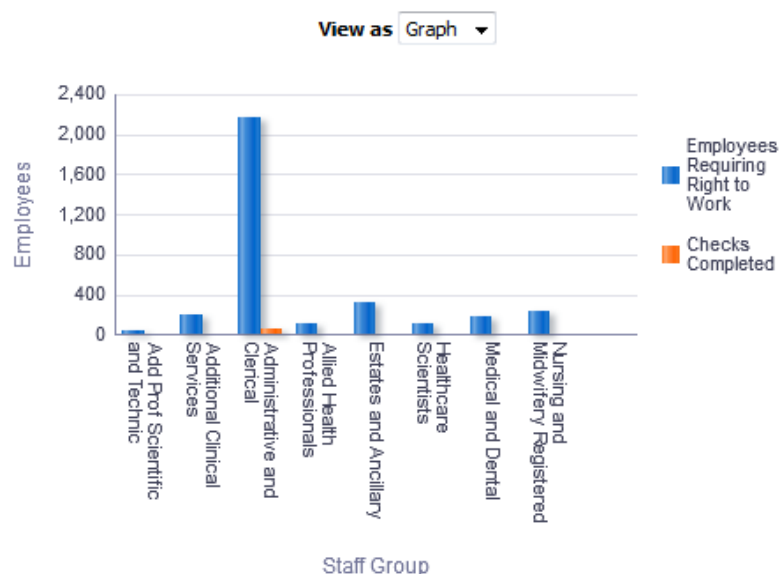
Title	Description
Staff Group	Staff group associated with Job Role in position
Employees Requiring a RTW Check	Headcount
Checks Completed	An Employee fulfils the Right to Work criteria if: Work Permit Required = 'Yes' AND List B (First Combination) Reference Number IS NOT NULL and Is in Date OR Residency Status = 'Temporary' AND List B Group 1 Source Document Checked IS NOT NULL and Is in Date OR Residency Status = 'Temporary' AND LIST B Group 2 Source Document Checked IS NOT NULL and Is in Date OR List A Source Document Checked IS NOT NULL OR Online Services Source Checked IS NOT NULL.
% Completed	Checks Completed / Checks Required * 100

Filters

None

Example Screenshot

DBS Checks Summary

Description

This analysis is designed to show which groups of staff have had an appropriate DBS check where one is required.

Data Items

Title	Description
Staff Group	Staff group associated with Job Role in position
DBS %	Number of employees that require DBS check who have the correct DBS check level recorded (or higher) / Number of employees that require DBS * 100
Headcount	Total number of employees
Occupation Code	
Job Role	
Checks	Number of checks completed
Org Levels 1-13	

Filters

Include only records where DBS is required.

Example Screenshot

Registrations Matching Summary

Description

This analysis is designed to show the correct in-date professional registrations where they are required, grouped by various grouping items that includes Registration or Membership Body, Occupation Code, Pay Grade, Staff Group and Job Role.

Data Items

Title	Description
Staff Group	
Registration or Membership Body	
Job Role	
Pay Grade	
Occupation Code	
Assignments	
Match	Number of assignments that require a registration who have obtained it
Match %	Percentage of Assignments who have obtained a registration
No Match	Number of assignments that require a registration who have **not** obtained it.
No Match %	Percentage of Assignments who have **not** obtained a registration

Filters

Include only records where a registration is required.

Example Screenshot
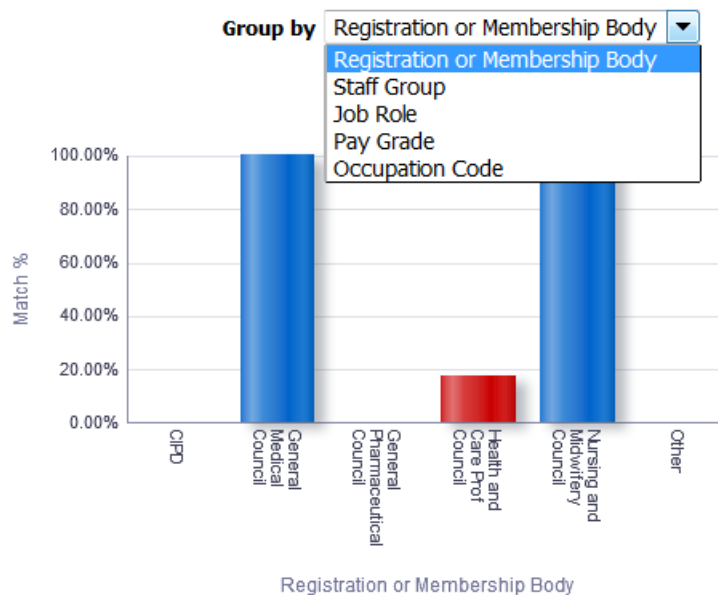
Appraisal Reviews Completed by Staff Group

Description

This analysis is designed to show the percentage of appraisal reviews completed by staff group.

Data Items

Title	Description
Number of assignments	Number of assignments included in the dashboard Prompts
Reviews in Date	Distinct count of assignments with reviews in date (e.g. if a person has an assignment with 2 reviews that are both in date, this should be counted only once).
% Complete	Number of assignments / Reviews in Date * 100
Staff Group	
Occupation Code	

Filters

New Hires: Number of months to discount (Exclude anyone whose original hire date is between today and today – number of months in parameter).

Effective Date: Users are able to select an effective date for this analysis

Review Date Between: Users are able to enter a review date period for this analysis

Long Term Sickness: Exclude Open Ended Sickness Absence From Appraisals – Based on Absence Start Date

Example Screenshot
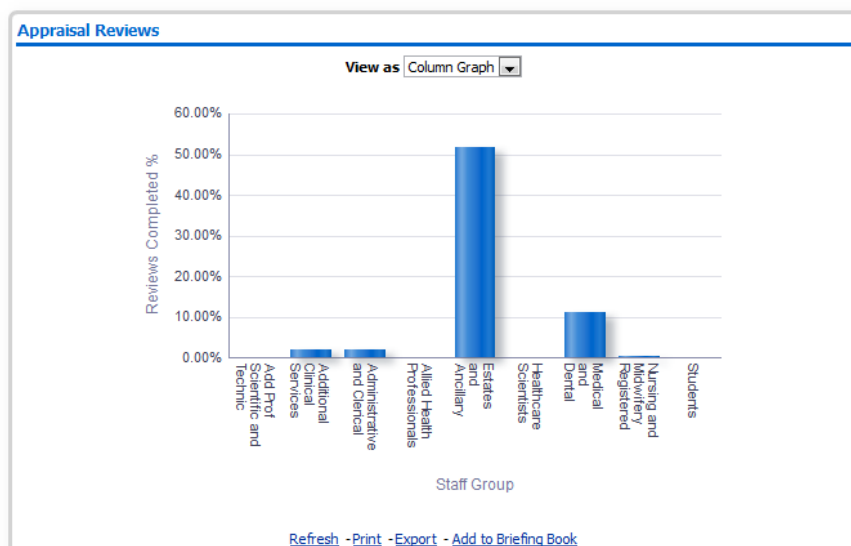
Prof Reg Matching Tab

Description

This tab is designed to provide the user with a list of staff that requires a professional registration and whether they have obtained that registration.

Prompts

Matching Result (Default 'No Match')

Data Items

Employee Number	Expiry Date
Assignment Number	Staff Group
Employee Name	Registration Body
Employee Person Type	Matching
Position	Assignment Category
Organisation	Professional Registration Number

Conditional Formatting

Flag any rows where there is no match to the registration requirement.

Example Screenshot

Employee Number	Assignment Number	Employee Name	Position Name	Staff Group	Register and Membership Body	Matching	Assignment Category	Organisation	Professional Registration Number	Expiry Date
20055417	20055417	007Lane, Mrs. Sarah	84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055651	20055651	007Lawrence, Mrs. Mary	84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055462	20055462	007Lewis, Miss Sarah	84566|Health Care Asst Band 3|N7A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055290	20055290	007Neville, Mrs. Chrsitine	84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055459	20055459	007Smith, Mr. Ben	84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055550	20055550	008Holloway, Mr. Simon	84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055247	20055247	008Lawrence, Mrs. Mary	84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055561	20055561	008Lewis, Miss Sarah	84566|Health Care Asst Band 3|N7A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055577	20055577	008Smith, Mr. Ben	84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055529	20055529	008Steele, Mrs. Kerry	84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20095269	20095269	320, Miss Monica	84608|Staff Nurse Band 6|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 10		
20095048	20095048	320, Mrs. Neela	84608|Staff Nurse Band 6|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Ward 10		
20055584	20055584	Anton25, Ms. Gloria Rachel	84764|Sister/Charge Nurse Band 7|N6A|Surgery|	Nursing and Midwifery Registered		Match	Permanent	504 Acute Nurse Management		

Right to Work Tab

Description

This tab is designed to provide the user with a list of staff that do or do not have Right to Work Checks recorded in ESR. Users also have the option to show either just new Right to Work Documents or previous Work Permit and Illegal Working Checklist Documents.

Prompts

Restrict to Latest Right to Work Record Only (Yes/No)
Source Documents to Display (default: All Documents)
Days to Approaching Visa Valid To Date <=

Data Items

Last Name	Source Document
First Name	Source Document Checked
Title	Valid From Date
Employee Number	Valid To Date
Organisation	Reference Number
Staff Group	Additional Document
Additional Valid from Date	Additional Reference Number
Additional Valid to Date	Residency Status
Visa Valid To Date	Nationality
Days to Approaching Visa Valid To Date	Org Level 1-13

Example Screenshot

Last Name	First Name	Title	Employee Number	Organisation	Staff Group	Source Document	Reference Number	Valid From Date	Valid To Date	Source Document Checked	Additional Document	Additional Reference Number	Additional Valid From Date	Additional Valid To Date
Blogs	Joe	Mr	12345678	504 D100 NHSESR Accounts Payable South Warwick	Additional Clinical Services	List A	501234567	2/11/2005	2/8/2016	1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK				
Blogs	Joe	Mr	12345678	504 D100 NHSESR Accounts Payable South Warwick	Additional Clinical Services	List A	501234567	22/1/2007	22/1/2017	1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK				
Blogs	Joe	Mr	12345678	504 D100 NHSESR Accounts Payable South Warwick	Additional Clinical Services	List A	501234567	2/10/2007	2/10/2017	1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK				

Right to Work - All

Description

This analysis is designed to return all Right to Work records exactly as they are entered into ESR.

Please note that the analysis will not work with some of the prompts available on this page.

Data Items

Last Name	Valid From Date
First Name	Valid To Date
Title	Source Document Checked
Employee Number	Additional Document
Organisation	Additional Reference Number
Staff Group	Additional Valid From Date
Source Document	Additional Valid To Date
Reference Number	Nationality

Example Screenshot

Last Name	First Name	Title	Employee Number	Organisation	Staff Group	Residency Status	Source Document	Reference Number	Valid From Date	Valid To Date	Source Document Checked
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Add Prof Scientific and Technic	Permanent	List A	544456666	20/10/2015	20/05/2026	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Add Prof Scientific and Technic	Permanent	List A	544456666	20/07/2020	20/07/2030	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Add Prof Scientific and Technic	Permanent	List A	544456666	12/02/2021	12/02/2031	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Add Prof Scientific and Technic	Temporary	Home Office Online Service	544456666	27/10/2023	12/12/2026	Home Office Online Service
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Additional Clinical Services	Permanent	Home Office Online Service	544456666	30/08/2023		Home Office Online Service
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Additional Clinical Services	Permanent	List A	544456666	08/04/1999	25/02/2029	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Additional Clinical Services	Permanent	List A	544456666	31/05/2007	31/05/2017	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Additional Clinical Services	Permanent	List A	544456666	02/06/2012	02/06/2022	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Additional Clinical Services	Permanent	List A	544456666	03/06/2013	03/06/2023	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Additional Clinical Services	Permanent	List A	544456666	02/12/2013	02/03/2024	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Additional Clinical Services	Permanent	List A	544456666	13/03/2014	13/08/2024	1. A passport (current or expired) show
Blogs	Joe	Mr.	12345678	000 NHS Organisation	Additional Clinical Services	Permanent	List A	544456666	24/03/2014	24/06/2024	1. A passport (current or expired) show

DBS Checks Tab

Description

This tab is designed to provide the user with a full list of staff including employees that do not require a DBS and employees that require a DBS check and the level at which they have been checked.

Prompts

DBS Match Status(es)

Data Items

Last Name	DBS Unique Number *
First Name	Email Address
Title	Position
Employee Person Type	Staff Group
DBS Match (Match, Higher or Lower, where Lower = Lower or not checked)	DBS Disclosure Issue Date
Date DBS/CoGS Received	DBS Website Check Date *
Latest Start Date	DBS Website Match *
Type of DBS Required *	Permission to Check DBS Status *
Type of DBS Obtained *	DBS Number Populated: Yes/No

* Only available to Core Users

Example Screenshot

Appraisal Reviews Tab

Description

This tab is designed to provide the user with a list of staff and the appraisal reviews completed.

Prompts

Appraisal Review Effective Date
Define New Starters (Months)
Remove New Starters (Yes)
Review Date From >=
Review Date To <=
* Show Reviews (Default: Latest Review Only)
Excl. Open Sickness Absence from Appraisals- Start Date <=
Restrict to Employees Due a Pay Affecting Pay Step in the Period (Yes)
Pay Step Date Between

Actions

Navigate to ESR Self Service (available to self-service users only)

Column Selectors

Organisation
Organisation Level (Org Level 1-13)

Data Items

Employee Number	Appraisal Date
Last Name	Assignment Status
First Name	Period Start Date
Title	Period End Date
Role	Next Appraisal Date
Position	Status
Organisation	Reviewer
Supervisor Name	AfC Pay Progression
Assignment Number	Org Level 1-13
Passed Through Gateway	Assignment Number
Supervisor	Reviewer
Staff Group	Review Type

Pay Step Date	Review Type	Reviewer	Appraisal Date	Appraisal Date (incl. out of period)	Assignment Status	Supervisor	Period Start Date	Period End Date	Next Appraisal Date	Status	AfC Pay Progression	Passed Through Gateway
19/04/2021	Review	Blogs, Mr. Joe	25/01/2021	25/01/2021	Active Assignment	Blogs, Mrs. Jo	10/01/2020	25/01/2021	10/01/2022	In Date		
20/01/2022		Blogs, Mr. Joe		08/04/2019	Out on External Secondment - Paid	Blogs, Mrs. Jo						
30/04/2020	AfC Development Review	Blogs, Mr. Joe	11/06/2020	11/06/2020	Active Assignment	Blogs, Mrs. Jo	11/03/2020	11/03/2021	09/07/2021	In Date		
02/09/2021	Performance Appraisal	Blogs, Mr. Joe	25/09/2020	25/09/2020	Active Assignment	Blogs, Mrs. Jo	24/09/2019	24/09/2020	24/09/2021	In Date		
05/08/2021		Blogs, Mr. Joe			Active Assignment	Blogs, Mrs. Jo						
07/08/2021		Blogs, Mr. Joe			Maternity & Adoption	Blogs, Mrs. Jo						
05/08/2021		Blogs, Mr. Joe			Active Assignment	Blogs, Mrs. Jo						
31/07/2021		Blogs, Mr. Joe			Active Assignment	Blogs, Mrs. Jo						
12/02/2021	Review	Blogs, Mr. Joe	04/06/2020	04/06/2020	Active Assignment	Blogs, Mrs. Jo	25/04/2019	03/06/2020	04/06/2021	In Date		
01/08/2021		Blogs, Mr. Joe			Active Assignment	Blogs, Mrs. Jo						
26/09/2021		Blogs, Mr. Joe			Active Assignment	Blogs, Mrs. Jo						
03/08/2021		Blogs, Mr. Joe			Active Assignment	Blogs, Mrs. Jo						
		Blogs, Mr. Joe		01/10/2019	Active Assignment	Blogs, Mrs. Jo						
10/09/2016	Review	Blogs, Mr. Joe	26/11/2020	26/11/2020	Active Assignment	Blogs, Mrs. Jo	10/10/2019	26/11/2020	25/11/2021	In Date		
20/08/2011	Review	Blogs, Mr. Joe	15/04/2020	15/04/2020	Active Assignment	Blogs, Mrs. Jo	15/04/2019	14/04/2020	15/04/2021	Due Soon		

Appraisals by Organisation Tab

Description

This tab is designed to provide the user with a list of organisations, an assignment count under each organisation and the number of assignment that have a current review recorded against them.

Prompts

Appraisal Review Effective Date (default: Current Date)

Exclude New Starters from Appraisals (Months) (default: 3 Months)

Review Date From and Review Date To (default: The Previous 12 Months)

Exclude Open Ended Sickness Absence From Appraisals – Start Date Amber From (default: 60%)

Green From (default: 90%)

Data Items

Title	Description
Organisation Levels 1-13	
Assignment Count	
Reviews Completed	Number of current reviews i.e. review date falls between the specified Review Date From and To dates.
Reviews Completed %	

Conditional Formatting

RAG status can be placed on the Reviews Completed % column. This can be set using the Amber From and Green From prompt.

Example Screenshot

Appraisal Timeline

Description

This tab is designed to show a timeline of appraisal 'compliance' (i.e. the number of assignments that have had at least one appraisal in the previous 12 months).

Prompts

Appraisal Reviews - Number of Months to use (default: 12 months)

Excl. New Starters from Appraisals (Months) (default: 3 months)

Calculation Format (use this prompt to select the assignment count calculation to use. Either a count as at the last day of the month or a monthly average)

Months Between (default: the previous 12 full months)

Data Items

Title	Description
Month	
Assignment Count	
Reviews Completed	Number of current reviews i.e. review date falls between the specified Review Date From and To dates.
Reviews Completed %	

Example Screenshot

Appraisal Reviews - Number of Months to use `12.0`   Excl. New Starters from Appraisals (Months) `3.0`   Calculation Method `Last Day of Month` ▾

Month Between `2015 / 01` ▾ - `2015 / 12` ▾

Apply   Reset ∨

Month	Assignments	Reviews Completed	Reviews Completed %
2015 / 01	3,092.00	1,523.00	0.00%
2015 / 02	3,096.00	1,555.00	0.00%
2015 / 03	3,107.00	1,643.00	0.00%
2015 / 04	3,079.00	1,648.00	0.00%
2015 / 05	3,191.00	1,636.00	0.00%
2015 / 06	3,204.00	1,669.00	0.00%
2015 / 07	3,346.00	1,730.00	0.00%
2015 / 08	3,331.00	1,844.00	0.00%
2015 / 09	3,312.00	1,849.00	0.00%
2015 / 10	3,319.00	1,813.00	0.00%
2015 / 11	3,593.00	2,068.00	0.00%
2015 / 12	3,637.00	2,128.00	0.00%
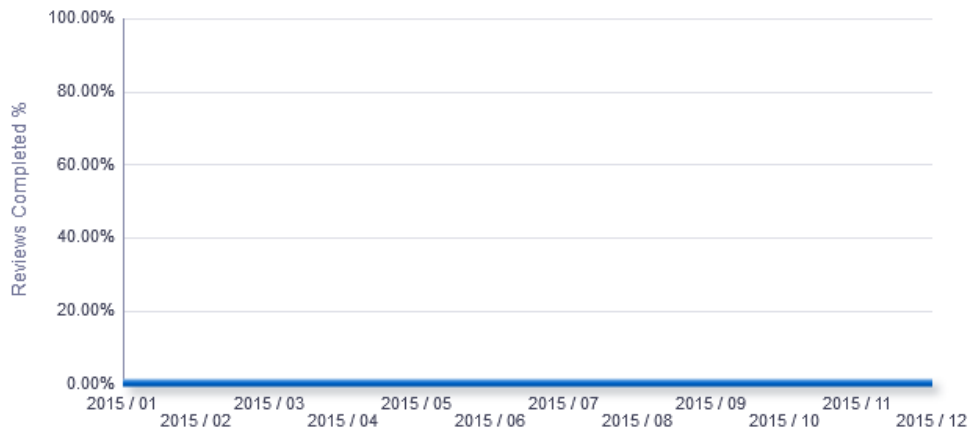
Manage Appraisals Due

Summary

Description

This analysis is designed to show the number of assignements due for review in the next 12 months including overdue reviews.

Data Items

Title	Description
Reviews Due	Distinct count of assignments due for review (e.g. if a person has an assignment with 2 reviews that are both due, this should be counted only once).
Month	
Staff Group	
Organisation Level 1-13	

Example Screenshot

Group by Org L1 ⌄

Org L1	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Overdue	Grand Total
000 NHS Organisation	41	63	72	63	155	137	96	88	89	107	77	74	37	500	1599
Grand Total	**41**	**63**	**72**	**63**	**155**	**137**	**96**	**88**	**89**	**107**	**77**	**74**	**37**	**500**	**1599**

Detail

Description

This analysis is designed to provide the user with a list of staff whose next development review is due or already overdue.

Prompts

* Show Appraisals Due (Now, Within 1 Month, 3 Months & 6 Months)

Data Items

Title	Description
Assignment Number	
Last Name	
First Name	
Position Title	
Supervisor Name	
Pay Step Date	
Organisation	
Org Level 1-13	
Review Type	Type of review completed
Appraisal Date	Latest review date for the person within the Prompts selected.
Next Appraisal Date	Next review date as entered during review
Status	

Example Screenshot

Assignment	Last Name	First Name	Position Title	Supervisor Name	Incremental Date	Organisation		Review Type	Appraisal Date	Next Appraisal Date	Status
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	05/08/2018	000 NHS ESR Organisation		Review	07/06/2007	07/06/2008	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	01/11/2010	000 NHS ESR Organisation		Review	13/06/2007	13/06/2008	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	01/07/2011	000 NHS ESR Organisation		Review	31/03/2008	31/03/2009	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	06/02/2019	000 NHS ESR Organisation		Foundation	22/09/2008	22/09/2009	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	13/01/2019	000 NHS ESR Organisation		Review	26/09/2008	26/09/2009	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	18/03/2019	000 NHS ESR Organisation		Review	05/11/2008	05/11/2009	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	14/11/2017	000 NHS ESR Organisation		PDP	13/11/2008	13/11/2009	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	01/03/2015	000 NHS ESR Organisation		Review	27/01/2009	27/01/2010	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	14/11/2017	000 NHS ESR Organisation		PDP	22/04/2009	22/04/2010	
12345678	Blogs	Joe	Business Analyst	Blogs, Mrs. Jo	01/04/2010	000 NHS ESR Organisation		PDP	23/04/2009	23/04/2010	

Pay Progression Tab

Description

The Pay Progression Detail analysis is similar to the Appraisal Reviews detail analysis available in this dashboard but includes a number of new fields related to the new Agenda for Change pay progression changes.

Please note that the Start Date in Grade field used by the analysis is the one from the Assignment DFF however where that is not populated i.e. a date is not available, the analysis uses the Grade Effective Start Date from the Assignment Grade Step Placement form.

Please note also that the analysis uses only the current year's pay rates to establish key information such as the Date Of Pay Affecting Pay Step. Users wishing to report next year's rates are only able to do so after 1st April. The prompt below can be used to identify employees whose Date of Pay Affecting Pay Step will change based on the following years pay scales.

Prompts
Appraisal Review Effective Date
Define New Starters (Months)
Remove New Starters (Yes)
Review Date From >=
Review Date To <=
* Show Reviews (Default: Latest Review Only)
Excl. Open Sickness Absence from Appraisals- Start Date <=
Restrict to Employees Due a Pay Affecting Pay Step in the Period (Yes)
Pay Step Date Between

Actions
Navigate to ESR Self Service (available to self-service users only)

Column Selectors
Organisation
Organisation Level (Org Level 1-13)

Data Items

Employee Number	Appraisal Date (Including out of Period)
Assignment Number	Assignment Status
Last Name	Supervisor
First Name	Period Start Date
Title	Period End Date
Organisation	Next Appraisal Date
Role	Status
Position Title	AfC Pay Progression
Pay Grade	Passed Through Gateway
Latest Start Date	Date of Pay Progression Re-instatement
Initial Assignment Start Date	Reason for Non Progression 1
Start Date in Grade	Reason for Non Progression 2
Pay Step Date	Reason for Non Progression 3
Review Type	Reason for Non Progression 4
Reviewer	Reason for Non Progression 5
Appraisal Date	Date of Pay Affecting Pay Step
Next Grade Step Pay Affecting	Grade Step Ceiling Reached
Email Address	Supervisor Email Address

Period Start Date	Period End Date	Next Appraisal Date	Status	AfC Pay Progression	Passed Through Gateway	Date of Pay Progression Re-instatement	Reason for Non Progression 1	Reason for Non Progression 2
30/11/2018	31/05/2019	08/05/2020	In Date					
19/01/2017	12/06/2018	12/06/2019	In Date					
01/11/2017	24/10/2018	24/10/2019	In Date					
22/09/2017	22/09/2018	04/09/2019	In Date					
22/02/2019	01/09/2019		In Date					
15/02/2019	05/12/2019	25/10/2019	In Date					
17/01/2018	16/01/2019	20/01/2020	In Date					
08/11/2018	07/11/2019	07/11/2019	In Date					
15/10/2018	15/10/2018	15/10/2019	In Date					

Benchmarking

Description

This tab returns Appraisal (12m) % benchmarking figures at Trust, Region, Country and National levels, which can be compared against figures at Manager / Team level.

Calculations

Benchmarking Appraisals In Date (12m):

Benchmarking Appraisals In Date (12m) / Benchmarking Total Assignments requiring Reviews * 100

Non-Benchmarking Appraisals In Date (12m):

Appraisals In Date (12m) / Total Assignments requiring Reviews * 100

Note: The data returned is effective as at the last day of the previous month in line with Benchmarking data refresh cycle. For example if the report is run in February, the data returned is effective as at the end of January.

Prompts

Staff Group
Area of Work
Job Role
Occupation Code (Initial)
Employee Person Type
Assignment Category
Assignment Status
Organisation Type
Month

Column Selectors (Detail Views only)

Staff Group
Job Role
Area of Work
Employee Category

Assignment Category

Summary

Description

This analysis provides a summary view of Appraisal (12m) % benchmarking figures at Trust, Region, Country and National levels, which can be compared against figures at Manager / Team level.
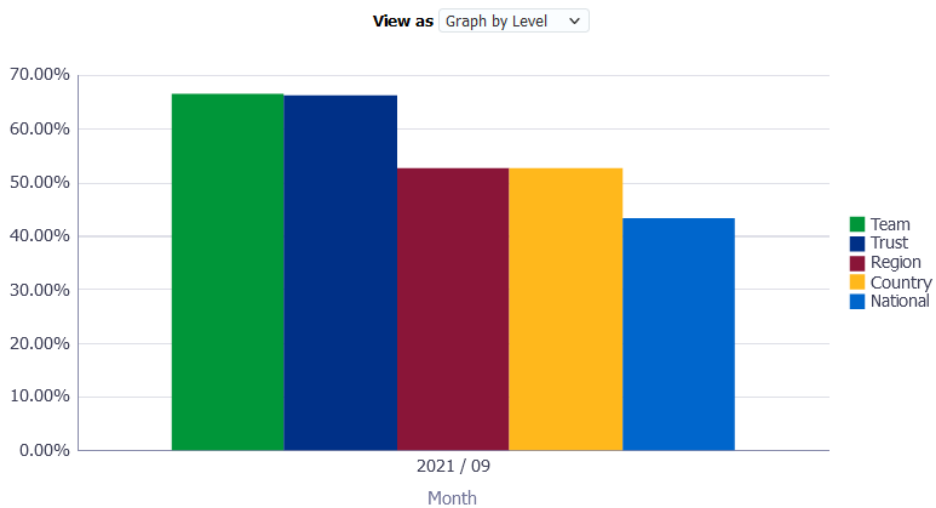
Data Items

Title	Description
Month	
Team	Appraisal (12m) % at Manager / Team level (Supervisor hierarchy apply)
Trust	Appraisal (12m) % at Trust level
Region	Appraisal (12m) % at Region level
Country	Appraisal (12m) % at Country level
National	Appraisal (12m) % at National level

View Selectors

View as Graph by Level, Graph by Month or Table (Default Graph by Level)

Example Screenshot

Benchmarking Detail

Description

This analysis provides a detail view of Appraisal (12m) % benchmarking figures at Trust, Region, Country and National levels, which can be compared against figures at Manager / Team level using the Non-Benchmarking Detail analysis available within the page.

Data Items

Title	Description
Month	
Trust	Appraisal (12m) % at Trust level
Region	Appraisal (12m) % at Region level
Country	Appraisal (12m) % at Country level
National	Appraisal (12m) % at National level

Example Screenshot

Group by Staff Group ⌄

	2021 / 09			
	Trust	**Region**	**Country**	**National**
Add Prof Scientific and Technic	75.00%	51.25%	51.31%	42.62%
Additional Clinical Services	67.43%	59.30%	59.31%	46.65%
Administrative and Clerical	64.13%	52.72%	53.77%	42.60%
Allied Health Professionals	74.64%	60.18%	60.19%	49.62%
Estates and Ancillary	83.12%	51.85%	51.85%	50.15%
Healthcare Scientists	76.88%	57.05%	57.05%	47.14%
Medical and Dental	34.81%	6.39%	7.03%	15.21%
Nursing and Midwifery Registered	67.26%	59.29%	59.29%	48.77%
Students	33.33%	29.66%	29.66%	36.72%

Refresh - Print - Export - Add to Briefing Book

Non-Benchmarking Detail

Description

This analysis provides a detail view of Appraisal (12m) % benchmarking figures at Manager / Team level, which can be compared against figures at Trust, Region, Country and National levels using the Benchmarking Detail analysis available within the page.

Data Items

Title	Description
Month	
Team	Appraisal (12m) % at Manager / Team level (Supervisor hierarchy apply)

Example Screenshot