



HR update 6 May 2020: National Staff Testing Programme and Information on tax relief for job expenses and don't forget.....we want to hear from you!

We are incredibly proud of the way our staff continue to support each other during the coronavirus outbreak. These are challenging times and many of us are under extraordinary pressure at work and at home. Those around us may be feeling unwell or worried about loved ones, and sadly some of our colleagues may have experienced a bereavement.

This week's update focuses on the following areas:

- Information on how CCG staff can get tested via the National Staff Testing Programme
- HR Factsheet: Claiming tax relief for job expenses
- Don't forget...we want to hear from you! A short survey so we can determine the areas that are working well, understanding things we can do differently and identify potential additional support that could be implemented to assist our staff working from home.

Information on National Staff Testing Programme

As part of the government's five-pillar strategy for coronavirus testing, all essential workers in England and member(s) of their households who are showing symptoms of coronavirus will now be able to get tested to determine if they currently have the virus.

All NHS staff including support and specialist staff required to maintain the UK's health and social care sector are classified as essential workers. This means that CCG employees including agency workers can access the testing programme through the new online system (Essential Worker Self-Referral Service).

This means that CCG staff that are self-isolating will be able to book a test directly for themselves or member(s) of their household who are experiencing symptoms.

We have added a fact sheet and FAQs that provides information on the following areas:

- Who can get a test
- When and ways to get a test
- How to arrange a test via a self-referral portal
- The Testing Process and Test Results
- Discussing Test results with Manager and Return to Work Arrangements
- Further information and useful links

[Read the fact sheet here.](#)
[Read the FAQs here.](#)

Claiming tax relief for job expenses

The CCG is following current government advice and asking the staff to work from home. In turn, staff may be able to claim tax relief for some of their bills because they have to work at home, at the request of the CCG.

Workers can only claim for things to do with their work, for example, extra cost of electricity and gas for their area of work. Workers cannot claim for things that they use for both private and business use or for work-related expenses that an employer has paid back to an employee.

We have added a new HR factsheet on claiming tax relief for job expenses on the HR COVID web page. The factsheet provides information on the eligibility requirements for tax relief and explains how to claim tax relief from the government.

[Read more here.](#)

Don't forget...We want to hear from YOU!!

In addition to the current support on staff health and wellbeing initiatives and communication mechanisms implemented to support our colleagues during the Covid-19 outbreak, we have developed a short survey to hear staff views, comments and any additional support requirements we can offer during this unprecedented time.

This will help the Executive Management Team determine the areas that are working well, understanding things we can do differently and identify potential additional support that could be implemented to assist our staff working from home. All responses to the survey will be received anonymously and will help the HR team work closely with the Executive Team and staff side representatives to ensure the needs of our staff are being met.

Please take a few moments to [complete and submit this important short questionnaire.](#)

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.

Wishing everyone a safe and healthy week ahead!

North Central London CCG HR and OD Team