

Workforce Re-Tasking Guidance for Senior Managers

The arrangements in this briefing note focus on ensuring that the essential services are maintained, wherever possible. The list of current essential services are as follows:

- **Covid Essential Function**
- 1 Home & Residential Care and vital respite provision
- 2 Child and Adult Protection, MAPPA (including Social Work out of hours and duty response, Essential contacts for children on supervision orders, Community Alarm and other out of hours and Essential mental health services)
- 3 Command Structure & Leadership
- 4 Education provision for Key workers' children, vulnerable children and remote learning for all
- 5 NHS support (including Mass Vaccination, Contact tracing and Mass testing)
- 6 Burials and Cremations
- 7 Housing staff – emergency repairs / Homelessness
- 8 Customer service and helpdesk
- 9 Essential Communications
- 10 Essential staff to support the safe operation of our public space assets (including Roads & Traffic Network Maintenance, Flooding, Structures, Property Services, Places for People, PTU, Parking Services)
- 11 Essential staff to support the Covid emergency response (including HR, Payroll, Legal, IT, Finance, Health and Safety, planning / building standards, local taxes, community services staff, economic development staff)
- 12 Food hub distribution staff
- 13 Welfare rights / Scottish welfare fund team
- 14 Regulatory Environmental Health/ Public Health
- 15 Refuse collection, Waste services, Vehicle workshop and central stores
- 16 Registrars
- 17 Criminal justice social work services
- 18 Staff to support the delivery of Capital projects

Workforce Re-Tasking

Executive Directors are expected to prioritise employees in their own service areas and within job families, moving people into critical roles as required.

Only when this has been exhausted should Service Managers complete a [Work Re-Task Request Form via Firm step](#).

Service Managers will specify on the request form what critical service role requires to be covered, detailing the skills and requirements of the role and hours of work, how many employees are required etc. Service Managers should specify any essential skills required, eg computer/keyboard skills, these will be used as screening questions by the Workforce Re-Tasking Team.

The Workforce Re-Tasking Team will go through the possible matches and telephone the employee/s directly to see if they are well and available to undertake the work.

When a match has been identified the Workforce Re-Tasking Team will provide the Service Manager with the employee's name and contact details.

If a match is not found the Workforce Re-Tasking Team will let the manager know as soon as possible.

Requests will be dealt with on a first come first served basis.

Employees who are re-tasked will receive their normal rate of pay. If they undertake any additional hours a [Supply Timesheet](#) should be submitted by the employee and emailed to the new Service Manager who should attach it to an email stating that it has been approved and then send it to: EmploymentandPayroll@pkc.gov.uk.

Employees will be required to submit the timesheets appropriate to their own terms and conditions of work, i.e. teachers will be required to complete a Teachers Supply Timesheet if they are undertaking any additional hours in a single status role.

Employees have a duty to be contactable if well and available for work. They should also ensure that their contact details are correct on MyView. If an employee falls ill or has to take Self Isolation Leave (SIL), the substantive Service Manager is required to update MyView.

The re-tasking database will be updated overnight with this information. Requests should not be unreasonably refused by employees unless they are on Self Isolation Leave (SIL), or in a Vulnerable Group.

Provision may be made for those with child caring responsibilities, as the employee will be considered a key worker in a critical role. Their child(ren) may, if required and schools continue to remain closed, be eligible to gain access to school. The Service Manager receiving a re-tasked employee should provide the employee with a brief induction/key information, appropriate training and PPE, as required. Service Managers should ensure employees have a photographic PKC ID badge.