



People and Organisational Development Manager Bulletin

Stress Toolkit

A reviewed set of documents for managers and employees forming a stress tool kit are now available on My NL via the link below.

The tool kit consists of employee guidance, an employee self-assessment form, manager guidance and an individual stress risk assessment form.

The guidance explains the process the Council has put in place to help deal with stress and has been compiled in line with the Health & Safety Executive stress management standards.



[Stress at Work – My NL](#)

F.A.C.T.S



Now that we are progressing through the vaccination programme and looking forward to restrictions lifting in Scotland, it is important that we continue to stick to the mitigating measures that are in place alongside the message that has been given out by the Scottish Government (FACTS) campaign both at work and in your personal life.

The video via the link below has been compiled with the Chief Executive and a number of trade union representatives to reinforce this.

[Safety & Wellbeing \(Staff Info – COVID-19\) – My NL](#)

For the most up-to-date employee and manager guidance relating to the Council's response to COVID-19, see the pages on myNL.



[Employee Guidance](#), [Manager Guidance](#)

CLNL - Welcome



A big welcome to all managers and staff who have recently transferred into the Council from Culture and Leisure NL. We look forward to working with you and hope to meet you and get to know you better over the coming months.

Please also note annual leave balances are in the process of being transferred on to iTrent and the work patterns are also being reviewed. You should continue to request/authorise annual leave and iTrent will automatically adjust the hours once the new patterns are in place.

New employee numbers for NLL staff

All employees who transferred into NLC from North Lanarkshire Leisure (NLL) have been issued with new employee reference number from 1st April 2021. Their **new employee reference number** should be used on all correspondence relating to payment from 1st April 2021. It has transpired that the old employee reference number with NLL may be a current NLC employee reference number and this may cause payments to be paid to the incorrect employee resulting in delaying payments to staff so please ensure the correct number is used.



Home working - contract variation extensions



Home working contract variations have gone out this week confirming extensions or new variations for employees covered by the Interim Home Working Scheme. These are in place for 1 year from 1st April 2021 - 31st March 2022 following ratification of the scheme at full council last week.

For more information on the home working scheme, see [here](#).

£500 thank you payment

The Scottish Government announced on 30 November 2020 a one-off £500 pro rata payment for staff on the frontline throughout the coronavirus (COVID-19) pandemic. Those eligible for the payment will receive communication towards the end of next week informing them of the payment, how the payment is calculated and when they will receive it. Staff will be paid on the 29th April (if two weekly) and the 4th May (if four weekly). The communication also outlines how to raise a concern if they are unhappy with the calculation or believe they should have received a payment but have not.



Occupational Health Portal



The new Occupational Health Portal, HealthHub will go live on Monday 12 April.

If you are already registered on the current Occupational Health portal and have used this in the last 12 months you will receive an automated email on 12 April from HML confirming that your profile has been created on HealthHub and instructions on how to activate your account.

Further information on HealthHub for managers including how to obtain an account if you are not currently registered, and how to use the new portal is available [here](#)

Employees that are referred to OH will also be able to register on HealthHub, and managers should direct them [here](#) for further information

Please ensure that you share this information with all line managers in your service.

Coming soon- New Supporting Attendance Policy & Procedure

The Council's new Supporting Attendance Policy & Procedure will be rolled out in the coming weeks to all employees, excluding teaching staff who have their own Attendance Management policy.

The Supporting Attendance Policy & Procedure will replace the existing Managing Attendance Policy and aims to support the ambitions of the Council by creating and maintaining a culture that promotes the health and wellbeing of our employees, and supports them to maximise their attendance at work.

Please look out for further information in the coming weeks from Corporate Communications on the key changes to the policy and details on training for line managers and trade union representatives.

Please ensure that you share this information with all employees in your service.



New Payment Process for Temporary Teachers/Additional days and Temp Music Instructors



The Seemis (PYOL23) application which facilitates temporary teacher payments across the authority is being turned off by Seemis in July 2021. As a result **from 19th April 2021, the iTrent system will require to be used to process all payments.**

Temporary Teachers (including permanent teachers who also have a supply post to work additional days) and Temporary Music Instructors will be required to claim days/hours worked by accessing MySelf.

Head Teachers will receive an email via iTrent once the online claim is submitted for them to authorise electronically. DHTs in secondary schools will also be able to authorise claims.

There is a dedicated area on [myNL](#) which provides guidance for both HTs/Mgrs as well as staff. There are also some videos available for support.

Upcoming payment dates are noted below:

Supply Teachers/Music Instructors – 0411MO

- **Payment due 14th May 2021** (Payroll Deadline 30th April 2021) Days worked between 29th March up to and including 1st April 2021 should be claimed via Seemis (except Pilot schools). Days worked from 19th April 2021 to 30th April 2021 should be claimed employee self-service/MySelf.

Part Time Perm Teachers – Additional Hours worked – 0410MO

- **Payment due 29th April** (Payroll Deadline 16th April 2021) Days worked between 1st March until 26th March claim via Seemis except Pilot Schools
- **Payment due 27th May** (payroll deadline 14th May 2021)

Days worked between 29th March up to and including 1st April claim via Seemis (except Pilot schools). Days from 19th April up to and including 14th May claim via self-service/MySelf.

All supply and part time perm teachers will then be live using MySelf and all dates claimed thereafter should be claimed through MySelf and authorised by the Head Teacher.

Social Work Student Placements

The global pandemic has affected us all in many ways. It has impacted on our Social Work students who come to us from University to complete a placement as part of their studies. However, despite the challenges we have faced we have provided placements for 24 students since August 2020 meaning they can continue to complete their studies and gain the valuable work experience required for this qualification, taking the first steps into their career. This couldn't have been done without the commitment, dedication and enthusiasm of our Social Work colleagues who are out on the front line continuing to provide vital services to our communities. Over the next year and in line with our workforce development plans, we will be working hard to strengthen our pathways and career progression routes within Social Work and Social Care. For more information visit the North Lanarkshire [Care Academy portal](#) or contact Maxine Devlin devlinm@northlan.gov.uk



Learn NL and our brand-new Leadership Academy



LearnNL has been live now since June 2020. In that time, over 7,000 employees have activated their account and over 145,000 learning activities have been undertaken! Whether that's completing mandatory e-learning, participating in an online session, or just reading some of the resources which are available, it's great to see people joining in and developing their skills.

Remember to visit the new Leadership Academy which offers a wide variety of activities for both aspiring and existing leaders. You will find online masterclasses, live Q&As as well as our two flagship leadership development programmes - Fundamental Leadership and Influential Leadership.

To access LearnNL, click [here](#). Your username is your employee number and your password is Welcome1! (you will be asked to change this when you first log in). You can watch a short [video](#) which gives you an overview of how to navigate around LearnNL. For further information or to discuss your learning needs, contact the Talent and Organisational Development team at TOD@northlan.gov.uk

Investors in People Assessment 2021

The whole organisation is currently undertaking an assessment against the Investors in People (IiP) framework. We are committed to using the IiP framework to help guide our services to achieve the best possible outcomes for you as an employee.

As part of the process we seek feedback using a survey which allows us to capture your opinions. As well as this, a series of discussions are carried out with a representative sample of the workforce.

This assessment lets us know what your experience of working for the council is and your active participation is important to help us identify what's working well and where



we can improve. This feedback whilst always of value is also particularly important at this time as we evaluate the impacts COVID has had upon you as an employee.

We fully recognise the need to have a consistent focus on our people practices and supporting the wellbeing of our staff. An improvement plan of activity is already underway and will continue over the coming months and year ahead – and we will check in regularly with you for feedback using this to guide our workforce for the future plans.

A big thank you to everyone who has participated in the survey and discussions. There is still time to get involved, the survey closes on the 9th April.

NLC Modern Apprenticeship programme 2021/22



From Skills Development Scotland

young people across our Services.

Apprenticeships play an important role in NLC helping us to renew our workforce and build strong talent pipelines. We also aim to be a true reflection of the communities we serve, which is why encouraging talent from all backgrounds to join NLC is important to us. Apprenticeships provide young people in our communities with a route to a challenging and rewarding career. This year NLC are delighted to be continuing with our investment in apprenticeships, recruiting up to 80

We will shortly be advertising for Modern Apprentices in Early Learning and Childcare, Children and Young People (Inclusion) and Business Support, with more opportunities available later in the year. Offering Modern Apprenticeships is just one of the ways we are supporting the Young Person's Guarantee to improve the prospects of young people who may have been impacted by the pandemic, through opportunities to learn on the job and gain the experience needed to develop a career while also gaining a recognised qualification. Please support us by promoting these opportunities. All opportunities will be advertised on [myjobscotland](https://myjobscotland.gov.uk) and more information is available on our [website](#).

WorkWellNL

Work Well NL is your go to resource for support with Health and Wellbeing and over the next few months we have a number of initiatives starting so why not take part! May is National Walking month and during May and June we will be running the Spring Step challenge. Teams can enter to take part and the team that walks the most miles will win a prize! It's free to enter so get a team together and see how many steps you can do. If cycling is more your thing, why not purchase a bike through our popular Cycle2Work scheme. You can save up to 42% off the cost of a new bike by purchasing it through Cycle2Work, look out for more information on how to do this coming soon! During May we will also have Mental Health Awareness Week and Learning at Work Week with lots of online activities for you to take part in. For more information click [here](#) or contact us at workwellNL@northlan.gov.uk





If you can't find what you are looking for on [myNL](#), call the ESC People Helpdesk on 01698 403151 or [email us](mailto:ESC-HelpDeskTeam@northlan.gov.uk) on ESC-HelpDeskTeam@northlan.gov.uk

