

Covid-19 HR update: Transitional arrangements **Thursday 9 April 2020**

We are incredibly grateful for all the hard work, commitment and magnificent efforts our staff have demonstrated on the Covid-19 response. The impact of the Covid-19 outbreak continues to escalate and the response from all staff continues to be exceptional in these difficult circumstances.

As the Covid-19 response continues, staff duties and priorities will be revised to ensure resource is allocated where it is needed most to support the system response. As the need to continue to work flexibly evolves in the coming weeks, Line Managers and Directors will continue to discuss with staff any changes to priorities / activities.

We wanted to highlight a few HR updates for you as we head into the bank holiday weekend.

Reassignment

- As the CCG stands down BAU to create capacity across the CCG, some staff will be asked to realign their priorities and focus to meet the demands of Covid-19 – including CCG Covid-19 workstreams and the Incident Coordination Centre (ICC).
- The EMT and Directors are currently mapping Covid-19 resource requirements to ensure effective focus on key issues.
- Once this has been completed, line managers will discuss in detail with their individual staff members any requirements for changing the current work activities to align with Covid-19 priorities.

7-day working rhythm

- Due to the level of demand required across the system, a number of CCG teams and Covid-19 workstreams are moving to a 7-day working pattern.
- To support staffing requirements across a number of disciplines, some members of staff may be asked to consider working their normal hours (e.g. 37.5) across 7 days instead of 5 days.
- Payment at an increased rate would be applied to Saturday and Sunday as “unsociable hours”, in accordance with the Agenda for Change terms and conditions of employment.
- For example: if you work 7.5hr days from Wed – Sun, you would be paid at your normal rate for Wed – Fri, increased rate for Sat – Sun, and would have 15 hours off the following week.
- Some staff may be asked to consider undertaking shifts outside normal working hours on week days too, covering an 8.00am – 2.00pm or 2.00pm – 8.00pm shift.

Bank holiday working

- We have looked to keep the number of staff working this Bank Holiday to a minimum. However, most of the NHS is working a normal 7-day week and some staff have kindly agreed to work over the Easter weekend.

- If you have been asked by your Director to work over the Bank Holiday, you will receive enhanced pay for these hours, in line with the Agenda for Change terms and conditions (normal time plus 60% and those hours in lieu to be taken off in the future).

Annual leave

- We encourage staff to continue to book annual leave throughout the Covid-19 response.
- This will be our new 'normal' for a while and it is important that everyone has sufficient time off work to remain healthy, both physically and mentally.

Appraisals

- Due to the level of demand and the hard work our staff are already undertaking to meet Covid-19 priorities, NHS England have given guidance that we can suspend appraisals.
- This means that the appraisal process can be conducted later this year.
- The CCG would like to assure our staff that there will be no adverse impact on any pay increments being applied as a result of this decision.
- Please contact the HR team if you would like to discuss your personal circumstances in more detail: islccg.nclworkforce@nhs.net

The [Covid-19 HR information and guidance page](#) on the NCL CCG staff intranet will continue to be updated, so please keep checking back and reading these regular staff updates.

Thank you very much.

North Central London CCG HR and OD Team