

## **Redeployment FAQs**

### **What will we do to ensure services carry on, even if staff are unwell or have to self isolate?**

We have contingency plans and structures in place for situations such as these. Services can be cut back to critical services only and staff can be redeployed or retasked to ensure that essential services continue to be delivered.

### **Can I refuse to carry out duties?**

You are required to carry out reasonable duties. If you have a genuine reason which prevents you being able to carry out requested duties, you must discuss this with your line manager. Failure to carry out reasonable duties or redeployment could result in your pay being affected.

### **What training will I receive?**

Training will be provided depending on the task and complexity of what you are being asked to do.

### **What discussions have we had with unions?**

The Chief Executive has met with all trade unions to discuss our contingency planning. The unions were very supportive of our approach. We will continue to engage with the unions as required.

### **What is the position if staff have annual leave booked and we need them to work?**

This is an operational decision for discussion with line management. In exceptional circumstances, leave can be cancelled. We know that in these unprecedented times, our staff have been showing an unparalleled commitment to continuing to deliver essential and critical services.

### **What type of work will I be expected to undertake at home?**

Initially this may be work that you currently undertake or work that has been assigned to you, which may be familiar. However, you may be asked to undertake work which is not normally associated with your role. In these exceptional times we expect staff to support us to deliver our critical services.

### **What if I am not trained to do a task I have been asked to do?**

You will be provided with guidance and support to enable this work to be undertaken. It will be commensurate with your current grade or lower. You will receive your normal pay for any alternative work you undertake.

### **If I am able to attend work, what will I be doing?**

You should attend work as normal, if and when you are able to do so until further notice. You may also be asked to support the delivery of essential services and undertake work not normally associated with your current role or work at an

alternative work location. We are currently exploring the detail of how this will be delivered and managed. You will receive your normal pay for any alternative work undertaken regardless of grade/role.

### **I am managing people who have been re-tasked to me. Will they appear on my Optimum so I can manage their flexi leave?**

No, employees will not be moved from their substantive post during the re-tasking period so they will not show on your Optimum. As interim manager, you should agree any flexi leave requests made by the employee with their substantive Line Manager and ensure that these are formally recorded on MyView or on a [time recording spreadsheet](#) being used to record working days/time.

### **I have been retasked and my working pattern has changed. How should I record my time?**

Optimum will not be adjusted to reflect change of working patterns or shift swaps at this time. In this circumstance please use the [time recording spreadsheet](#) provided to manually record your hours. Once authorised by your interim Line Manager, your balance can be updated by the MyView Team.

### **I am managing re-tasked staff. What are my responsibilities for managing their flexi-leave?**

As interim manager, you should agree any flexi leave requests made by the employee with their substantive Line Manager and ensure that these are formally recorded on MyView or on the manual [time recording spreadsheet](#) provided.

Please ensure employees recording their working times on the spreadsheet, record their times correctly and any flexi leave is recorded as per the guidance detailed within the time recording spreadsheet. The employee(s) balance should be confirmed to the MyView team by the 7th of each month so their flexi balance can be manually updated in Optimum.

### **If an employee refuses to undertake reasonable alternative work in an essential role – what can I do?**

The Council has identified a [list of essential services](#) that must be provided during the Covid-19 response. What this means is that we need to focus our staff and resources to these areas. Employees who are well and symptom free have a duty to be available for work. Requests to undertake reasonable alternative work should not be *unreasonably* refused by employees - unless they are on Self Isolation Leave (SIL), or in a [Vulnerable Group](#) where working from home may be the only viable option. In these exceptional times, we expect staff to support us to deliver essential services across Perth and Kinross which may involve working from home, undertaking part of their normal role, undertaking related duties within their job family, or any reasonable duties which may be required and which match with the employee's skills, experience and knowledge.

In line with the national agreement for Teaching Staff, we are seeking volunteers from teaching staff to carry out reasonable alternative work.

You should discuss concerns and anxieties with employees and provide reassurance wherever possible. Our employees will have differing levels of resilience, and some may require support with their [Mental Wellbeing](#).

Where Council staff are key workers, or who are re-tasked into a role that would make them a key worker, those with child caring responsibilities who meet the agreed criteria may be eligible for their children to [apply for a place](#) at the Children's Activity Centres/Hubs.

An individual assessment will be undertaken to address any specific concerns raised, including health and safety measures which may be required to support them to undertake the role.

Employees who are asked to re-task to a social care role may refuse – please see re-tasking to social care questions below. A discussion with the recruiting manager should be encouraged so that the employee can make an informed decision. The reasons for refusal should be noted.

In some cases, a referral to Occupational Health (OH) may be necessary to support the employee. Managers will be required to submit a copy of the individual's assessment along with details of current duties and re-tasked duties. A statement on fitness for re-tasked duties will be issued. If an employee is assessed as fit for re-tasked duties, you should contact [hr@pkc.gov.uk](mailto:hr@pkc.gov.uk) for advice.

### **What happens if I fail to notify my manager of my absence or failed to report for my re-tasking role?**

Managers and their employees should keep in regular contact, and this is particularly important when employees are working from home. If you have been re-tasked you must notify your substantive manager and your new manager of any absence. We have a duty of care for you. If we become concerned about lack of contact, we may consider contacting your next of kin or contact you by letter.

### **Can my staff member refuse to be re-tasked to personal care?**

Ensuring the safety and wellbeing of vulnerable adults remains a key priority. Working in social care can be an extremely rewarding role and not all social care roles involve delivering personal care. We are focused on identifying willing volunteers who want to and have the aptitude for working with vulnerable people in a social care setting. Therefore, any employees asked if they would be prepared to re-task to a social care role can refuse.

If you are managing staff who have been asked about re-tasking, you could encourage your employee to make an informed decision once they understand the type of activities of duties they may be expected to carry out. They can ask to speak to a member of staff, normally the recruiting manager, from Health and Social Care to find out more about what it involves.

### **I work in an office. Why am I being asked to re-task to Social Care?**

We understand that our employees have different talents and skills – therefore, in the first instance we are approaching employees who have experience and skills in care and who may already be registered and a member of the Protecting Vulnerable Groups Scheme. However, our contingency planning means that we may approach other staff from other parts of the council for re-tasking in order to ensure the necessary capacity to provide these essential services.

Training, mentoring and work shadowing will ensure they are fully prepared for the role. Staff will be supported in taking on a new role, i.e. issued with the relevant PPE and instruction how to use it, and induction/training. In addition, staff will be provided with a mentor and undertake a minimum of one week of work shadowing before starting in any new role.

An individual assessment may be carried out to address any specific health issues raised. In some cases, OH support may be necessary to support this process. Employees can contact OH directly by telephoning 07957 666296 (Monday to Friday, 8.45am to 5pm). Employees can also use this number to self-refer for counselling; please note this service is designed for short term interventions and does not provide immediate access to counselling.

### **What training / support will I get to work in social care as I have no experience in this area?**

Employees who are asked to re-task to social care will be provided with appropriate induction, training and learning opportunities before starting in the new role. The majority of the training will be online. Staff will be given a mentor and opportunity for shadowing. There is a dedicated team within the Health & Social Care Partnership who will provide appropriate training for the role they are being re-tasked into. Any questions about induction/training/learning should be emailed to [Redeployment@pkc.gov.uk](mailto:Redeployment@pkc.gov.uk). Once fully trained staff will go into a pool for allocation to a specific social care team. Once they are re-tasked, the interim line manager or mentor will be able to answer any specific questions.

### **I have said I am prepared to be re-tasked into social care but I need a PVG - what happens next? What if I don't want to get a PVG done?**

Anyone who works in social care is required to have current Protecting Vulnerable Groups (PVG) Scheme membership relevant to the area of work i.e. work with adults or with children. A fast-track process has been set up with Disclosure Scotland so that no one will actually start work in a social care role without PVG Scheme membership. The Council's Disclosure Panel, which is led by the Chief Social Work Officer along with a Legal Manager and a Senior HR Officer, will oversee all PVG checks during the Covid-19 period.

If an employee is concerned about any information that may be disclosed during this application process, please be reassured that this information is regarded as sensitive personal information and is shared only with a small trained group of staff as part of the Council's Disclosure Panel and for the purpose of assessing suitability for this type of work. The aim of the Disclosure Scotland process is to protect children and vulnerable adults. Therefore, the Disclosure Panel will consider any information it receives from Disclosure Scotland to assess suitability for regulated work in Perth & Kinross Council. Having a criminal conviction does not necessarily make a person unsuitable for being engaged in regulated work.

### **I am concerned about being re-tasked into a Care Role as I am worried about the risks of catching Covid-19 and bringing it home to my family.**

We understand that this may be of concern to employees. Therefore, anyone who is operating in a social care role will be provided with appropriate PPE, in accordance with national guidelines. Staff will not be expected to provide personal care without the appropriate PPE, appropriate information and training, on when and how to use it

safely. If they are concerned about PPE, they should contact [Reployment@pkc.gov.uk](mailto:Reployment@pkc.gov.uk). Further [information on PPE is available here](#).

**I live with someone with underlying health conditions (or someone who is shielding), can I work from home? Will I be re-tasked?**

If someone else in the employee's household has underlying health conditions or is shielding, this does not prevent them from attending work or being re-tasked if they remain well. There is specific [guidance about physical distancing](#) available on NHS Inform website which should be adhered to. Anyone who is shielding will have received guidance from NHS about how to protect themselves including how they should go about their daily household activities when they live with other people. There is also Council guidance on [Vulnerable Groups](#). In this situation, employees may be asked to undertake work from home which is not their normal work activity but is key to continuing to deliver critical services. Support and training will be provided to enable this.