

## HR Guidance: Managing Requests for Resource to Support COVID-19 Priorities From Partnering NHS Organisations

Working with our Partnering NHS Organisations to address Covid-19 priorities is a critical component of our work within the CCGs. The following guidance has been prepared to provide the CCG with a framework to respond to requests from Partnering NHS organisations for CCG staff to be redeployed to roles within the external organisation whilst also considering the staffing resource required to ensure that the CCG continues to deliver its obligations and priorities to maintain business continuity during this critical period.

The purpose of putting in place a framework to consider such requests are to:

- Enable the HR function to centrally record all requests for staff resource from Partnering NHS organisations in accordance with local and national audit and reporting requirements.
- Record all CCG decision-making with regard to requests for staff resource from Partnering NHS organisations in accordance with local and national audit and reporting requirements.
- Enable Directors to identify if they have the staff with the requisite skillset to meet the resource requirements requested.
- Support Directors to identify if there will be any capacity gaps as a result of redeploying CCG staff to external organisations.
- Provide a co-ordinated and structured framework and approach to having discussions with staff when there is a request or requirement to temporarily change their duties and responsibilities in accordance with HR governance.
- Ensure that the appropriate employment checks and risk assessments are carried out for staff to be redeployed to roles in line with national advice and guidelines.
- Enable the HR function to record changes and movements of CCG staff that are being redeployed to temporary roles both within the CCG or to support providers/external organisations.

### **Key Principles of staff being redeployed to external organisations:**

- Secondment arrangements will be put in place for the duration of the redeployment.
- Staff will remain employed by NCL CCG for the duration of the redeployment and continue to receive their salary in line with their substantive role with the CCG or the salary for the role they have been seconded to, whichever is higher.
- Staff will continue to receive all benefits and staff support from NCL CCG for the duration of the secondment.
- NCL CCG will ensure that all employment checks required for staff to be redeployed to roles will be undertaken in accordance with national guidance.
- Staff and the CCG line manager should continue to remain in touch for the duration of the secondment.

To enable the HR function to centrally record all requests from Partnering NHS Organisations, Directors will be required to complete the **HR Form: COVID 19 Resource Request Form**.

There may be a requirement to reprioritise CCG activities that are aligned to COVID-19. In turn, staff duties and priorities will be revised on an ongoing basis which may result in a refocus of duties and responsibilities. All staff will need to work flexibly during this difficult time and Line Managers and Directors will continue to have conversations with staff with regard to their priorities. Please note that such reprioritisation of duties and responsibilities will not be categorised as redeployment.

**CSU Staff:** This process applies to CSU staff working in NCL CCG functions. The outcome of the decision of the Covid-19 Response Programme Board will be shared with the relevant CSU Director to take forward in accordance with CSU policies and procedures.

**Managing Requests for Workforce Resource from Partnering NHS Organisations to Support COVID-19 Priorities and Activities**

The following flow chart outlines the approach to managing requests for CCG staff from Partnering NHS Organisations to support COVID-19 priorities and activities.

