

## **COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT**

<b>SERVICE AREAS:</b>	HR Joint Report (PCC & CCC)
<b>REPORT AUTHOR:</b>	Mandy Pullen & Janet Atkin
<b>REPORTING PERIOD:</b>	w/e 19 June 2020

### **NEW GUIDANCE AND IMPACT**

#### **Job Retention Scheme (Furlough)**

- From 1/7 flexibility exists for Employers to return staff on a part time basis.
- From 1/8 level of government grant will be slowly tapered to reflect staff returning to work
- From 10/6 the scheme closed to new applicants

Little impact as only a small number of leisure employees are furloughed from PCC and CCC's Outdoor Education Centres

### **NEW CHALLENGES AND ACTIVITY**

#### **Staff Survey concluded (key stats)**

- 2,378 completed questionnaires (1717 for CCC and 661 for PCC).
- 87% from staff who are currently working from home with 12% from frontline workers.
- Over 11k free text answers; useful suggestions/feedback providing greater insight to shape action plan
- Confident in COVID-19 leadership
- Overwhelmingly positive re clear direction to home working, support and having the opportunity to work in a more flexible way
- Worries raised re returning to workplace re proximity of desks; hot desking; air conditioning

Key work with H & S and Property colleagues is already underway to consider approach regarding staff returning to the workplaces

An action plan is being finalised, taking into account the key themes noted from the survey and will be monitored with JMT on a monthly basis and further shared with staff.

### **RECOVERY ACTIVITY**

#### **Return to Work Activity & Risk Assessment Template**

- Risk assessment template has been drafted and reviewed with Union involvement and will be ready w/c 22/6 to issue.
- Work is underway with service areas to consider the number of staff expected to return to the workplace (because they are unable to work from home) and undertaking a risk assessment as appropriate.
- Staff Survey action plan – begin to work through key actions identified linking in with respective colleagues as appropriate

### **DECISIONS MADE SINCE LAST REPORTING PERIOD**

**PCC staff parking** – will continue to be offered free of charge whilst working in a PCC office during July and August with a further review to take place 1/9. This remains in line with other business decisions.

**PCC Shift Allowances** – will continue also during July & August for the few service areas undertaking shift work as appropriate. The reliance is anticipated to reduce over the coming two months. CCC already have allowances in place as part of standard policies.

**Risk Assessment Template** – approved for discussion with Unions

**Survey & Action plan** – considered and comments received for update and subsequently approved

<b>NEW FINANCIAL IMPLICATIONS SINCE LAST REPORTING PERIOD</b>
Additional costs anticipated with regards to parking and allowances as above for PCC only.
<b>WORKFORCE CHANGES</b>
<b>Return to office</b> - Work continues on considering / approving which key staff are required to return to the office and then undertaking appropriate risk assessments.
<b>COMMUNICATIONS</b>
Staff Survey results issued to staff with next steps Health & Wellbeing themes continue Staff parking decision issues FAQ's updated and re-issued