

COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

SERVICE AREA:	HR (CCC & PCC)
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REPORTING PERIOD:	Week Ending 29 May 2020

KEY ACTIVITY HEADLINES

- Continued with support Health & Safety & Property around Risk Assessments of current building portfolio with particular priority being occupied premises, and also individual risk assessments in preparation for future return of staff.
- Mental Health & Wellbeing webinars commenced this week.
- Via 2 HR leads (CCC & PCC) continue to provide ongoing support to the community hub with staff redeployment into additional roles; considering FAQ's and resolving any HR associated queries.
- FAQ's updated to address emerging guidance/issues i.e testing
- Arrangements put into place to capture information from staff on the new track and trace system and the implications of potentially greater levels of social isolating that we could see.
- Continued with the daily Health & Wellbeing messages for staff.

RISKS / CHALLENGES (AND MITIGATION)

Recruitment for critical frontline roles. Practices have been relaxed or amended to allow for more streamlined approaches to be taken during this challenging period.

Sickness levels rise to a point that uninterrupted service delivery is more difficult to maintain. Mitigated by close monitoring of absence through daily observations of stats captured and highlighting with management as appropriate.

All staff remaining status quo with regards to working arrangements i.e work from home with the exception of those who must be in the office or who are front line workers.

WORKFORCE UPDATE

PCC HR - We have 19 staff who are set up to work from home. 5 within the vulnerable group but WFH. 9 people are currently on the Hub's "books" to support; 2 of which have been redeployed to help (*1 re data input and 1 to Reablement*).

CCC HR – Team of 28 including 3 colleagues from the central Policy Team. 25 have been deployed into the Hub for at least half of their time to support with the shielding calls. 7 are in the vulnerable category but all are able to work remotely/support the hub.

FINANCIAL IMPACT (increase in costs / reduction in income)

PCC - Impact on Savings for 19/20 / reducing savings opportunities and pressures already shared with Finance via eforms and captured on previous highlight report.

CCC - Nothing to report

RECOVERY ACTIVITY (plans being considered / future steps)

Reviewing lessons learned and benefits gained from the different ways of working/changes to policy that have had to be implemented to make sure that good practice and efficiencies are captured and maintained. CCC & PCC will liaise jointly around this for each organisation.

COMMUNICATIONS

There have been updates this week on:

- FAQs updated and shared regularly
- Health & Wellbeing messages issued - daily tips
- Weekly Union meeting in place and working well to update on weekly progress / staff messages
- Regular re-reminders to staff i.e safe working practices
- Reminders to complete the staff survey to encourage as high a completion rate as possible.