Addysg a Gwella Iechyd Cymru (AaGIC)
Health Education and Improvement Wales (HEIW)

ESR Report Guide for Managers

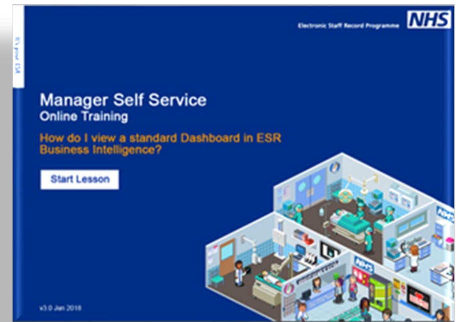
Workforce Planning Reports

1. Introduction

This guide has been developed to support managers in creating their workforce plans.

The guidance covers the basic reports that can be obtained from ESR that may be useful in developing workforce plans. These can be used alongside other Manager Self Service Resources.

An on-line training package for Manager Self-Service is also available, which can be accessed by clicking the link opposite.



A full list of Managers Self-Service resources is available via this link Manager Self-Service Guides

To begin log onto your ESR and click on the reporting link in the left hand side bar, the Business Intelligence link then click on the Dashboards tab. Select from the menu as noted for each report below.

2. Workforce Profiles

Building up a profile of your workforce is an essential step in understanding your baseline or starting point. Using the Manager Self-Service Business Intelligence (BI) Reporting you can access information about your workforce numbers and profile. The process below describes how to access information on the following -

- Staff in post
- Full time equivalent (FTE)
- Age Band (default)
- Staff Group (by profession)
- Organisation/Department

This type of information is particularly useful in workforce planning and can help you with the following -

- Benchmarking - how does your staffing profile compare to other organisations, or recommended staffing levels.

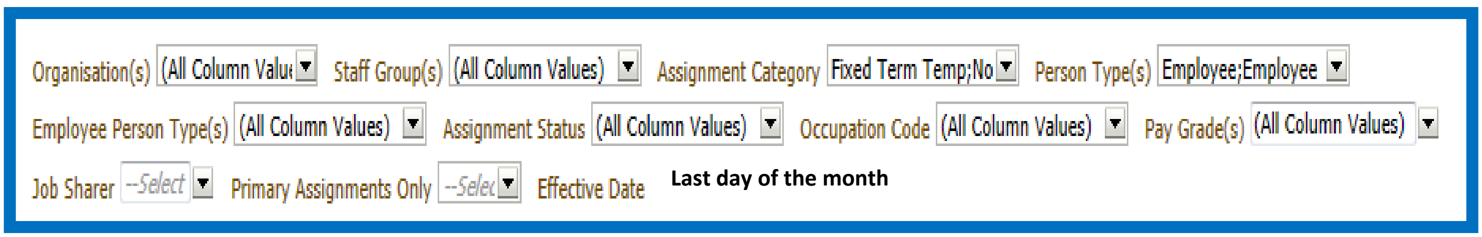
- The age profile of your workforce, e.g. do have any critical workforce points such as high levels of expected retirements in certain grades or staff groups?
- Skill Mix Analysis, to look at your workforce by staff group/profession

To run your report, log on as above, once you have clicked on the dashboards tab you will see a drop-down menu, select the NHS Staff in Post Dashboard

Report Definition: FTE contracted staff in post as at the end of the month by pay grade

From the tabs at the top of the report select the – Summary tab.

The screen shot below shows the parameters[1] (the selections we make) that you want to include (or exclude) within your report and the table below shows the items you might want to include and those you want to excluded to run the report.



Step 1 - Select your chosen parameters for the report (see table below for all of the parameter options)

Quick Tip

Before you run the report to extract your data think about the following:-

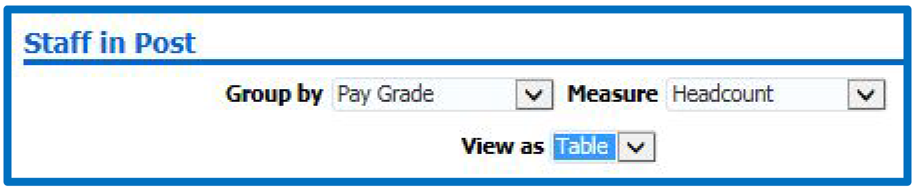
Who do you want included in your data? Contracted Staff include a range of assignment categories e.g. Fixed Term and Bank - bank staff may be your existing employees so you want to avoid double counting by excluding them

[1] A parameter in ESR BI means the data we want to include or exclude in our report.

Parameters	**Include**	**Exclude (only those you don't want, most are likely to be not applicable)**	**Note**
Organisation(s)	National Default – All Organisations		
Staff Group(s)	National Default – All Staff Groups		
Assignment Category	NULL, Fixed Term Temp, Non Exec Director/Chair, Permanent, Retainer Scheme	Bank, Honorary, Locum, Widow/Widower	Staff linked to Locum and Retainer Scheme need to be data cleansed
Person Type(s)	Employee, Employee & Applicant	Applicant, Contact, Ex-Applicant, Ex-Employee, Ex-Employee & Applicant	Use National Default
Employee Person Type(s)	National Default – All		Staff who do not need to be included have already been excluded in Assignment Category and Person Type(s)
Assignment Status	National Default – All		Staff who do not need to be included have already been excluded in Assignment Category and Person Type(s)
Occupation Code	National Default – All		
Pay Grade(s)	National Default – All		
Job Sharer	National Default – All		

Primary Assignments Only	National Default – All		
Effective Date	Last day of the month		

Step 2 - To choose how you want your report to be presented select the following parameters before the report is run

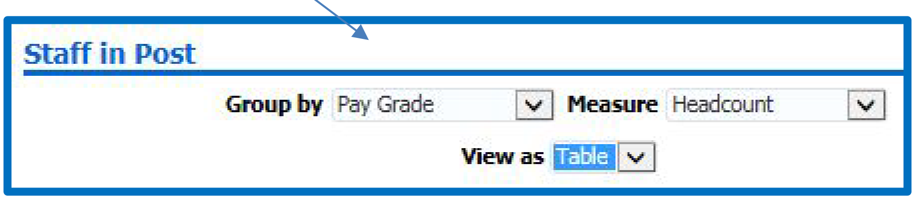


Parameters	Select
Group by	Pay Grade (can also be run by other groupings)
Measure	Headcount (can also be run by FTE)
View as	Table (can also be run as a chart)

Example Report

Staff Group	Headcount	FTE
Band 1	xxx	xx.xx
Band 2	xxx	xx.xx
Band 3	xxx	xx.xx

After you have run your report by grade, you can run other reports from the same data. If you click into the box 'Group by'



You can choose either of the following:-

- Age Band
- Staff Group

You can also run these reports as FTE and as charts.

3. Sickness Absence

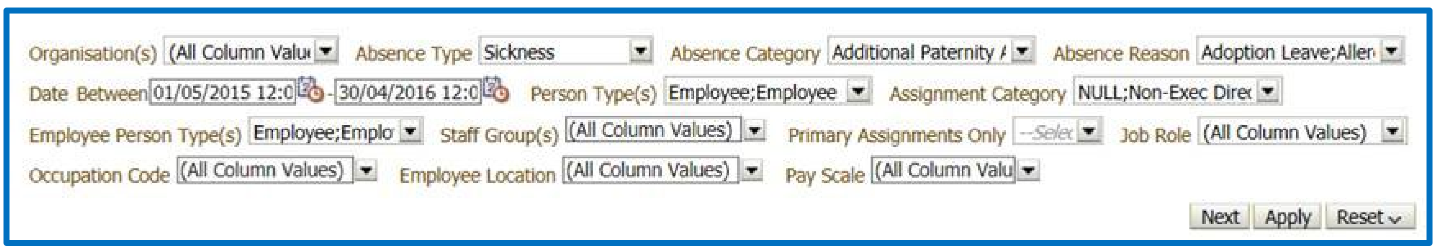
Knowing your teams/departments sickness rates can help with identifying any issues, e.g. high levels of stress related absence could be an indicator for burnout. You can also benchmark your team/departments absence against the wider organisation or other similar organisations to help define your current workforce.

Step 1 - To run your report, log on as above, once you have clicked on the dashboards tab you will see a drop-down menu, select the NHS Absence Dashboard

Report Definition: Percentage sickness absence rate over a **rolling 12 month** period by Health Board / Trust & staff group: calculated as FTE absence days/FTE days available over a 12 month period

From the tabs at the top of the report select the – Summary tab.

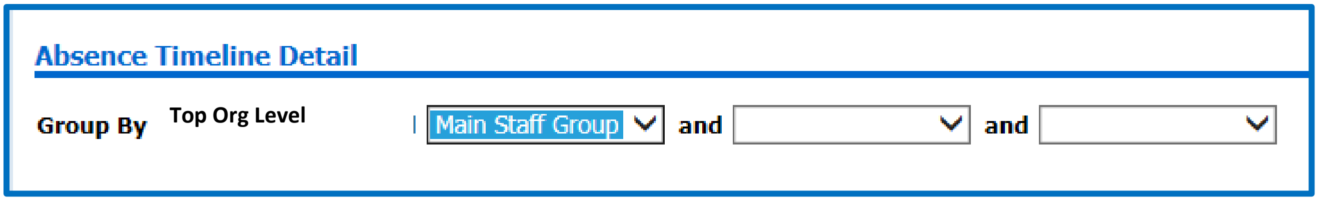
The screen shot shows the parameters that you want to include (or exclude) within your report and the table below shows the items you might want to include and those you want to exclude to run the report.



Parameters	Include	Exclude	Note
Organisation(s)	National Default – All Organisations		
Absence Type	National Default – Sickness		
Absence Category	National Default	NULL	Sickness Absence is already included in Absence Type
Absence Reason	National Default – All		Sickness Absence is already included in Absence Type

Date Between	12 month rolling period to the last day of the reporting month		Reporting period will be at least 6 weeks behind, e.g. September data to be reported in November
Person Type(s)	Employee, Employee & Applicant	Applicant, Contact, Ex- Applicant, Ex-Employee, Ex-Employee & Applicant	Use National Default
Assignment Category	NULL, Fixed Term Temp, Non Exec Director/Chair, Permanent, Retainer Scheme	Bank, Honorary, Locum, Widow/Widower	Staff linked to Retainer Scheme need to be data cleansed
Employee Person Type(s)	National Default – All		Staff who do not need to be included have already been excluded in Assignment Category and Person Type(s)
Staff Group(s)	National Default – All Staff Groups		
Primary Assignments Only	National Default – All		
Job Role	National Default – All Job Roles		
Occupation Code	National Default – All		
Employee Location	National Default – All		
Pay Scale	National Default – All		Include all local scales

Step 2 - To choose how you want your report to be presented select the following parameters before the report is run



Example Report

Staff Group	Abs (FTE)	Avail (FTE)	Absence % (FTE)
Add Prof Scientific and Technic			
Additional Clinical Services			
Administrative and Clerical			
Allied Health Professionals			
Estates and Ancillary			
Healthcare Scientists			
Medical and Dental			
Nursing and Midwifery Registered			
Students			
Grand Total			

4. Workforce Turnover

Understanding your workforce turnover rate including where employees who leave go is helpful in a number of ways, it allows you to plan for the number of trainees you need to request from education commissioning, benchmark against other similar organisation and spot any areas of concern e.g. high turnover in a particular staff group or team could indicate problems in that area. You will also need to take into account things like training numbers and fixed term contracts as these can artificially increase your turnover.

Step 1 - To run your report, log on as above, once you have clicked on the dashboards tab you will see a drop-down menu, select the NHS Staff Movement Dashboard

Definition: Percentage of total number of leavers from organisations in a 12 month period by organisation & staff group excluding doctors and dentists in training; calculated as headcount leaving organisation within a 12 month period/average total headcount employed.

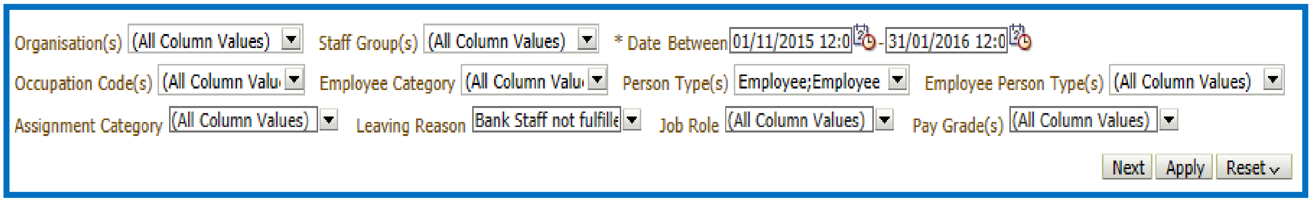
Quick Tip

Before you run the report to extract your data think about the following -

Who do you want included in your data? Contracted Staff include a range of assignment categories e.g. you may want to exclude Fixed Term and Trainees where there is a planned employment end date.

From the tabs at the top of the report select the – Summary tab.

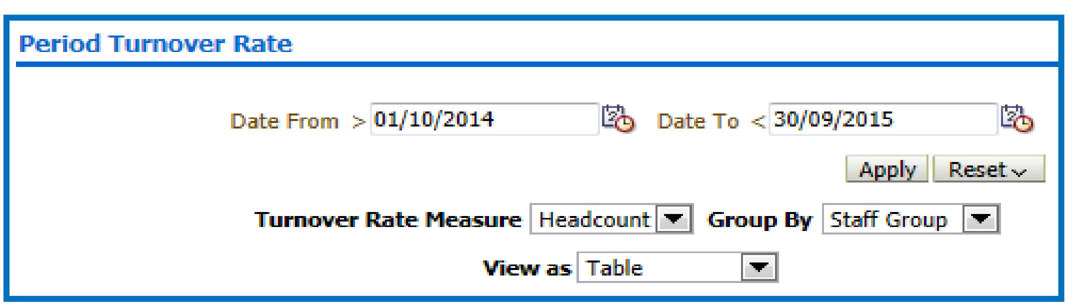
The screen shot shows the parameters that you want to include (or exclude) within your report and the table below shows the items you might want to include and those you want to excluded to run the report.



Parameters	Include	Exclude	Note
Organisation(s)	National Default – All Organisations		
Staff Group(s)	National Default – All Staff Groups		
Date Between	12 month rolling period to the last day of the reporting month		
Occupation Code	National Default – All		
Employee Category	National Default - All		Full Time & Part Time
Person Type(s)	Employee, Employee & Applicant	Applicant, Contact, Ex-Applicant, Ex-Employee, Ex-Employee & Applicant	Use National Default
Employee Person Type(s)	National Default – All		Staff who do not need to be included have already been excluded in Assignment Category and Person Type(s)

Assignment Category	NULL, Fixed Term Temp, Non Exec Director/Chair, Permanent, Retainer Scheme	Bank, Honorary, Locum, Widow/Widower	Staff linked to Locum or Retainer Scheme need to be data cleansed
Leaving Reason	National Default – All		
Job Role	National Default	**Junior M&D Staff:-** Foundation Year 1; Foundation Year 2; House Officer - Post Registration (Closed); House Officer - Pre Registration (Closed); Registrar (Closed); Senior House Officer (Closed); Senior Registrar (Closed); Specialist Registrar (Closed); Specialty Registrar; Vocational Dental Practitioner	Exclude Junior M&D Staff by Job Role
Pay Grade	National Default – All		Junior M&D staff have already been excluded in Job Role

Step 2 - To choose how you want your report to be presented select the following parameters before the report is run



Parameters	Select
Date From and Date To	12 month period – you might want to consider running this for three separate consecutive years to build a picture (e.g. 2018/19; 2019/20 2020/21)
Turnover Rate Measure	Headcount
Group by	Overall Rate **and** Staff Group
View as	Table or Chart

Example

Staff Group	Headcount
Add Prof Scientific and Technic	%
Additional Clinical Services	%
Administrative and Clerical	%
Allied Health Professionals	%
Estates and Ancillary	%
Healthcare Scientists	%
Medical and Dental	%
Nursing and Midwifery Registered	%
Students	%

Overall Rate	Headcount
Overall Rate	%