

Murphy, Hannah

From: Rooney, Bernie
Sent: 20 January 2020 14:11
To: NR (TEO)
Subject: FW: CCPB Staffing Issues
Attachments: CCPB Work Programme - December 2019.DOCX; CCPB Work Programme - December 2019.tr5; CCPB DRAFT Business Plan - Nov 19 to March 20.DOCX; CCPB DRAFT Business Plan - Nov 19 to March 20.tr5; CCPB RESPONSIBILITIES.DOCX; CCPB RESPONSIBILITIES.tr5

NR

I returned from leave today to a list of concerns and no possible solutions. (See attached).

I am content to progress but perhaps a quick word would be useful if you have a minute, just to clear direction of travel.

Thanks
Bernie

-----Original Message-----

From: NR
Sent: 20 January 2020 8:16 AM
To: Rooney, Bernie <Bernie.Rooney@executiveoffice-ni.gov.uk>
Subject: CCPB Staffing Issues

Bernie,

As you are aware staff resources within CCPB were already stretched, and now that Johnny has gone to Private Office on a temporary basis the situation is worse. I have reflected this in the attached business plan and work programme.

Main issues:

New DP and AO - they should be here by the end of Feb (depending on security clearance) but will require training so are unlikely to make a huge impact for the first while at least.

Replacement for Johnny - An elective transfer will take around 11 weeks and Johnny is only due to be away 3-4 months so there seems to be little point in conducting that process. NICS HR suggested that someone be TP'd to cover the vacancy at SO level and back fill with agency staff. I advised we do not have any EO1's within the branch and it was then suggested that we advertise the vacancy within the Division/Directorate, as a TP, but I suppose this could just be as a sideways move for development rather than a TP. We can discuss this option, they would also require security clearance which will again hold things up.

Meetings - Given that we are already a DP short within the branch and now only have one SO the ability to attend/dial in to meetings has been reduced. For example I have 2 meetings which overlap next Thursday, but cannot attend both and both should be attended by a G7. It is not good for the branch reputation if we are seen to be sending apologies to numerous meetings, but there is little we can do if we do not have enough people. You can see from the attached roles and responsibilities document the number of meetings that we are required to attend (these are just the ones I have come across so far).

Training -I still require a substantial amount of training but given the lack of staff in the office it is difficult to find the time to attend this, particularly the training at EPC as it will take me away from the office for a few days at a time. The new DP as well as existing SO's also requires training, but training will have to be prioritised against what work is required. This will have an impact on the ability to spend the training budget that we have allocated.

Meetings with DA's - I am currently trying to arrange initial phone calls with the DA's, you had advised that we should go to Scotland and Wales in early Feb, I have not yet arranged these meetings given the shortage of staff within the office, the need to prioritise training and the need for there to be sufficient cover should an emergency occur. We can discuss.

On call -There is only myself and **NR** for the on call rota, therefore we are both on the rota constantly **NR** for the bunker along with David as there always has to be 2 people on call for the bunker for health and safety reasons, me for any other civil contingency issues). We have agreed that in the meantime if on leave but still in the country we will still be on call, this is a short term measure though as it greatly affects work life balance. However, we cannot expect the new DP to be included on the rota until they have been in post for a while and understand what is required if they are contacted while on call.

C3 related work **NR** continues to assist Julie on the finances and therefore has limited time for other CCPB work, and now that Alex has gone David/Mary Ann are likely to be required to help out Julie with some admin work. This will put further pressure on the branch, again this will be a matter of prioritising.

In reality the branch is currently firefighting and I am concerned that the pressure of the reduced amount of staff could have a serious impact on the remaining staff.

I have advised them that it is crucial that we continually prioritise, that the new DP should be in place by the end of Feb (this has yet to be confirmed but he is accepting the post), as should the new AO and this will hopefully assist, and that I am currently considering options to fill Johny's post on a temporary basis.

I met with Finance re additional staff and have a draft of the business case but have not included the costings as I wanted to talk through the options with you first.

I spoke with Davy Saulters at NICS HR who advised that only the SO/DP posts that include new work (eg those duties relating to management of the Hub) would require JEGS forms to be completed. I have therefore made a start on the DP one and it is with Julie to consider if there are any duties that I have not included. The approval for the post needs submitted with the business case as advised by Finance it would be easier for them to approve the BC if there was evidence of the need.

I have also started the paper for the TEO Board.

If we can slot in a catch up meeting we can discuss all of the above and a few other things. I wasn't expecting this e-mail to be quite so lengthy, apologies!

Thanks

NR