

Updating military status on ESR

Information for staff

Update your military status on ESR

Recording your Armed Forces status on your Employment Service Record (ESR)

Are you an Armed Forces Family Member, Reservist or Veteran?

The Armed Forces Covenant is a pledge that together we acknowledge and understand that those who serve or who have served in the armed forces, and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives.

The Armed Forces Act, which gained Royal Assent in Parliament (December 2021), enshrines the Armed Forces Covenant in law for the first time to help prevent service personnel and veterans being disadvantaged when accessing essential services like healthcare, education and housing.

The covenant focusses on helping members of the armed forces community have the same access to government and commercial services and products as any other citizen.

NCH&C is proud to be a signatory to the Armed Forces Covenant and be able to provide both direct and indirect support to staff with a recognised Armed Forces status. Help and support may be given in a number of areas including:

- Education and family wellbeing.
- Having a home.
- Starting a new career with the NHS. *
- Access to healthcare. *
- Financial assistance.
- Discounted services.

Benefits for NHS staff that declare their Armed Forces status (as overleaf) on their Employment Service Record (ESR) include Discretionary Leave for reservists to attend training camps, employer management of operational deployments and flexible leave arrangements for spouses of the person deployed.

The voluntary addition of this information to your ESR will also help NCH&C better understand the numbers of Armed Forces cohorts in our workforce and be able to provide adequate types and levels of support services.

We are therefore encouraging NCH&C staff who identify with one or more of the categories below to manually update their ESR record.

- Armed Forces Family Member.
- Armed Forces Reservist.
- Armed Forces Reservist - High Readiness.
- Cadet Armed Forces Volunteer.

The information you submit:

- Will be used to identify the numbers and status of NCH&C staff who align with the armed forces community (AFC) so appropriate types/levels of support services can be developed within the organisation.
- May be shared (anonymised) with national and regional bodies in planning NHS workforce strategies in the case of a military call-up of reservists and to plan sufficient/appropriate support services across the Norfolk and Waveney Integrated Case System (ICS) and beyond.

How to update your ESR

If you are content to declare your Armed Forces status on your ESR **OR** you would like your existing Armed Forces status removed from your ESR, please login to ESR and follow the instructions below.

1. ESR Homepage - In the **My Personal Information** area, click on the arrow > next to your name.
2. Click on **Update My Information**.
3. Select the tab **My Wellbeing Information**.
4. Select your Armed Forces status and SAVE.

Please note - On rare occasions and at the discretion of NCH&C HR department, evidence to support the recording of Armed Forces status on ESR may be requested. In such cases, ESR will not be updated until such satisfactory evidence is confirmed.

Thank you.