



North Central London
Clinical Commissioning Group

An abstract graphic on the left side of the slide, composed of several overlapping triangles in various shades of blue, teal, and lime green, creating a dynamic, geometric shape.

Staff Briefing 4 June 2020

Operational Implementation Group

- The Operational Implementation Group has been established to support NCL's Covid-19 recovery.
- This group, led by Mat Shaw, Chief Exec of Great Ormond Street Hospital, has a wide representation across North Central London including Trust and CCG representatives. Ali Malik is the key support to the group, and Paul Sinden, Sarah Mansuralli, Ruth Flint, Enrico Panizzo and Will Huxter are all involved.
- The Operational Implementation Group is meeting bi-weekly to ensure our recovery efforts are implemented at pace.
- One of the first pieces of work being overseen by the group is the restart of urgent planned care for NCL.

Operational Implementation Group

- The group's key aims are:
 - Oversee strategy and development for Elective Care Recovery Plan.
 - Lead on bringing together plans for service reconfiguration.
 - Lead on demand and capacity modelling to inform plan.
 - Create structure for clinical working groups in forming clinical prioritisation framework.
 - Create structure and co-ordinate specialty operational working groups to translate clinical priorities into waiting lists and estimate total demand.
 - Create structure for assembling operational capacity information from providers.

Adult urgent planned care restart

- A comprehensive review has been undertaken across NCL to determine the best way to restart services across NCL.
- We are committed to providing safe care for all of our patients and we have reorganised how some of our care is delivered to make sure we can continue to deliver urgent planned treatment safely during the pandemic.
- We are managing the risk of infection to make sure that patients coming into hospital for urgent planned care, and staff working in hospitals, will be as safe as possible.
- Due to the ongoing response to Covid-19, we are not in a position to reintroduce all planned care, and will be prioritising services based on the greatest need and most urgent requirements.
- We have taken great care in determining which services could recommence and we've involved clinicians from across North Central London in speciality groups to prioritise the patients currently on their waiting list to determine those of highest priority.

Adult urgent planned care restart

- The next 4 weeks will be focused on patients with urgent needs and will concurrently be planning the next phase of services that can restart.
- We have presented our approach to clinical prioritisation to the London and NCL Clinical Advisory Groups, and it has been strongly supported.

Governing Body and Clinical Leads



North Central London
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- We have now recruited to the vacant Secondary Care Consultant post on the Governing Body. Dr Subir Mukherjee will start with us on 1 July 2020.
- We will be going out to advert for the vacancies within our Clinical Leadership model next week.
- These will be advertised on NHS jobs and open to all GPs working in North Central London that meet the criteria set out in the role profile.
- We will post a link on GP websites and intranets next week when the jobs go live and will also include a link on the News section of the staff intranet.
- There are vacant posts at both NCL and borough-level that we hope to recruit to in the coming weeks.

Important changes to NCL CCG email addresses

- On 1 April 2020, Barnet, Camden, Enfield, Haringey and Islington CCGs came together to form North Central London CCG. As part of the plans for becoming a single organisation, we are making some changes to email addresses to align with the new organisation's name and brand.
- This has been delayed due to the Covid-19 response and the increased remote working of our workforce creating additional demands on the IT support team.
- We are however now in a position to undertake these **three** changes, and they will result from an email migration tonight.
- Please be advised that any emails sent during the migration may not be delivered. It is therefore advised that you **do not** use emails between 5.00pm on Thursday 4 June and 5.00am on Friday 5 June.
- Full details of what the migration involves have been circulated in an email this morning and added as a [news item to the NCL CCG staff intranet](#).

Important changes to NCL CCG email addresses

Change 1: Email containers

- An email 'container' is the identifier that appears after your name when sending an email. For example, SMITH, John (NHS Barnet CCG).
- All staff will have the container migrated to the new organisation this evening. So John's email address in the example will now be: SMITH, John (NHS NORTH CENTRAL LONDON CCG).

Change 2: Borough shared inboxes

- Shared mailboxes across NCL CCG are created with an email 'prefix', for example, camccg.enquiries@nhs.net.
- A review of all relevant prefixes has been undertaken and all shared mailboxes will be migrated to 'nclccg' prefixes.
- All emails to the old addresses will automatically be re-routed to this new email address in each instance.

Important changes to NCL CCG email addresses

Change 3: Distribution Lists

- Distribution lists will be managed manually and should be completed within two weeks.
- The distribution lists will continue to function and be available during this time.

Actions:

- If your email container doesn't migrate; please contact the NEL Service Desk, quoting the reference F1472328.
- If your Distribution list does not migrate by 19 June 2020 please contact the NEL Service Desk, quoting the reference F1472328.
- Please update any mentions of old email addresses in email signatures and other documents that you circulate.

If you have any questions or concerns regarding your mailbox or the migration, please contact the NEL Service Desk on 020 3816 3630 or 0845 2410528 quoting the reference F1472328.

Working arrangements

- We have previously said that we will allow guidance from the Government and NHS England guide any changes to the working arrangements we currently have in place.
- The guidance from the Government remains, if you can work from home, you should.
- As such, we are asking staff to continue to work from home.
- Health and safety of our staff remains a top priority – we don't want to take unnecessary risk.
- EMT keeping this under close review and will keep all staff updated as decisions are made around this.

Demographic Health Risk Assessment: Update from HR

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.

Purpose of demographic health risk assessments

- There is emerging evidence that is currently being reviewed by Public Health England (PHE) that appears to show that Black, Asian and Minority Ethnic (BAME) communities, as well as those individuals with other protected backgrounds such as age, gender, specified underlying health conditions and pregnancy are disproportionately affected by Covid-19.
- We are very concerned about this and the health and wellbeing of our staff. It is critical that we understand which staff may fall within the groups that have been identified as being more at risk of Covid-19 so we can take a concerted action to safeguard these staff and put in place any adjustments and support for these staff both now and in the future.

Demographic Health Risk Assessment: Update from HR

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 for any other purpose** other than to identify staff who are potentially more at risk of Covid19 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.

Demographic Health Risk Assessment: Update from HR

Confidentiality – Guidance for Managers

- Managers are required to meet virtually with each of their direct reports individually to discuss and complete the risk assessments in accordance with the *Guide to completing demographic health risk assessments*.
- Managers should collate the information for their direct reports only, keep the information confidential, secured with a password at a location accessible by the manager only.
- The information from the risk assessments should be accessible by the line manager and HR only. Managers are required to delete the information from their folders once the information has been sent to HR.
- If any members of staff have any concerns about disclosing any of the information to their line managers, please contact your HR Business Partner in the first instance to discuss these concerns.

Demographic Health Risk Assessment: Update from HR

Confidentiality – Guidance for Managers

- All completed risk assessments should be shared with and submitted to the HR Team **only** at the following email address, which is accessible by the HR team only:
nclccg.hrcovid19@nhs.net.
- The HR team will store the information from the risk assessments in a location that is only accessible by the HR team and in accordance with the Governance requirements.
- [Guide to completing the demographic health staff risk assessment](#)

Demographic Health Risk Assessment: Update from HR

Health Conditions

- Some staff have indicated that they have an underlying health condition or chronic health conditions that is not listed in appendix 1 of the Demographic Health Risk Assessment Framework but feel their health condition should be considered as part of the risk assessment process.
- If staff consider that they have a health condition that is not listed in appendix 1 of the framework but meets the following criteria, they should provide this information to their manager to capture on the pro-forma (under the 'details of risk identified' section) as part of the risk assessment discussion so that occupational health advice can be sought, as required:
 - The condition is ongoing for 12 months, and/or
 - The condition is likely to be on going for more than 12 months, and/or
 - The condition has as a substantial and adverse effect on your ability to carry out normal day-to-day activities.

Demographic Health Risk Assessment: Update from HR

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 by 5pm on Monday 22 June 2020.

Demographic Health Risk Assessment: Update from HR

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.

A couple of things from Comms. . .

Powerpoint

- A few colleagues have mentioned the footer in the PowerPoint presentation can't be edited or deleted.
- If you would like to edit or remove this from your presentation, you must go into the Master slide within the deck to do so.
- It is very straightforward and we have [added the short instructions to the staff intranet to help you.](#)
- A note from Comms: we should no longer be seeing **ANY** borough CCG slide decks being circulated. Borough CCGs no longer exist and this can be very confusing for our stakeholders and our efforts to build the new brand.

A couple of things from Comms. . .

Signature

- We have spotted some people still identifying borough CCGs in their signature.
- If you receive an email from someone who hasn't updated theirs, please do mention it – nicely of course!
- If you are unsure of how to correctly lay out your signature, please use the template available on the staff intranet here:
<https://intranet.northcentrallondonccg.nhs.uk/toolkits/ncl-ccg-style-guide.htm>

If you have any questions about applying the brand, please email nclccg.communications@nhs.net in the first instance.