

COVID-19 HR Factsheet: Redeployment of CCG Staff to partnering NHS organisations (Updated January 2021)

1. Introduction

COVID-19 continues to present the NHS with unprecedented challenges on a daily basis. As NHS services come under increasing pressure, exacerbated by staff shortages and rising numbers of the population requiring medical assistance, it will be important to adapt, work flexibly and provide resource and support across the system. Working with our Partnering NHS Organisations to address Covid-19 priorities is a critical component of our work within the CCGs.

The document titled 'HR Guidance on Managing Requests for Resource to Support COVID-19 Priorities from Partnering NHS Organisations' outlines the framework that the CCG will utilise to consider and respond to requests from partnering NHS organisations.

This factsheet has been prepared to provide information to staff that have agreed to be redeployed to roles with partnering NHS organisations approval by the CCG to release staff to support partnering NHS organisations.

2. Key Principles of CCG Staff Redeployment to partnering NHS organisations

- ✚ The approach to redeployment outlined in this factsheet will ensure that the redeployment of CCG staff to partnering NHS organisations is managed in accordance with good HR Governance and NHSE/I requirements. Therefore, any arrangements and agreements put in place by NCL CCG is subject to change in line with any national updates and mandated activity.
- ✚ A memorandum of understanding (MOU) is in place between NHS organisations across London to support the deployment of staff. Under this MoU members of staff who are substantively employed by one NHS body (the "Employing NHS Body") can be placed to work for another NHS body (the "Receiving NHS Body").
- ✚ It is critical that business continuity of the CCG is maintained and therefore the CCG reserves the right to ask a member of staff to return to the CCG from their temporary redeployment role if there is a requirement for the member of staff to work on CCG priorities.
- ✚ The CCG will discuss redeployment requests with staff and revisit the Demographics Risk Assessment information previously submitted to ask if the staff would like to update any of the information that was previously provided as part of the Covid-19 Demographic Risk Assessment. This is to ensure that the appropriate up to date information is taken into consideration to support the member of staff being redeployed.
- ✚ If the outcome of the demographic risk assessment places the member of the staff in the 'major' or 'moderate' category, occupational health advice will be sought with their consent, prior to commencing temporary redeployment, and HR will support line managers to initiate the referral. Volunteer placements for staff in these categories will only be agreed subject to confirmation from occupational

health/confirmation that any reasonable adjustments can be accommodated in the volunteer placement role.

- ✚ Once all internal checks have been completed including the outcome of Occupational Health referral where required, the CCG will put in place redeployment arrangements following agreement by the member of staff to be redeployed.
- ✚ During the period of temporary redeployment, the CCG member of staff will remain an employee of NCL CCG.

3. Health and Wellbeing of Staff

Preserving and protecting the health, safety and wellbeing of staff and keeping us all well is critical for the NHS as we respond to the COVID-19 outbreak. It is important that we take time to look out for ourselves and for our colleagues. Taking regular breaks, eating healthy food and taking exercise are important. Unwinding when at home, getting plenty of sleep and ensuring time for leave will help keep staff healthy and safe when at work.

NCL CCG has a duty of care to staff and so if a redeployment opportunity is identified, we will work with staff to enable them to contribute in the best way they can. We recognise that staff may have underlying health conditions that need to be taken into account when discussing possible redeployment arrangements. With this in mind, NCL will ask all staff to work in one of the following ways:

1. Temporary redeployment subject to a re-review of Demographics Risk Assessment and occupational health advice, where required.
2. Work in an unrestricted (clinical) role –This can include working with known and suspected COVID-19 patients in line with national guidance and precautions
3. Work in a clinical role –working in a clinical role but not with known and suspected COVID-19 patients in line with national guidance and precautions
4. Work in a non-clinical role, including commuting and working on site where social distancing at work is required – in line with national guidance and precautions. No direct patient contact.
5. Working only at home or equivalent.

4. Pre-employment/HR Checks

Following agreement that a CCG member of staff will be temporarily redeployed, the CCG will provide the member of staffs' contact information to the receiving NHS organisation. The receiving partnering NHS organisation will be responsible for undertaking all necessary on-boarding checks. For example, if a member of staff is to be redeployed from NCL CCG to Royal Free Hospital, and where on boarding checks are required, for example DBS, occupational health checks etc, it will be the responsibility of the Royal Free Hospital (as the receiving organisation) to determine and undertake the necessary on boarding checks.

5. Temporary Placement Agreement

It has been agreed that a Temporary Placement Agreement will be put in place for staff that are redeployed from one NHS organisation to another to help the partnering NHS organisation support the delivery of COVID-19 activities

The arrangements outlined in the placement agreement are governed by a Memorandum of Understanding (MoU) between participating partnering NHS organisations.

The Temporary Placement Agreement covers the following key terms that will apply for the duration of the temporary redeployment:

- Purpose of Placement
- Indemnity Arrangements
- Professionalism and Conduct
- Confidentiality
- Employment and Professional Registration Checks
- Health and Safety
- Details of the Placement and Receiving NHS organisation supervisor/manager
- Mental, health and wellbeing support, including access to occupational health
- Site facilities of the receiving organisation
- Any other key information with regard to the placement

6. Management Arrangements during Redeployment Period

CCG staff that are redeployed to a partnering organisation will be required to report to the designated supervisor/manager of the partnering NHS organisation on a day-day basis. Details of the placement supervisor/manager will be detailed in the placement agreement. The member of staff and the CCG line manager should continue to remain in touch for the duration of the redeployment and agreement should be made on the regularity and method of keeping in touch.

7. Training and Induction Arrangements

The receiving NHS organisation will put in place induction and provide the necessary training for staff to carry out their roles. Training will be provided to support staff to prepare for the new and different working environment. We will ensure that staff feel confident and competent to undertake the role that they will be asked to do. Full training will be provided and additional support given where needed and requested.

8. Remuneration during Redeployment Period

CCG staff will continue to receive their salary from the CCG in line with their substantive role with the CCG or the salary for the role they have been temporarily redeployed to, whichever is higher. Staff will also continue to receive all benefits and staff support from NCL CCG for the duration of the placement

Any overtime payments for hours worked that are beyond the contracted hours with the CCG will be paid in accordance with the NHS terms and conditions and pan London arrangements. Arrangements will be put in place for the receiving NHS organisation to inform NCL CCG of any hours that are worked above contracted hours so that staff can be paid for these hours.

9. Testing for staff that are redeployed

The testing of COVID-19 for NHS staff is being rolled out through the UK regionally. As part of the NHS, Trusts/receiving organisations, including the Nightingale Hospital will ensure it complies with the National policy and it is anticipated that staff will be tested in accordance with NHS guidelines.

10. Hotel Accommodation

Free hotel accommodation may be provided for staff for the duration of the deployment to a role that requires working on an NHS site. Requirements for hotel/staff accommodation should be discussed with the CCG line manager at the time the redeployment opportunity is discussed and agreed so that the partnering NHS organisation can be informed to put in place arrangements to provide accommodation, if this option is available.

11. Travel Expenses

Any excess travel expenses as a result of being temporarily redeployed to a different work base should be claimed via the Workforce System in accordance with the CCG's Expenses Policy.

12. Mandatory requirement to record working arrangements and absence on the Workforce System

During any period of temporary redeployment, staff should follow the absence reporting requirements in line with the requirements of the organisation they have been redeployed to.

Staff should also continue to accurately record their working arrangements and all COVID related absence on the [NCL CCG Workforce System](#). The reporting categories on the workforce system are:

1. Absent due to COVID-19- displaying symptoms or ill
2. Carers responsibility for family member due to COVID-19
3. Carers responsibility for children and working from home
4. Self-Isolation due to displaying COVID-19 symptoms
5. Self- Isolation due to coming in contact or living with someone with COVID-19 or someone displaying symptoms of COVID-19
6. Working from home due to government guidance or restrictions

The workforce system enables staff to choose the start and end of the reported absence/working arrangement and **must be up to date at all times**.

Annual leave requests should be discussed and agreed with the manager of the receiving NHS organisation. On agreement, staff should record their annual leave on the Workforce System.

It is extremely important during this period that we have access to up to date and accurate information on our staff. This will support both CCG workforce planning and the reporting requirements from NHS England and Improvement at a local, regional and national level.

If any staff have any issues logging onto the workforce system or recording their working arrangements/absence, please do contact the HR team - islccg.nclworkforce@nhs.net

All staff are encouraged to keep in touch with their line manager and update them should their personal circumstances change based on the above categories. To alleviate the pressure on GP surgeries, staff will not be required to provide a sick form. Normal reporting procedure and self-certification will apply for the period of the pandemic for all sickness absences.

13. Support for Staff

The following support that is in place for staff will continue to be accessible by staff that are redeployed to a partnering NHS organisation:

- CCG Line manager

- Mental, Health and Wellbeing support, guides and access to support from external organisations that have been arranged nationally and locally - further information is available on the [intranet](#).
- Occupational Health and [Employee Assistance Programme](#)
- Staff can submit HR queries and arrange to speak to a member of the HR team for further information by emailing the dedicated HR COVID-19 email address that has been set up for staff across the NCL CCGs: nclccg.hrcovid19@nhs.net.

14. Realignment of activities and priorities of CCG staff

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.