

# COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

<b>SERVICE AREA:</b>	HR (CCC & PCC)
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<b>REPORTING PERIOD:</b>	Week Ending 17 April 2020

## KEY ACTIVITY HEADLINES

- Guidance on virus testing for key workers has been established and distributed, and reporting arrangements for test results put in place.
- 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 (this week's focus was frontline and those working in the community).
- Continue to review the stats of those staff who are self-isolating or have underlying health conditions to establish returns to work where possible.
- HR supported the Hub by considering and implementing process with managers to determine essential staff numbers and redeployment possibilities.
- Staffing list provided to the hub for processing and issuing amended survey re skills capture.
- Created redeployment FAQ's and external redeployment agreement.
- DBS internal administrative process streamlined to facilitate the efficient deployment of internal 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.

## 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)

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 are being issued daily
- Weekly Union meeting in place to update on weekly progress / staff messages
- Guidance on virus testing issued