

## COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

<b>SERVICE AREA:</b>	HR (CCC & PCC)
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<b>REPORTING PERIOD:</b>	Week Ending 1 May 2020

### KEY ACTIVITY HEADLINES

- Life Assurance Scheme – government payment of £60k for death in service of frontline NHS/Social Care workers. Reviewing and considering the process for how this will work. Awaiting further guidance before this can be finalised.
- Via 2 HR leads (CCC & PCC) supporting the Hub with staff redeployment into additional roles.
- Testing – Government widened the groups to be tested and therefore revised the comms and created 2 flowcharts setting out the process for the different options available
- Also reviewed data held and considered who fit the new testing criteria and communicated options
- Regularly added to the FAQ's to address emerging issues and questions for staff and managers.
- Continued the roll out of daily Health & Wellbeing messages for staff both working at home and on the front line extending this to consider Mental Health & Wellbeing webinars.
- Continue to review the stats of those staff who are self-isolating or have underlying health conditions to establish returns to work where possible.

### 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.

### 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.

### COMMUNICATIONS

There have been updates this week on:

- FAQs updated and shared regularly
- Health & Wellbeing messages issued - daily tips
- Weekly Union meeting in place to update on weekly progress / staff messages
- Further widening of virus testing guidance issued
- International Workers Memorial Day – the occasion was marked across CCC & PCC by highlighting this to staff, encouraging a mins silence and the use of the twibbon (ribbon banner on Twitter).