



Employee Newsletter



Welcome to the all staff newsletter from the People and Organisational Development service. We are keen to ensure the staff of NLC are aware of some key developments within the service and what to look out for over the next couple of months.

Living Wage Consolidation

Employees on NLC Grade 1 & 2 (SCP 3-9) currently receive living wage on top of their current hourly rate. Following the Council agreement, the living wage will be consolidated into NLC salary scales. Employees involved will notice an increase in their hourly rate effective from 1st July 2019 and implemented in their August pay, as below:



Fortnightly paid employee's pay date 22nd
August 2019

Four weekly paid employee's pay date 27th August 2019

If you are affected, you will have received individual communication with details of the changes.

mySelf Password resets



Did you know you can reset your own password for logging into mySelf and it's really easy to do it?

See the [quick guide](#) attached to this newsletter.

Keep your personal details up-to-date

Just a reminder that you can keep your personal information up-to-date via mySelf.

Just login and go to the personal tab at the top of the screen.

Here you can update your contact information, include personal email and personal phone number which is handy for your line manager to have in an emergency. You can also include a next of kin/emergency contact person and their information.



In this area you can also change your information, including your address, sensitive information and bank details. Any change to your address will automatically be updated to the Strathclyde Pension Fund Office so please ensure these details are correct.

Click [here](#) to login using your employee number and password.

Equality employment monitoring



In March this year the Council published its reports required by the Public Sector Equality Duties – you can access them [here](#).

As part of the duties we are required to gather information about the protected characteristics of our employees. We do this not because we're nosey but so we can:-

- Identify key issues in employment
- Assess whether we are discriminating unlawfully in any of our employment functions and help identify action to remedy this
- Identify any actions we can take to avoid discrimination and harassment, advance equality of opportunity or foster good relations
- Understand the impact of our employment policies, practices and decisions on people with different protected characteristics and thereby plan them more effectively
- Consider taking steps to meet the needs of staff and potential staff who share relevant protected characteristics
- Make informed decisions about our policies and practices which are based on evidence about the impact of our activities are having
- Demonstrate to the public and others how we are performing on equality

Unfortunately more than 80% of employees haven't provided sensitive information on MySelf about their characteristics so we don't have a clear picture.

If you haven't filled in this information then please do. The information will only ever be used for statistical analysis – nothing will be identifiable to an individual and it will help the Council support its employees better.

Prudential Shared Cost AVC's

The Shared Cost Additional Voluntary Contribution (AVC) Scheme provides an opportunity for NLC employees who are members of Strathclyde Pension Fund to pay additional contributions in order to increase their pension benefits at retirement.

Further information on this can be found using the following link in NL Life:

<https://www.nlife.co.uk/finances/>



Parental Leave



Did you know that the Council offers parental leave for parents of children up to the age of 18, or age 25 for a disabled child?

18 weeks of unpaid leave, per child, may be available for a range of circumstances:

- To spend more time with the child in the early years;
- To accompany a child during a stay in hospital;
- Checking out new schools;
- Settling a child into new childcare arrangements; and
- To enable family to spend more time together, for example taking the child to stay with grandparents.

Leave connected with a child's health other than attendance at hospital, is covered by the Council's Special Leave Policy under "Time Off for Dependants".

For more information, see the Parental Leave Policy [here](#).

Flexible working

The Council's Smarter Working Policy provides employees with the opportunity to achieve a positive balance between their home and working lives whilst continuing to provide excellent services, sustainability, equality and best value.

Flexible working is available to all employees and covers a range of working options, including:

- Compressed hours
- Job sharing
- Flexible patterns
- Term-time working



The Smarter Working Policy sets out clear criteria for application and provides guidance on how to apply. The needs of the business will always be at the forefront of the decision. More information can be found [here](#).

Claiming Overtime



Following a recent audit, it is important you follow the guidance [here](#) when claiming overtime payments. It is important to note that overtime payments at enhanced rates will not be paid until you have worked in excess of 37 hours per week. Please note that anyone with more than one part time job must work in excess of 37 hrs per week in each job to claim enhanced payments.

Warning against wearing lanyards while driving

The Scottish Fire and Rescue Service (SFRS) has issued a warning about wearing your work ID lanyard while driving. There have been a couple of serious road traffic accidents involving colleagues within the public sector where the wearing of ID lanyards around the driver's neck has exacerbated the severity of the injuries sustained.



It is important to wear your ID badges whilst on Council business but to remove these whilst travelling in a vehicle, to reduce the risk of injury.

Investors in People



The Council is committed to using the Investors in People standard to measure the effectiveness of our leadership and management practices. The feedback we get from employees across the organisation enables us to maintain our focus on employee engagement and wellbeing.

We aim to achieve full Council recognition by 2020. To this end a rolling programme of assessments is underway.

Enterprise and Housing Resources and Social Care achieved accreditation in 2017 and Infrastructure and Chief Executives in 2018. To complete the programme Education and Families are currently in the process of arranging their assessment.

Over the coming months Education and Families will establish and train an Internal Review team to the approved national standard. The team will undertake the review to establish whether or not the Service is achieving the best possible outcomes for its employees. The team will select a representative sample of employees from across the service, set up discussions, gather evidence and prepare a report on the outcome. As

part of this process the team will highlight areas of good practice as well as potential development areas.

This will provide valuable information to work with as we continue deliver against our Ambition and workforce for the future plans, making North Lanarkshire Council the place to work.

The outcomes from this review will be communicated to you early in the New Year.

Family Firm

The Family Firm programme continues to grow and develop. We currently have 11 young people on placements across the Council, our ALEO's and in private industry. They range in age from 16 to 24 and are at various stages in their journey to a positive employment destination. In addition we are supporting a further 3 full time and 3 part time placements for young people as part of Project Ability.

As the programme has grown we have recruited a full time project coordinator who started with the team on 26th July 2019. We give a very warm welcome to Fiona Brown and look forward to achieving great things for and with our young people.



Internal Vacancies



All our internal vacancies can now be accessed via the mySelf portal. See the home page when you login to mySelf and click on the 'Internal Vacancies' link on the carousel to be taken directly to our internal vacancies on MyJobScotland. Login to mySelf [here](#).

Paying your rent through your salary

Did you know that North Lanarkshire Council employees who rent a house from NLC can pay their rent directly from their salary?

Any employees interested in this service should contact the Housing Office on 01698 403166 and request a 'Rent from Wages Request Form'.



Alternatively if any further support is required, please call the ESC People Helpdesk on 01698 403151 or email eschelpdeskteam@northlan.gov.uk

NL Life



[NL life](#) is your home for all the benefits & support available to you as an NLC employee.

Next week NL life week is running, this will involve colleagues sharing their NL life favs and likes, competitions and drop in sessions. The NL life week will also promote the NL life benefits and support colleagues are using the most.

For more information on all of the above watch out next week for the daily NL life emails and posts.

Get in touch at NLlife@northlan.gov.uk.

Employee Counselling

'Time for Talking' is a confidential and independent counselling service, offered free of charge to North Lanarkshire Council employees.

Counselling options include face to face and telephone appointments, a 24-hour helpline and on-line support **0800 970 3980**. **Employees can choose to self-refer or can ask their line manager to make a referral on their behalf.**



iTrent Update



MySelf and MyTeam access has been rolled out across the whole of the Council with staff all having access to online pay and personal information. 90% of staff also now have access to request leave and submit expenses online. This will be 100% by October 2019.

Almost 11,000 staff have accessed their mySelf account in the last month. We hope that providing online and instant access we can increase your awareness of other online websites and information that you may find of benefit. To login, click [here](#).

New HR website called MyNL coming soon

We are currently developing a new website for all NLC employees and prospective employees. This website will be full of helpful information including HR policies, quick guides to help you understand the HR processes, manager guides and lots of information on your full employee journey.



Due to launch later this year - watch this space.



Learning at work week and digital skills



This year, Learning at Work Week took place during 13 – 17 May and the theme for the week was Shaping the Future.

Using the results from our recent Digital Survey, we focussed on Digital Skills and offered staff the opportunity to take part in a variety of activities including sessions on Microsoft Office packages, Yammer and Skype.

Every day, staff could access a special deal on [NL Life](#) and as well as lots of different learning activities on [LearnNL](#). On 'Web Wednesday', there was an "Ask me anything" session with Robert Steenson, Executive Director Enterprise and Communities where Robert answered questions about Digital NL.

Throughout the week, there was a competition to win a brand new Samsung tablet for the best digital idea and the prize went to James Hashmi in Education and Families for his idea to implement single sign on. All of the videos and learning material are still available on [LearnNL](#). Please visit the site and have a go at an online Excel course or try one of the questionnaires to find out your digital role of the future!

The TOD team also launched a series of digital sessions at New College Lanarkshire on Word, Excel, Basic Digital Skills, Photoshop or undertake a Digital Diploma which will give you a qualification to recognise your learning. There are still some places left and if you would like to book a space, click [here](#) to see what is available.

We have also created a page on LearnNL where you can access lots of online learning to develop your digital skills. Visit the site to find out more www.nlclearningacademy.co.uk

New Revenue and Benefits Portal

In line with our digitisation ambitions, residents and local business owners will soon be able to use a new online portal to complete a range of transactions at any time and from any device.

Updating council tax details, applying for benefits and switching to e-billing will be possible in just a few easy online steps.



Our Revenue and Benefits teams are currently testing the system to ensure it delivers a high-level service and exceeds customer expectations. A huge thanks to everyone who is involved in this work, your input and experience is really appreciated.

The portal is expected to be live from early September and we will keep you informed in the lead up to its launch.

Join our Yammer network



If you haven't joined our Yammer gang, then where have you been?

Our online platform is going from strength to strength and is proving to be a popular way to share news, ask for advice and keep in touch with colleagues.

Live Q&A sessions with our Chief Executive and senior team are also offering an informal and direct way to discuss issues and seek clarity on future plans.

Des Murray will be hosting the next Q&A on 28 August between 2-3pm and Derek Brown, Executive Director of Education and Families will be taking part in his first online question time on 29 August 11am-12 noon, so it will be a busy few days!

A full calendar of the Q&A sessions planned with all Executive Directors and Heads of Service is being finalised and will be shared very soon.

Click on the link below to sign-up and if you have questions, please email digitalnl@northlan.gov.uk

<https://www.yammer.com/northlan.gov.uk/#/home>

People Helpdesk - Here to help even earlier!

The People Helpdesk is now open even earlier. Call from 8am Monday to Friday for advice and support on HR and Payroll related enquiries.

Our friendly staff are always happy to help.

Call now on 01698 403151 or [email us](#).





Contact us by calling 01698 403151 or [email us on ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)



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