

COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

SERVICE AREA:	HR (CCC & PCC)
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REPORTING PERIOD:	Week Ending 24 April 2020

KEY ACTIVITY HEADLINES

- Furlough guidance/briefing note produced and discussed at SMT – No Local Authority staff furloughed currently and not anticipated. Any identified areas to be brought to SMT for consideration.
- Annual Leave position – was agreed that people should still book leave to ensure downtime is taken but if extended leave travel has impacted individuals' arrangements then this should be discussed with manager to consider rearranging.
- (PCC) Christmas closure deductions commence as usual for G12 and above with decision taken for no survey to be issued re choice for G11 and below – they will save 3 days annual leave.
- Risk Register created and validated with audit for HR.
- Supporting process for current risk assessments (in particular redeployed staff) alongside Health & Safety colleagues.
- Continue to monitor symptomatic staff or family members of staff and support their return to work
- Via 2 HR leads (CCC & PCC) supporting the Hub with staff redeployment into additional roles.
- Created guidance around remote working tips for all to consider/reminder
- Widening the testing arrangements to all staff Testing
- 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.
- 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
- Weekly Union meeting in place to update on weekly progress / staff messages
- Widening of virus testing guidance issued
- Reminders around deferred appraisal system until September
- (PCC) Christmas closure and use of annual leave
- Reminder across the workforce about social distancing when working together
- International Workers Memorial Day – (Tues 28/4) given the current worldwide situation which has led to many workers putting their health and lives on the line to keep essential services working or protect vulnerable people, the occasion is being marked across CCC & PCC by highlighting this to staff, encouraging a mins silence and the use of the twibbon (ribbon banner on Twitter).