



North Central London Clinical Commissioning Group

June 2020

HR update 4 June 2020: Life Assurance Benefit scheme, Demographics Risk Assessments and Coaching & Mentoring

Thank you for your ongoing and outstanding support during these unprecedented times.

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

- **Life Assurance Benefit scheme**
- **Demographic Health Risk Assessment – Update**
- **Coaching and Mentoring**

Life Assurance Benefit Scheme

A new life assurance scheme, administered by the NHS Business Services Authority (NHS BSA) was released on 27 April 2020 to provide life assurance benefits for eligible NHS and social care staff in England who are performing frontline work during the Covid-19 pandemic. This is in recognition of the increased risks that staff are currently facing and will cover coronavirus related deaths of workers in frontline roles during the outbreak. It will also cover staff who provide hands-on personal care for people who have contracted coronavirus or work in health and care settings where the virus is present.

In the event of a staff member dying in the course of work related to Covid-19, a lump sum payment of £60,000 will be made to their estate where the Secretary of State is reasonably satisfied that the following eligibility criteria has been met:

- Eligible employees or registered healthcare volunteers must have been working for an NHS body, an organisation that supports the delivery of NHS services, or working on an NHS contract.
- Covid-19 was wholly or mainly the cause of death.
- The individual was exposed to a high risk of contracting Covid-19 in circumstances where they could not reasonably avoid that risk because of the nature and location of their work.
- The individual contracted Covid-19 in the course of their work.
- The individual was at work in the 14 days prior to the onset of their Covid-19 symptoms.

The scheme is separate from the NHS Pension Scheme, meaning payments will be made in addition to any death benefits relating to NHS Pension Scheme membership.

Further information on the eligibility criteria, process for submitting a claim and payment is available via the [COVID-19 HR Factsheet: The NHS and social care coronavirus life assurance scheme](#).

Demographic Health Risk Assessment – Update

Following queries raised by staff with regard to the Demographic Health risk assessments during the HR drop-in sessions, we thought it would be helpful to clarify a number of areas:

Confidentiality

We would like to reassure all staff that any information disclosed as part of the risk assessment process is confidential and will not be used in any other purpose other than to identify staff who are potentially more at risk of Covid-19 in the course of their duties, due to their race and ethnicity, age, weight, underlying health condition, disability, or pregnancy.

We appreciate that the information required as part of the risk assessment process is confidential and personal to individuals, however, the diversity and health information are material to enable the CCG performs its duty of care as an employer and for the CCG to support any staff with an elevated risk of Covid-19, with the appropriate reasonable adjustments to safeguard them.

Confidentiality – Guidance for Managers

The [Guide to completing demographic health risk assessments](#) has been updated to include guidance and requirements on how managers should manage and maintain the confidential information they receive as part of the risk assessment process. Managers are asked to review the guidance document to ensure they are complying with confidential and data protection requirements.

Is the Risk Assessment Mandatory?

Whilst the CCG is implementing the risk assessment process in accordance with national guidance and to safeguard our staff, the risk assessment **is not mandatory** and therefore, if any staff do not wish to have the assessment or do not wish to share the information required for the risk assessment, we will record this decision for audit purposes.

Deadline for completing Risk Assessments

We have extended the deadline for completing the risk assessment to Monday 22 June 2020. Please return all completed risk assessment pro-formas to HR via email by 5pm on Monday 22 June 2020: nclccg.hrcovid19@nhs.net

Further Information and Guidance

Staff and managers are reminded to seek guidance from HR or attend one of the drop in sessions, if they would like further information or have any questions or concerns. The dates and times of the drop-in sessions are details below and 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. An invitation via MS teams will be sent once a slot has been agreed.

Dates	Times
Friday 5 June	9.30 - 11.00am
Monday 8 June	9.30 - 11.00am

Further drop in sessions are being arranged and details of these will be published shortly.

Coaching and Mentoring

NHS England & Improvement have developed a suite of leadership support offers, to help managers and senior leaders lead their team compassionately and inclusively during these extraordinary times. They have partnered with selected coaching companies and other leading-edge organisations to provide free, confidential, 1-2-1 coaching or mentoring support sessions for all NHS and social care leaders.

There are three options of coaching and mentoring support that are available:

1. Coaching Support: Leading in the moment-available for all managers at all levels
2. Coaching Support: Leading in and through a crisis-available for senior leaders only
3. Mentoring support-available for all managers at all levels

Further information on each offer and how to access the right support for you is available via the [COVID-19 HR Factsheet: National Support for Leaders through Our NHS People](#).