

## COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

<b>SERVICE AREA:</b>	HR (CCC & PCC)
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<b>REPORTING PERIOD:</b>	Week Ending 10 April 2020

### KEY ACTIVITY HEADLINES

- 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 Frontline (this week's focus was frontline and those working in the community).
- Eform re self-isolation & Return – communication reminder issued to complete those returning to work
- Continue to review the stats of those staff who are self-isolating or have underlying health conditions
- Weekly Union meeting in place to update on weekly progress / staff messages
- HR support from PCC & CCC support the Hub with streamlining the redeployment process and support re DBS checking and streamlining other HR related matters.
- (PCC) Introduced a "Refer a Friend" scheme for introducing Social Workers or Reablement Support Workers to boost recruitment (*CCC already have a scheme in place*).
- DBS streamline & guidance drafted for JMT to approve

### 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.

### WORKFORCE UPDATE

**PCC HR** - We have 19 staff who are set up to work from home. 5 within the vulnerable group but WFH. 6 people are currently on the Hub's "books" to support; 1 of which has been redeployed to help with data input and a further 7 available as soon as a steadier state re workload is reached.

**CCC HR** – Team of 28 including 3 colleagues from the central Policy Team. 15 have been deployed into the Hub with further to follow as soon as we are on top of the emergency responses to changing policy and practice and reach some stability. 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 captures on previous highlight report.

CCC - Nothing to report

### RECOVERY ACTIVITY (plans being considered / future steps)

Consideration starting to be given to 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 message focus on frontline and those working in the community
- Eform re self-isolation & Return – communication reminder issued to complete those returning to work
- Launched PCC "Refer a Friend" for Social Care and Reablement Support