



North Central London  
Clinical Commissioning Group

# Staff Briefing Wednesday 21 October 2020

# To be discussed today. . .

- NCL CCG restructure programme
- Equality, diversity and inclusion update
- HR updates
- Winter wellbeing programme
- Covid-19 updates



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# NCL CCG restructure programme

# NCL CCG restructure programme



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- Following the staff briefing on Thursday 8 October, many questions have been raised by staff.
- The questions and answers have been themed into the following areas:
  - Consultation Period Dates
  - Approach to consultation meetings
  - Management of Fixed Term Contracts
  - Provision of Voluntary Redundancy
  - Annual Leave Carry-Over Arrangements to 2021/22.
- The majority of the HR-related questions that staff have submitted with regard to the restructure programme have been responded to via staff briefings and/or the FAQ document that has been published on the staff intranet.
- We will endeavour to continue to respond to as many questions as we can during the formal fortnightly staff briefings. In the meantime, if you have any immediate questions or concerns, please do speak to your Director in the first instance.

# FAQs: Key themes

## **Consultation Period Dates**

The 45-day consultation period will take place from early January 2021. Staff will be provided with a firm consultation commencement date as early as possible.

## **Consultation meetings arrangements should staff continue to work from home**

Should staff continue to be required to work from home during the consultation period, consultation meetings will be held virtually with staff via Microsoft Teams. It is recognised that staff have different needs and therefore staff are encouraged to discuss any specific needs and requirements with their line manager to ensure they have the support required and an opportunity to partake during the consultation period.

## **Fixed-term contracts**

The CCG is committed to ensuring that all staff, including those staff on fixed-term contracts are treated fairly and equitably. The HR team are working closely with Directors and Executive Directors to ensure that a review of posts being filled on a fixed-term/temporary basis are being undertaken as early as possible. In order to ensure fairness and equity and that fixed-term contracts are employed based on business need, any required extensions will be managed on a case-by-case basis.

## **Provision of Voluntary Redundancy**

The CCG is committed to maximising opportunity of employment and minimising potential redundancies wherever possible. The availability of voluntary redundancy would be dependent on the level of change required. Once EMT have completed the review of their structures and the CCG has a clear understanding of the proposed level of change required, the CCG will inform all staff should this option become available.

# FAQs: Key themes



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## **Support for staff**

We recognise that this is an uncertain period for staff and that this can be challenging given that everyone is working very hard on winter plans and second wave COVID-19 preparations. To support staff during this difficult time the CCG has put in place a range of support for staff as detailed on the Supporting staff through transition page on the staff intranet.

<https://intranet.northcentrallondonccg.nhs.uk/working/supporting-staff-through-transition.htm>

It is also recognised that staff have different needs during periods of change and therefore staff are encouraged to discuss any specific needs and suggestions of further support that the CCG may be able to offer with their line managers and Directors. This will ensure that we have a blended approach to support our staff during this time.

## **Annual Leave Carry Over Arrangements from 2020/2021 to 2021/2022**

- Due to the COVID-19 pandemic earlier this year, and our demands and pressures associated with meeting the required responses of COVID-19, following feedback from staff, the CCG amended the annual leave carry-over provisions and staff were able to carry over a maximum of 10 days annual leave from 2019/20 to 2020/21.
- The carry over leave arrangements of 10 days will remain in place for the period 2020/21 to 2021/22.
- It is recognised that there may be some exceptional circumstances where staff have agreed with their Director to carry-over more than 10 days annual leave from 2020/21 to 2021/22 as a result of COVID-19 work priorities.
- Approval to carry-over more than 10 days annual leave must be obtained from the relevant Director, Executive Director and the HR Function.

# Exit payments

- We have been formally notified that the implementation of a long-awaited £95,000 cap on public sector exit payments received final approval from parliament with the regulations being signed off on the 14 October 2020.
- This will come into statutory effect from 4 November 2020.
- NHS Employers are awaiting the formal guidance from the HM Treasury. Once this guidance has been provided, NHS Employers will provide guidance and further information to all NHS organisations on the implementation of the cap.
- Further details will be provided to staff after this guidance is received from NHS Employers.



# Equality, diversity and inclusion update

# London Workforce Race Equality Strategy and our WRES Action plan

- Whilst the NHS workforce is more diverse in London than in any other part of the country, there remains critical disparities between workforce groups based on their ethnic and racial background. In turn, Sir David Sloman commissioned the development of a London Workforce Race Strategy which was launched on 9 October 2020.
- The Strategy clearly outlines the challenges and complexities involved in addressing race inequality in London and provides 15 recommendations that have been endorsed by the London People Board and leaders across the region.
- Over the next couple of weeks, we will be reviewing the recommendations to determine how we can build and align these with our workforce equalities work that is currently being undertaken across the CCG with the support of the Diversity & Inclusion Steering Group and the BAME Staff Network. Staff will be kept up to date on the CCG and system-wide plans to meet the requirements of the London Workforce Race Strategy.
- In the meantime, you can watch the launch event [here](#).
- The London Workforce Race Strategy has been published on [the staff intranet](#).

# BAME staff network update

- The BAME staff network will hold its first meeting in early November and details will be confirmed shortly via the staff newsletter and staff intranet.
- If you are interested in joining the Network, please email [nclccg.inclusion@nhs.net](mailto:nclccg.inclusion@nhs.net) or Stacey Kennedy at [stacey.kennedy1@nhs.net](mailto:stacey.kennedy1@nhs.net).
- The Network has been sharing information throughout October to raise awareness about the **Black History Month**.
- There are a couple of other events that you can also get involved in this month:
- **Black History Month Virtual Potluck: Friday 23 October, 12.30 – 1.30pm.** Join us as we come together to share our Black cuisine, its origins and recipes. Send in your pictures for us to share via the newsletter and intranet.
- **Black History Month Quiz Bowl: Thursday 29 October, 4.00 – 5.00pm.** Everyone is encouraged to take part in a pop quiz to test your general knowledge on Black history, culture, food, lifestyle, etc.

# BAME staff network update

- The Network is also running publicity to invite colleagues to join local BAME Safe Space Conversations. These are for staff from BAME backgrounds that can share their lived experiences.
- These sessions are facilitated by the vice-chairs of the BAME staff network
- Currently there are two BAME Safe Space Conversations taking place:
  - Camden (next conversation 22 October)
  - Haringey and Islington (next conversation 23 October).
- Staff from other directorates can join these conversations.
- Staff who would like to join should contact Helen ([helena.ndlovu@nhs.net](mailto:helena.ndlovu@nhs.net)) for Camden or Angela ([aoshea@nhs.net](mailto:aoshea@nhs.net)) for Haringey and Islington.
- A Report on the **Camden BAME Safe Space Conversation** outcomes has been shared and discussed with Camden DMT and an action planning meeting has taken place with senior managers.

# Disability staff network update

- The network is looking for people who are interested in improving disabled staff experiences, and to help the CCG improve recruitment processes and the ways it commissions services for people who have a disability. The CCG wants to use the experiences of disabled staff in the organisation to drive change.
- We will be finding ways of engaging with staff to find out about their experiences.
- Information on safe spaces and how to feed back experiences will be coming out over the next month.
- We will be running events to raise awareness of different disabilities and would be really keen to get ideas.
- The network is open to all CCG staff who identify as disabled who would like to be part of this conversation, or anyone who has an interest in disability.
- To join the network (and be involved in future meetings) please email Victoria Wicks at [victoria.wicks2@nhs.net](mailto:victoria.wicks2@nhs.net) or Emdad Haque [emdad.haque@nhs.net](mailto:emdad.haque@nhs.net)

# LGBT+ staff network update

- NCL CCG's LGBT+ staff network is launching with a meeting on **Wednesday 4 November, 3.30 – 5.00pm**. This meeting will be a chance to have an open discussion about LGBT+ experience in the CCG, and set priorities for the network.
- This network exists to support LGBT+ staff working in the CCG.
- It provides a platform to raise awareness and tackle LGBT+ issues across NCL CCG, thinking about the organisation's role as both an employer and a commissioner of healthcare services.
- We will champion an equal opportunities approach to commissioning of services within the CCG and the wider integrated care system (ICS) to tackle the known health inequalities which the LGBT+ population experiences.
- The network is open to all CCG staff who identify as LGBT+ who would like to be part of this conversation.
- For more information and to keep up to date with the network, please contact the Network at [nclccg.lgbt@nhs.net](mailto:nclccg.lgbt@nhs.net) or Emdad Haque at [emdad.haque@nhs.net](mailto:emdad.haque@nhs.net).



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# HR updates

## HR drop-in sessions

- There are still slots available at the HR drop-in sessions on Friday 23 October (10 – 11am) and Thursday 29 October (4 – 5pm).
- The drop-in sessions provide staff an opportunity to meet with a member of the HR team on a 1:1 basis to discuss HR-related matters on the following areas:
  - seek further information and advice on HR policies and procedures
  - seek information on the health and wellbeing support that is available.
- You can book in for these sessions via this Doodle [link](#).

## Pension drop-in sessions

- Sessions with the NEL pensions team will be held on 3 and 17 November 2020.
- If you would like to book an appointment please contact [sara.weller@nhs.net](mailto:sara.weller@nhs.net) or [Stacey.tiley@nhs.net](mailto:Stacey.tiley@nhs.net) (you will receive an MS teams meeting invite to confirm).
- Please include brief details of what you would like to discuss when booking.

## Appraisals

- In August all staff were sent an update on the appraisals process for 2020/21 in light of the interruptions resulting from our collective Covid-19 response.
- Key dates for this year's approach to appraisals is as follows:
  - **August – October 2020:** informal review discussions – short-medium term objectives/priorities
  - **November 2020 – March 2021:** ongoing review and conversations
  - **April – May 2021:** appraisal meeting – end-of-year review/setting objectives for the year ahead.
- Full details about appraisals for this year can be found [here](#).

## National Staff Survey

- It's now live!
- Staff should have now received their individual links to complete the 2020 National Staff Survey.
- We encourage all staff to take time to complete this year's survey. The insights from staff will help us to work together to create the best organisation we can, where people are valued and we can learn together to address the impact of the Covid-19 pandemic and continue to deliver the best for our residents.
- The survey closes on 27 November 2020.

## Wellbeing Support

- Available via the [Employee Assistance Programme](#).
- The health and wellbeing support that has been rolled out nationally from NHSE/I continues to be available to staff during this time and [can be found here](#).
- This includes:
  - Fitness studio exercises at home
  - Health and wellbeing apps
  - Looking after your mental health (factsheet)
  - Looking after your health and wellbeing (factsheet)
  - Staff wellbeing guide
  - Managers guide to supporting staff.
- A Mindfulness Programme is going to be rolled out later this month. Further details will be publicised to staff in the coming weeks.



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# Winter wellbeing programme

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- As most of us are still required to work from home, we recognise that there will be increasing challenges that many of us will face over the upcoming winter months.
- To combat this and to help look after the wellbeing of all, we are launching a Winter Wellbeing Programme for staff.
- There will be five initial components of the Winter Wellness Programme, with all events being held virtually via Microsoft Teams.
- **Weekly Mindfulness sessions:** Starting on Friday 23 October, these sessions will focus on improving mental health.
  - Friday 23 October at 10:00am - 10:30am: [Join Microsoft Teams Meeting](#)
- **Yoga sessions:** Get involved in yoga from the comfort of your own home by signing up to some virtual yoga sessions. Dates to be confirmed.

# Winter wellbeing programme

- **Keep Active' week:** Over the course of seven days, we will be challenging staff across the CCG to undertake any form of exercise they wish to find out which directorate is most active. The directorate that comes out on top will be crowned as the champion directorate!
- **A knock-out 'FA Cup style' team quiz competition – let's get quizzical:** We are looking for teams of four to submit their entry to this, along with their team name and a 'team captain' who will be their spokesperson. Be sure to start studying on a range of topics now as team submissions are due **by Friday 30 October**, please send these details to Ami Anttila ([amina.anttila@nhs.net](mailto:amina.anttila@nhs.net)). The draw for the first round matches will take place in the first week of November.
- **Building Resilience events:** These workshops will be held across the CCG in the coming months. The dates will be confirmed soon.

# Winter wellbeing programme

- Alongside these events, we will also be working with our new 'Engaging our People Forum' to help develop other parts of the programme.
- We will keep staff updated on the Winter Wellbeing programme and the events that we will be taking place via staff briefings, the staff intranet and the weekly newsletter.



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# Covid-19 updates

# Tier system

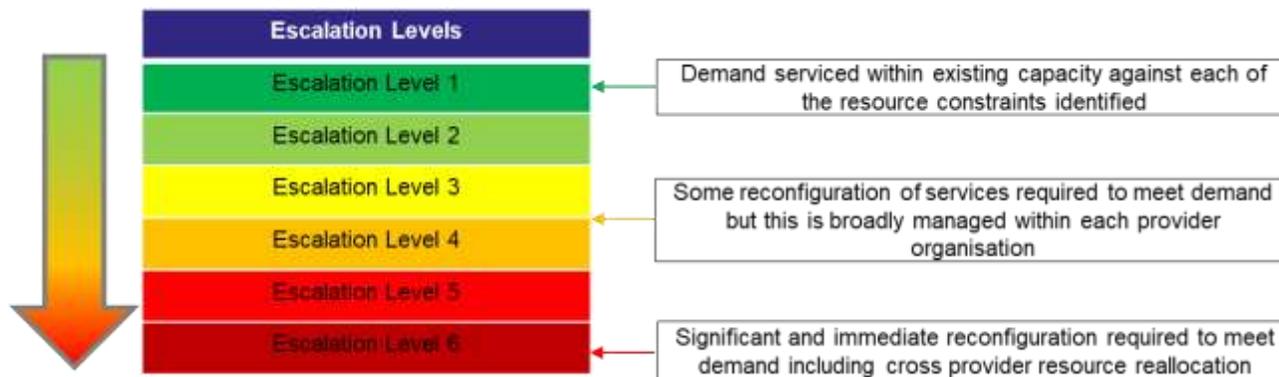
- Last week the Government introduced a three tier system that will be implemented for each area based on Covid-19 risk levels.
- Local Covid-19 alert levels set out information for local authorities, residents and workers about what to do and how to manage the outbreak in their area.
- On Saturday, London was placed in the 'High' level which means more restrictions for residents of north central London including around being able to meet people from other households.
- Social distancing, hand washing and face masks remain the best protection for individuals in containing the spread of coronavirus. These apply in all areas.
- If you would like more information about the local Covid-19 alert levels, please visit: <https://www.gov.uk/coronavirus>.

# Surge approach and framework

- NCL have developed a surge escalation framework to support the system to respond to a second wave.
- The system followed a six step process to develop a robust escalation framework.



- Six escalation levels have been identified within the escalation framework.



NCL Silver Groups		
NCL Operational Implementation Group	NCL Paediatric Operational Group	ITU - SURGE
Local Care	Primary Care	Mental Health CEO Group
	UEC	

- Silver groups will continue to monitor and escalate as appropriate.