

COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

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| SERVICE AREA: | HR (CCC & PCC) |
| REPORT AUTHOR: | Mandy Pullen & Janet Atkin |
| REPORTING PERIOD: | Week Ending 22 May 2020 |

KEY ACTIVITY HEADLINES

- Staff survey issued 21/5 with a view to capturing how staff are feeling; how their current working arrangements are; improvements; support being provided; what can be learned from current working practices.
- Both Councils represented at regional EELGA Heads of HR meeting to discuss COVID-19 work considerations.
- Continued with support Health & Safety & Property around Risk Assessments of current building portfolio with particular priority being occupied premises.
- Engaged with Unions to seek input into draft Risk Assessment; finalised and in use gathering key information for consideration.
- Mental Health & Wellbeing webinars launched and sessions fully booked until mid June. More dates being released for July and August.
- Via 2 HR leads (CCC & PCC) continue to provide ongoing support to the community hub with staff redeployment into additional roles; considering FAQ's and resolving any HR associated queries.
- FAQ's updated to address emerging guidance/issues i.e testing
- Reviewed the daily workforce stats of those staff who are self-isolating or have underlying health conditions to establish returns to work; redeployment where possible.
- Continued with the daily Health & Wellbeing messages for staff
- PCC signed off a temporary approach to deal with remunerating small number of staff working shift patterns and weekends where this is outside of their substantive role. CCC not affected as they have policies in place.

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. Mitigated by close monitoring of absence through daily observations of stats captured and highlighting with management as appropriate.

All staff remaining status quo with regards to working arrangements i.e work from home with the exception of those who must be in the office or who are 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:

- Lockdown easing - Reminders for staff to remain working under their current arrangements and not to return to the office.
- 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