

Key Developments

NHS Staff Survey

Together with NHS England and the Survey Coordination Centre, the NHS ESR Central Team have introduced two new analyses to assist with the completion of the NHS Staff Survey staff lists.

The analyses have been added to the NHS National Returns Dashboard for the Substantive and Bank submissions. The analyses have been designed in accordance with the guidance to restrict to eligible staff whilst giving Organisations the freedom to make local amendments as required by use of the Dashboard prompts.

The screenshot shows the 'NHS Electronic Staff Record - Business Intelligence' dashboard. It features several filter prompts: 'Organisation(s)' (All Column Value), 'Staff Group(s)' (All Column Values), 'Exclude Role(s)' (Select Value), 'Person Type(s)' (Employee:Employee), 'Employee Person Type(s)' (Employee:Employee), 'Assignment Status' (NULL:Acting Up:Act), 'Occupation Code' (All Column Values), and 'Employee Location' (All Column Values). There is also an 'Effective Date' prompt set to '01/09/2023 00:00'. Below these are 'Org Level Grouping' prompts for 'Org L2' and 'Org L3', and an 'Organisation Name' prompt. 'Next' and 'Reset' buttons are visible.

[What does this Dashboard do?](#)

Pictured: the new Dashboard prompt. In line with the Survey timeline, the Effective Date prompt will update every August to 1st September of that year.

It is anticipated that their introduction will reduce the amount of preparation work necessary by Organisations to produce their staff lists as all of the eligible staff will be consolidated into one of two analyses, as well as reducing the amount of quality assurance work required by colleagues at the Survey Coordination Centre.

Four Organisations, who have been highly engaged with the NHS Staff Survey development, participated in direct testing carried out by the NHS ESRBI Development Team whereby the output of the new analyses was compared against the 2023 submissions provided by the Organisation.

This enabled the NHS ESR Central Team to conduct additional testing, complimentary to the usual development process, to ensure that the staff lists have a high level of accuracy. This, alongside feedback provided by the Organisations has proved invaluable in the development of the Dashboard.

Org L2	Org L3	Organisation Name	Employee Number	Employee Last Name	Employee First Name	Title	Latest Start Date	Employee Person Type	Ethnic Code	Position Title	Staff Group	Occupation Code
000 Org Level 2	000 Org Level 3	000 Organisation Name		Smith	Joanne	Ms	01/04/2023	Employee	A	ESR Support	Administrative and Clerical	G2A
000 Org Level 2	000 Org Level 3	000 Organisation Name		Smith	Joanne	Ms	01/04/2023	Employee	CC	ESR Support	Administrative and Clerical	G2A
000 Org Level 2	000 Org Level 3	000 Organisation Name		Smith	Joanne	Ms	01/04/2023	Employee	CC	ESR Support	Administrative and Clerical	G2A
000 Org Level 2	000 Org Level 3	000 Organisation Name		Smith	Joanne	Ms	01/04/2023	Employee	A	ESR Support	Administrative and Clerical	G2A

Pictured: fields from the new analyses.

Absence information inclusive of sickness and parental leave is reportable alongside the required employee and assignment information.

Parental leave is reportable from day 1 of the absence, with sickness leave reportable from 90 days onwards. Employees with sickness absences exceeding 365 days are excluded from the analysis. All fields are reportable as at the prompt effective date.

The two analyses have intentionally been designed to include the same fields so that both reports can be exported and submitted to their Survey contractor on the same document.

The Substantive analysis will return all employees that hold a substantive contract (excluding bank and honorary), and the Bank analysis is restricted to employees that have been paid on any of their bank assignments in the preceding 6-month period.

Where employees hold multiple substantive or bank assignments, the analyses have been restricted to one assignment per employee. Employees will be reported on either the substantive or bank analyses.

Users are reminded that the analyses must be exported as an Excel file (rather than CSV).

Further guidance can be found on the Dashboard page.

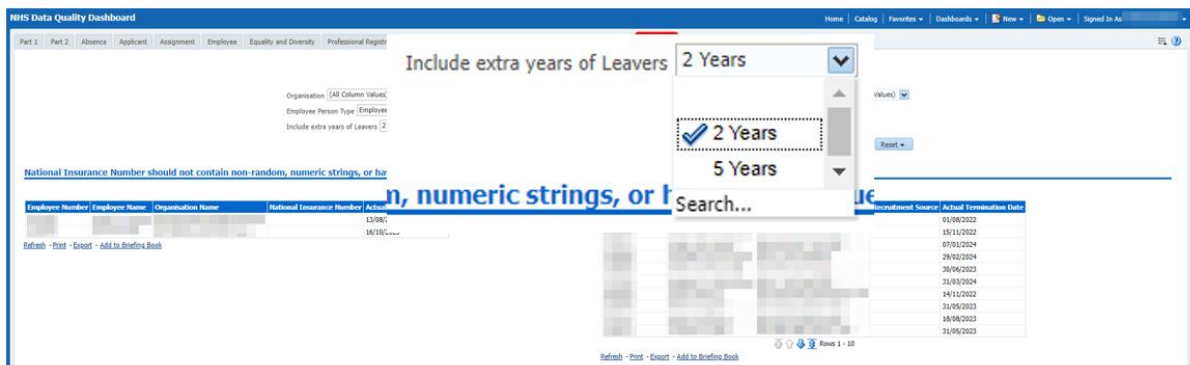
Data Quality

Two new suites of data quality analyses have been developed and introduced to the NHS Data Quality and NHS Management Overview Dashboards with a focus on data over time and capturing data of an organisation's leavers.

Historic Data Quality

A new page titled Historic has been added to the NHS Data Quality Dashboard. The page includes four data quality analyses, which are already available on the dashboard, which highlights missing or inaccurate employee and assignment information.

The Dashboard page can be run over a period of two or five years, to capture where data maybe correct as at today's date but missing at a point in the past.

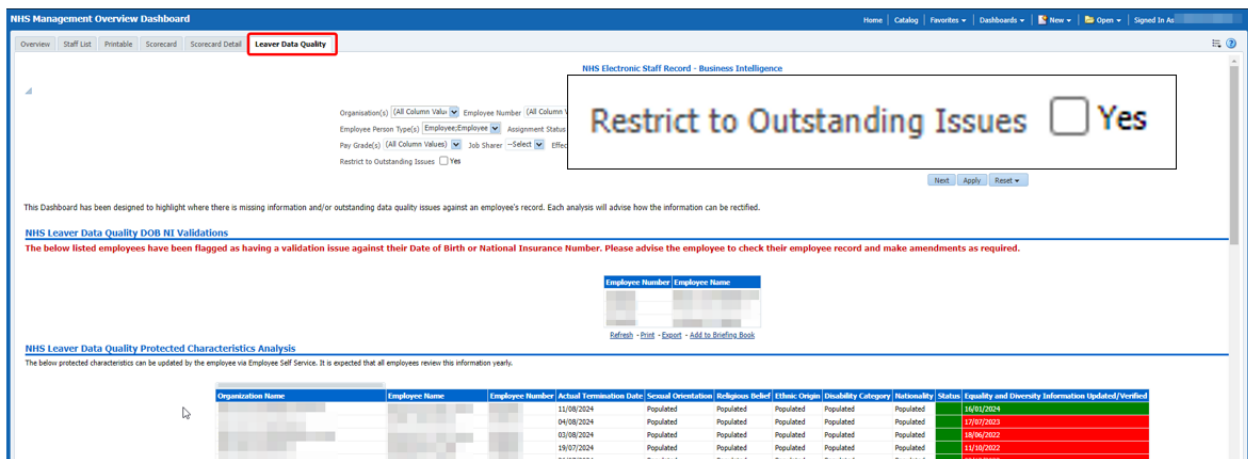


Pictured: Historic page on the NHS Data Quality Dashboard, with new Dashboard prompt enabling the inclusion of leavers within the results.

Leaver's Data Quality

A new page titled Leaver Data Quality has been added to the NHS Management Overview Dashboard. This has been designed to be included as part of an organisation's leaving process to help HR and managers address data quality issues prior to an employee leaving.

The page features four new analyses which cover date of birth and national insurance validations, protected characteristics, employment information, and contact details.



Pictured: Leaver Data Quality page on the NHS Management Overview Dashboard with new Dashboard prompt to restrict to employees with outstanding data quality issues.

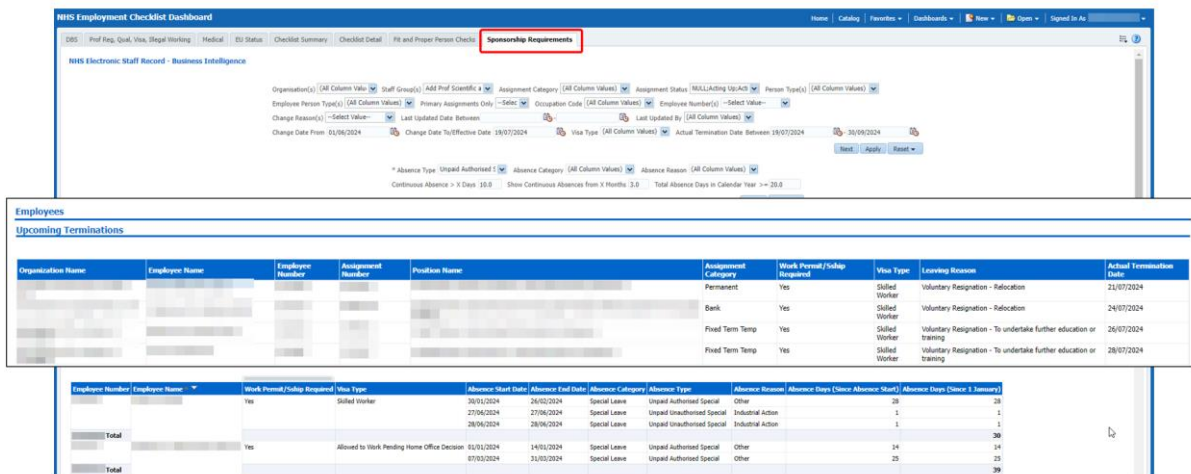
Sponsorship Reporting

Sponsorship Requirements

A new Dashboard page has been introduced on the NHS Employment Checklist Dashboard to assist organisations with their reporting responsibilities as employee sponsors.

This was a user-led development and features four new analyses. Two new related data quality analyses have also been introduced to the NHS Data Quality Dashboard.

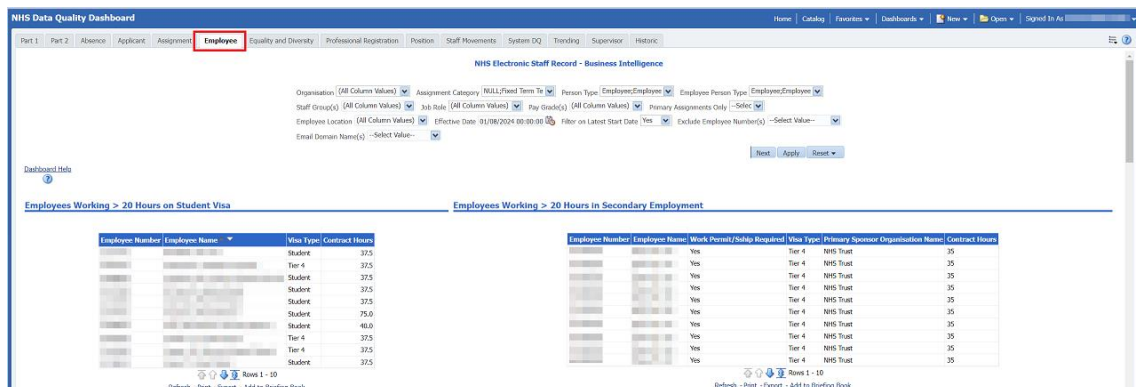
The analyses are restricted to return employees who require sponsorship and report absence information and assignment changes relevant to the organisation's reporting duties.



Pictured: Sponsorship Requirements page on the NHS Employment Checklist Dashboard.

Data Quality

Two new related data quality analyses have also been introduced to the NHS Data Quality Dashboard. Both analyses are restricted to return the latest employment checklist record, and can be found on (Summary) Part 2 and Employee pages on the Dashboard.



Pictured: two new analyses on the Employee page on the NHS Data Quality Dashboard.

Employees Working > 20 Hours on Student Visa – inclusive of employees on Student and Tier 4 visas where the total contract hours across their assignments exceeds 20 hours.

Employees Working > 20 Hours in Secondary Employment – designed to allow secondary

employers to identify where the total contract hours across their assignments exceeds 20 hours.

Further guidance on the Primary Sponsor Organisation Name field can be found in RN558 Guide to Enhancements and Changes Release 59.3.0.0.

Absence Set Up

A new analysis designed to identify assignments without an annual leave accrual plan has been added to the Absence Set Up page on the NHS Absence Dashboard.

The page was first introduced in January 2023 to identify where absence schemes were missing or not in line with best practice.

By default, the new Assignments without Annual Leave Accrual Plan analysis returns assignments with an initial start date at the beginning of the previous month but this can be amended to capture more assignments.

Assignments without Annual Leave Accrual Plan

Effective Date Initial Assignment Start Date >=

Employee Name	Employee Number	Assignment Number	Assignment Category	Accrual Plan Name	Accrual Start Date
			Fixed Term Temp		
			Fixed Term Temp		
			Fixed Term Temp		
			Fixed Term Temp		
			Fixed Term Temp		
			Fixed Term Temp		
			Permanent		
			Permanent		
			Permanent		
			Permanent		

Rows 1 - 10

A full list of analyses included on the page can be found on the [Online ESRBI Dashboard Guide](#).

A further analysis is planned to identify employees without an OSP Scheme.

Primary and Secondary Area of Work

The new Primary and Secondary Area of Work fields introduced in Release 61.3 have been included on the following analyses:

- NHS Positions Summary
- NHS Positions Detail
- NHS Staff in Post Detail

Primary Area of Work	Secondary Area of Work	Area Of Work
Corporate	Administration	Administration
Medicine	Palliative Medicine	Palliative Medicine
Clinical Support	Physiotherapy	Physiotherapy
Clinical Support	Cancer Support	Cancer Support
Corporate	Finance	Finance
General Acute	General Acute	Private Patients
Clinical Support	Cancer Support	Cancer Support
Clinical Oncology	Clinical Oncology	Clinical Oncology
Clinical Support	Clinical Informatics	Patient Record and Coding Services
Pathology	Blood Sciences	Blood Sciences
Clinical Support	Cancer Support	Cancer Support

Pension Opt Out Buy Back

A new analysis has been developed for the NHS Pension Dashboard to assist in the calculation of pension buy back for employees who have previously opted out of the scheme.

	2019	2020	2021
Capacity Code	4G - Others (Non-Manual Staff)	4G - Others (Non-Manual Staff)	4G - Others (Non-Manual Staff)
Employment Type	Officer	Officer	Officer
MHO	None	None	None
Whole Time (Y & N)	Y	Y	Y
Weekly Hours (if part time)	0.00	0.00	0.00
Standard Whole Time Weekly Hours (if part time)	Full Time	Full Time	Full Time
Total Hours Worked in Year	1,466	1,955	1,792
Pensionable Pay Balance	£32,829.00	£44,502.00	£42,019.00
Disallowed Days	0	0	0
Total Pay	£32,829.00	£43,820.00	£41,950.00
Tax Code	C1288L	C1288L	C1288L
Scheme	2015	2015	2015
Pension Rate	9.3	9.3	9.3

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Introduction to ESRBI Dashboard Homepage

We have introduced a new 'upcoming enhancements' section to the ESRBI Dashboard homepage to notify users of planned upcoming developments which do not form part of the release schedule.

Upcoming Developments

Disability Pay Gap

We will be developing a suite of Disability Pay Gap reports, similar to the Gender and Ethnicity Pay Gap reports already available, for the NHS National Returns Dashboard.

Turnover

Following the delivery of the Employee Movement Flag in Release 61.3, we will be progressing an enhancement to turnover reporting to allow for the inclusion of substantive to bank employees in the turnover calculations.

