

Staff briefing notes 5 March 2020

Coronavirus update

Supporting the response to the coronavirus is now a key priority for the North Central London CCGs. A team of CCG lead commissioning Directors is now in place to support the response – including ensuring regular liaison with Providers, Local Authorities, Public Health etc.

Key CCG tasks

- Being the point of contact and coordination for NCL between NHS England (cascade of information, directions and assurance requests) and system providers (most notably Acute and Community Providers).
- The volume of community tests required across London is expected to rapidly and significantly increase over the next week. An urgent requirement of the 'system' is to significantly increase capacity for community testing (swabbing) including home visits and drive-through facilities.
- The NCL Primary Care Team, supported by Communications colleagues, will be strengthening the support we can provide to General Practices.

Impact and actions for CCG staff

Contingency planning for us as CCGs is also an important action:

- Teams are being asked to consider work areas that would be considered as critical to be delivered between now and the end of May. These critical areas will be reported into the NCL Executive Management Team next week.
- HR colleagues are producing HR advice / guidance for staff as an immediate priority – including, for example, in the event of colleagues not being able to come to work. Please familiarise yourself with this when it is circulated
- An NCL CCGs Action Plan has been put together – including to:
 - check staff members ability to work from home, if required
 - ensure everyone's 'out-of-hours' contact numbers are up-to-date (please make sure your line manager has the ability to contact you in an emergency situation).
- Please individually consider any necessary steps to ensure you could deliver your key responsibilities working from another location/ at home e.g. taking laptop home at night, access to shared folders, passwords and teleconference details etc.
- It is of course really important to ensure we all continue to regularly and thoroughly wash hands.
- For the latest information and advice on protecting yourself from coronavirus, have a look at the NHS and Public Health England websites.

Note: these links are for the online version of the briefing notes

- [What you need to know](#)
- [Protecting yourself](#)
- [Action plan](#)
- [Information for the public](#)

New additions to the NCL CCG Governing Body have been confirmed

- The Clinical Vice Chair has been selected – Dr Charlotte Benjamin, currently Chair of Barnet CCG, will take up this position.
- Claire Johnston has been appointed as the Registered Nurse representative. Claire is currently the nurse representative on Barnet CCG's Governing Body.
- Three Lay Members have been recruited, each with a different portfolio:
 - Financial Management, Audit & Governance – Karen Trew
 - Patient and Public Engagement & Involvement – Ian Bretman
 - General Portfolio (including Equality, Diversity & Inclusion, and the annual QIPP programme) – Arnold Palmer
- Karen is currently a lay member with Enfield CCG and Ian is a current lay member with Barnet CCG.
- Arnold has extensive local experience of health services as a former Director of Finance at Camden & Islington NHS Foundation Trust.
- A lay member is required to be the Deputy Chair, and this role will be undertaken by Karen Trew.
- There remains one vacancy – with recruitment to the Secondary Care Clinician post currently out to advert.

Clinical leadership – recruitment to the new model has commenced

- Following confirmation of the new clinical leadership model for NCL CCG, current clinical leads and governing body members have been asked to express interest in clinical lead roles.
- Interviews will take place in the coming weeks and clinical lead roles that remain vacant will be advertised more widely in due course.

Day 1 activity full steam ahead

- Many of you will have been asked to contribute your thoughts and expertise to certain areas that are essential for Day 1 of the new organisation.
- Thank you to everyone who has contributed and continues to do so.
- With less than 4 weeks to go, we understand that there is a lot of activity being undertaken in addition to business as usual.
- We continue to recognise as an EMT the outstanding contribution of each and every one of you in helping us to achieve our ambitious plans.
- Please do speak to your line manager if you're having any issues with workloads so that appropriate support can be put in place.

North Central London CCG brand identity

- Our branding will be updated from 1 April 2020 to reflect our new North Central London (NCL) CCG organisational identity.
- This will include a new NHS NCL CCG logo and a refreshed look for our internal and external digital and print communication channels.
- Guidance for staff and a range of NCL CCG branded templates – including letterhead, PowerPoint slides and committee coversheets – will be shared shortly to assist you in correctly applying the brand in your day-to-day work.

- These materials have been shaped by feedback from staff across the five CCGs and sit within the overarching national NHS brand, which evokes exceptionally high levels of trust and recognition amongst patients.
- Staff should not create their own branded templates or sub brands (including logos). If you need to produce any NCL CCG branded materials before the new tools and templates are launched or if you have any questions, please get in touch with your Communications and Engagement team.

There is still time to feedback on the TUPE consultation

- As mentioned previously, the closing date has been extended to Monday 16 March.
- You can provide feedback to your line manager, director or straight to the HR team.
- All information related to this is available on the Intranet.

Launch of Wave 2 consultation

- The formal consultation period commenced last Tuesday, 25 February. The consultation will end on Thursday 26 March.
- The wave 2 consultation documentation is available to access via the intranet with the exception of Appendix B which has been provided to those in-scope of Wave 2 only.
- For those staff in-scope, please take the time to review all of the documentation and speak to your Director if you would like to have an informal or formal consultation meeting.
- All of the information on the mechanisms for providing feedback is available on the intranet.
- If you are having any difficulty in providing feedback, please come to me and we can make necessary arrangements.
- One of the questions that has arisen with regard to filling posts in the new structure, is whether stage 2 (limited ring-fence pool) will take place before stage 3 (wider ring-fence pool) and the answer is yes.
- When emailing HR colleagues directly, please also make sure you copy in the HR transition email address – islccg.nclhrtransition@nhs.net
- The designated HR representatives if you would like to contact them with any questions or for further information are <feel free to delete the other boroughs from your update>

| CCG | HR Contact |
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| Barnet & Enfield | Lola Adeponle Senior HR Consultant Email: Lola.Adeponle@nhs.net Phone: 020 3688 2490 |
| Camden | Raksha Merai Deputy Head of HR Email: R.Merai@nhs.net Phone: 0738 885 2552 |

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| Haringey | Donna M Green HR Business Partner Email: donnagreen@nhs.net Phone: 0203 688 1725 |
| Islington | Sharon Wynter-Smith HR Business Partner Email: sharon.wynter-smith@nhs.net Phone: 0203 816 3152 |
| Corporate Services & STP | Kamaljit Kaur HR Business Partner – Transition Email: Kamaljit.Kaur29@nhs.net |

Supporting you throughout this period of change

- I have mentioned it in most of these briefings over the past few months, but do want to encourage you to take advantage of the support available to you during this time.
- Some building resilience workshops have been cancelled in the last few weeks due to sick leave. Additional dates have now been scheduled for those workshops that were cancelled. Please see the intranet for further information.
- Please do speak to your line manager, director or myself for any additional support you might require.
- And make sure you look at the Supporting staff through transition intranet page to see if any of that support could be beneficial for helping you to maintain a positive work-life balance during this time of increased demand.