

# COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

<b>SERVICE AREA:</b>	HR (CCC & PCC)
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<b>REPORTING PERIOD:</b>	Week Ending 15 May 2020

## KEY ACTIVITY HEADLINES

- Providing significant support regarding Government Guidance regarding easing of lockdown measures; particularly around office space
- Worked closely with Property, Health & Safety, Unions and staff to ensure effective risk assessment measures are in place regarding council offices for staff
- Supported schools Union meeting held regarding schools returning from 1 June
- 2hr Mental Health & Wellbeing webinars available to book from 15/5
- Via 2 HR leads (CCC & PCC) supporting the Hub with staff redeployment into additional roles; considering FAQ's and resolving any HR associated queries.
- Refreshing data style and working with Business Intelligence team to understand future reporting requirements for sustainability
- 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.
- 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
- Development of staff survey for issue w/c 15/5

## 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.

All staff remaining the status quo with regards to working arrangements i.e work from home with the exception of key workers including those front line workers. Careful planning is now taking place around the Risk Assessment of our office spaces ensuring they meet guidelines.

## 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
- Launch of Mental Health webinars – ability to book from 15/5
- 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 – clear message to keep working practices status quo. Need to ensure all office spaces meet government guidelines with appropriate Risk Assessments in place.