

May 2020



North Central London Clinical Commissioning Group

HR update 27 May 2020: Supporting Staff Survey, Risk Assessment HR drop-in sessions, and revised process for claiming unsocial hours

Thank you for your ongoing and outstanding support during these unprecedented times. We hope everyone enjoyed the long sunny bank holiday weekend!

This week's HR update focuses on the following areas:

- **Supporting Staff during Covid-19 survey**
- **Demographic Health Risk Assessment HR drop-in sessions**
- **Revised process for claiming unsocial hours (Covid-19) via the Workforce System**

Supporting Staff during Covid-19 Survey

Many thanks to all the staff that completed the 'Supporting staff during Covid-19' survey. The aim of the survey was to hear staff members' views and comments on their own health and wellbeing, as well as the communication and working arrangements from the management during this critical time. In addition, we wanted to hear staff views and comments on areas of improvement.

The HR team are currently reviewing and analysing the feedback received. The results of the survey and next steps will be shared with staff shortly.

Demographic Health Risk Assessment HR Drop-In sessions

We have developed a Demographic Health Staff Risk Assessment Framework to support the managers to identify and manage risks for all our staff, in particular those staff who potentially may be disproportionately affected by the Covid-19.

Directors have been asked to work with their managers to roll out the risk assessment process to ensure that a risk assessment is undertaken with all staff via the pro-forma and in accordance with the guidance. All completed risk assessments must be returned to HR as this will help us to support staff both now and in the future.

To facilitate the risk assessment process, the HR team will be holding a number of drop-in sessions via MS Teams for all staff should they have any questions or would

like any further information. Staff should contact the Covid-19 HR email address (nclccg.hrcovid19@nhs.net) to book a slot with a member of the HR team during one of the HR drop-in sessions, which are listed below. An invitation via MS teams will be sent once a drop-in slot has been scheduled.

Dates	Times
Wednesday 27 May	2.00 - 3.30pm
Thursday 28 May	2.00 - 3.30pm
Monday 1 June	9.30 - 11.00am
Wednesday 3 June	2.00 - 3.30pm
Friday 5 June	9.30 - 11.00am
Monday 8 June	9.30 - 11.00am

Revised Process for Claiming Unsocial Hours due to Covid-19 related work via the Workforce System

We have revised the process for staff to claim unsocial hours for Covid-19 related work. All staff and managers should now submit and approve all claims for unsocial hours from 1 May 2020 via the [Workforce System](#).

Further information and guidance on unsocial hours working and payment arrangements, and guidance on submitting and approving claims via the Workforce System is available via the following factsheets:

- [Guide to submitting and approving unsocial hours claims due to Covid-19 related work via the Workforce System](#)
- [Covid-19 HR Factsheet on Unsocial Hours Working and Payment arrangements](#)

All staff must obtain approval and agreement to work on Covid-19 work activities during a weekend/public holiday prior to undertaking work during these periods.

All claims must be submitted and approved by the manager by 5th of each month in order to receive payment during that particular month. Any claims that are submitted and approved after the 5th of the month will be processed and paid the following month. Line managers are responsible for checking that all claims they approve match the unsocial dates and hours agreed with the member of staff.

Further information and dedicated HR address for Covid-19 enquiries

If you have any further questions or would like any further information, please contact the HR team via the dedicated Covid-19 email: nclccg.hrcovid19@nhs.net in order to arrange to speak to a member of the HR team.