

PACE Reporting for 2025/26 Guide

How is PACE compliance reported?

PACE reviews are recorded using a SharePoint system. Each day, a dataset is extracted from that SharePoint system and made available to the Business Intelligence (BI) service. Our BI team use this to produce reporting which shows the rate of PACE completion across the Trust, against the KPI target.

Where do I access this information?

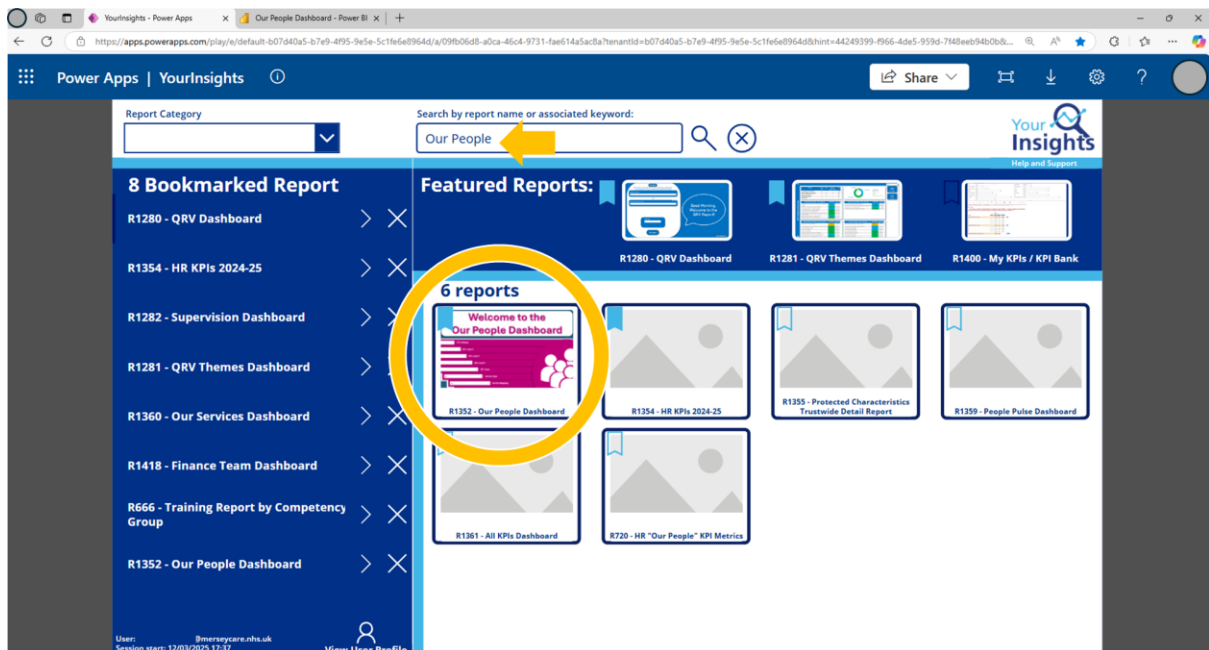
The Our People dashboard, launched in January 2025, now provides all Mersey Care colleagues with access to a wide range of useful workforce information, including PACE compliance.

The dashboard can be found in [YourInsights](#), along with all other BI reporting.

Open up YourInsights in your web browser, and search for “Our People” as shown in the screenshot below.

Click on the pink report tile to open the dashboard in a new browser tab.

Tip: If you'd like to add the Our People dashboard to your bookmarks for quicker access, simply click the bookmark symbol at the top left of the tile. The symbol should turn from transparent to filled blue, and the dashboard link will now be added to your bookmarks panel on the left of the screen. Next time, instead of searching for “Our People”, you can open by clicking the arrow in your bookmarks panel.



For more information about the YourInsights platform and new dashboards, please see the [info pages on YourSpace](#).

How do I see overall compliance rate for a team, service, or Division?

The Our People dashboard includes lots of data and functionality. For full user guides and top tips, please see the guides linked from [info pages on YourSpace](#).

As an example for PACE, you may wish to use the following steps.

On the opening screen, use the “KPI Name” drop-down filter to select the PACE Compliance KPI, and use the DTL drop-down filters to select the area you require, then click on the “Get Started” button.



The report which loads will include PACE compliance aggregated by month, with the current month’s data refreshed each day. To save this report for repeated access, you can use the bookmarking feature which is outlined in YourInsights user guides.

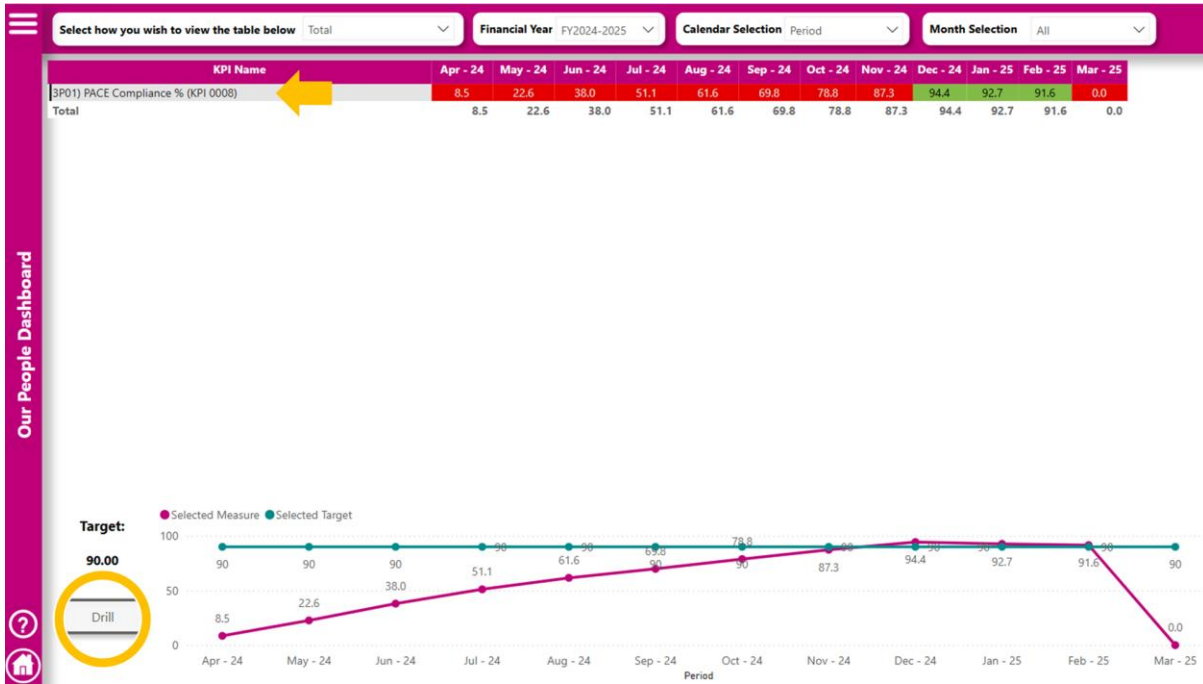
Select how you wish to view the table below		Total	Financial Year		Calendar Selection		Month Selection						
			FY2024-2025		Period		All						
KPI Name		Apr - 24	May - 24	Jun - 24	Jul - 24	Aug - 24	Sep - 24	Oct - 24	Nov - 24	Dec - 24	Jan - 25	Feb - 25	Mar - 25
3PO1) PACE Compliance % (KPI 0008)		8.5	22.6	38.0	51.1	61.6	69.8	78.8	87.3	94.4	92.7	91.6	0.0
Total		8.5	22.6	38.0	51.1	61.6	69.8	78.8	87.3	94.4	92.7	91.6	0.0

How do I see individual data for teams that I manage?

Staff-level data can be found in a separate reporting layer, linked as a drill through to this monthly summary. By default, colleagues can only view staff-level data for teams that they manage. Expanded permissions can be requested with line manager sign off. For more information on role-based access, please see [YourInsights FAQs](#).

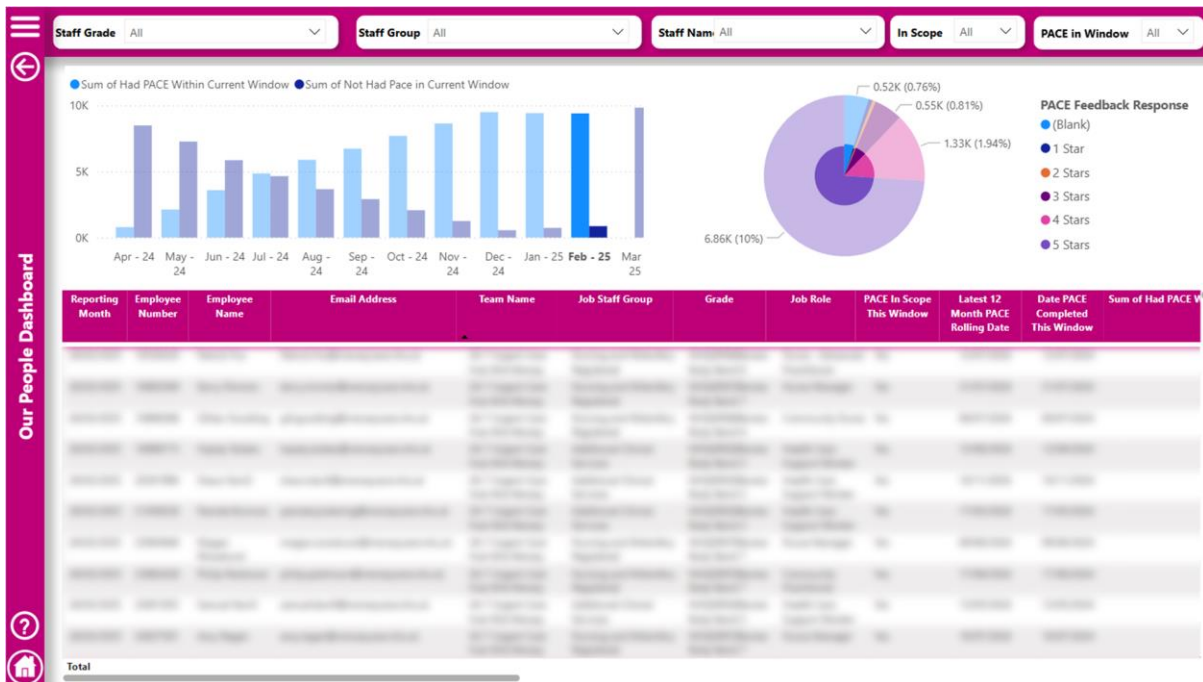
To open a staff-level report, click on the button which says “drill”, as indicated in the image below. This button will appear when you click on either the PACE KPI title, or on a value for one particular month. If you click from the KPI title, you’ll drill through

to data from the full financial year. If you click from one value, you'll drill through to data for that specific month.



The drill through report provides you with staff-level details for PACE compliance, including latest dates for the current window, and for the previous 12 months.

This report page shares most of its functionality with the other staff-level reports in the Our People dashboard, including filters, interactive graphics, bookmarking and the ability export or share information. To find out more about these report features, please have a look at the [YourInsights user guides](#).



Where do I get support with the Our People dashboard?

User guides and FAQs are linked from [the YourSpace page](#). These can also be found on the [BI Hub](#) or opened using the question mark icon on the dashboard itself.

For any further questions, please contact your Performance Business Partner, or use the contact form on BI Hub.

Please note that the Our People dashboard will continue to develop and grow throughout 2025. The BI service would welcome any suggestions and feedback.

What about previous BiT reporting?

Before the Our People dashboard was launched, PACE compliance data was reported across several different BiT reports. These could not easily be triangulated with other workforce or operational metrics and lacked the range of functionality included in Our People.

As of financial year 2025-26, the Our People dashboard should now be seen as the default source of reporting for PACE compliance. As such, equivalent BiT reports for PACE have been deactivated.