

# COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

<b>SERVICE AREA:</b>	HR (CCC & PCC)
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<b>REPORTING PERIOD:</b>	Week Ending 8 May 2020

## KEY ACTIVITY HEADLINES

- Continued the roll out of daily Health & Wellbeing messages for staff both working at home and on the front line and further guidance and information
- [Planning the introduction of 2hr Mental Health & Wellbeing webinars in the next couple of weeks](#)
- Via 2 HR leads (CCC & PCC) supporting the Hub with staff redeployment into additional roles; [considering FAQ's and resolving any HR associated queries.](#)
- [Testing – monitoring testing amongst staff and outcomes](#)
- [PCC/CCC HR attendees at Silver tactical group and bronze operational groups](#)
- Regularly added to the FAQ's to address emerging issues and questions for staff and managers.
- Continue to review the stats of those staff who are self-isolating or have underlying health conditions to establish returns to work where possible.
- [Early consideration of staff impacts with potential easing of lockdown measures](#)
- [Completed a staff COVID-19 LGA survey created on behalf of MHCLG](#)

## 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.

[Depending on announcement of lockdown measures from PM, challenge will be ensuring staff do not return to their workplaces outside of the phased approach to be considered and implemented. Careful planning will take place around this post the announcement.](#)

## 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
- [Lockdown easing – will consider the PM’s message and work with key stakeholders re what this means for workplace but until this time little will change and people should remain with their current working position.](#)
- [Learning & Development Opportunities for Managers to consider challenges of working remotely.](#)