



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.

Coping with COVID-19



It has been an unprecedented time as the COVID-19 pandemic has impacted each of us individually and collectively. NLC employees have been outstanding in their response, supporting each other in key services and showing flexibility and perseverance to get the job done.

We are also aware that lockdown and the restrictions on our working environment and home life can cause stressors and wellbeing concerns. We have a lot of resources to help with that so check out [workwellNL](#) for more information.

myNL - for all employee information

Remember that myNL is your one-stop shop for all employee policies, guidance and forms. You can also get to all our other websites here including workwellNL and nLife. Click [here](#) for access.



The site has had over 51,000 views in the last month and the most popular pages are shown below, with the relevant links to take you straight there:

[Returning to the workplace - employee guidance](#)

[Returning to the workplace FAQs](#)

[Returning to the workplace - 12 week category](#)

[Annual leave and public holiday arrangements](#)

[Safety and Wellbeing](#)

[mySelf/myTeam/iTrent](#)

Homeworking



The Talent and OD (TOD) team have been working hard to come up with new and innovative ways of making sure you can still access learning and development while working from home.

We have created a space on [LearnNL](#) with lots of resources to help you work from home effectively. In these current exceptional circumstances, there are more of us working from home where we possibly can. This is a new adjustment for many of us and we've put together some guidelines and resources to help support you.

Did you also know you claim tax relief on some home working expenses? Click [here](#) for more information.

Also don't forget to complete your DSE and homeworking self assessments on mySelf. Guidance on this can be found [here](#).

Investors in People

We are delighted that in March 2020 the Education and Families service achieved Investors in People (IiP) recognition. IiP is a well-recognised framework for business improvement through people management. We have now completed our full Council accreditation against the framework, a significant achievement and is a testament to our commitment to employee engagement. Given the current challenging circumstances and the operational and economic context we face, it's never been more important to make sure that we 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.



Webinars



Over the past few weeks the Talent and Organisational Development team have been looking at new ways of continuing to provide NLC staff with access to learning and development opportunities. During Mental Health Awareness week, we hosted a number of webinars and due to the popularity of these we have developed a mini-series of webinars which will be available throughout June. There will be a range of topics available and where possible we will record them and make them available for those who can't participate in the live events. You can book a space here <https://www.eventbrite.co.uk/e/webinars-june-2020-tickets-106203908750> and we look forward to seeing you at these sessions. We would also love to hear your suggestions for topics which you would like to see as we increase the offering in the coming weeks and months. If you have any suggestions, please email TOD@northlan.gov.uk today.

LearnNL

Throughout June and July we will be launching our new Learning Management System, LearnNL. This new system will allow you to book courses, access e-learning, download free resources and record all your learning and development activities. You can watch a short video of the new system here <https://nlclearningacademy.co.uk/>. We are rolling the system out in phases so keep an eye out for announcements in your inbox and on Connect.



As our professional and personal world is presently changing, so too are our learning journeys and for some staff, role changes. It is important to acknowledge the wealth of skills and knowledge an individual builds over a period of time and could transfer into other contexts of roles, careers or learning opportunities.

We are currently looking at career pathways not just within services but also where skills and learning may transfer across services. Flexible entry and exit routes for learning is part of some of the work we are progressing. The new Support Officer Role for Home Support is one example of this. How learning is delivered in the future will be different but exciting through digital technology.

Individuals can also self-assess their own skill sets by accessing the 'My World of Work' web site. This offers good support to individuals planning careers / learning or individuals offering support to others. You can access advice on building CV's, interview skills, or where you can find info on formal courses. Check it out at <https://www.myworldofwork.co.uk/learn-and-train>

Domestic abuse and other forms of gender based violence



The Council wants any employee who is experiencing domestic abuse or other form of gender based violence (GBV) to know that there is help and support available. The Council's GBV Support Officers are there to provide you with support and guidance and can be contacted through the confidential GBV mailbox –

GBVSupportOfficers@northlan.gov.uk

Information on organisations like Women's Aid and Rape Crisis can be accessed on CONNECT [here](#)

Disability Confident Leader

The Council is delighted that once again it has achieved Disability Confident Leader accreditation after undertaking a successful external validation by Inverclyde Council. Being a Disability Confident Leader advances our aspirations for North Lanarkshire to be the place live, learn work invest and visit through our commitments to:



- challenge attitudes towards disability
- increase understanding of disability
- remove barriers to disabled people and those with long-term health conditions
- ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations,
- Take a look at our dedicated web pages [Promoting Equality for Disabled People](#) for more information about the Disability Confident scheme and other helpful information and resources.

Employee Equality Forum Update



Like everything else just now we are not sure when the Employee Equality Forum events will be able to start again, but the Forum Planning Group is still active! Lots of changes are happening within the Council and our workplaces at a fast pace and its more important than ever that equality considerations are part of the change process.

The Forum Planning Group will be central to consultation on some important issues and the group would like more employees involved.

If you would like to get involved, want more information or a chat with a Forum member then please get in touch through the Forum mailbox employeeequalityforum@northlan.gov.uk or visit the [EEF pages on CONNECT](#)

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 (except when working as part of a rota and rostered to work on a public holiday).



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.

Annual leave



The annual leave year has been extended to 31st March 2021 to allow a full year for employees to take annual leave. Term time employees should take leave as it falls.

You should aim to take annual leave as you normally would, unless service demands restrict you from doing this. In these cases, managers will make arrangements for you to carry forward leave.

Please also note if you are planning to travel abroad under the current restrictions, you must request sufficient leave to cover the holiday abroad and 14 days of isolation. This should be by using annual leave or unpaid leave and agreed by the line manager.

If you have already booked leave for a holiday abroad prior to Monday 8th June 2020 and wish to travel abroad as planned, you will need to discuss with your manager if the additional 14 days isolation following return, can be accommodated.

mySelf password resets

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

From the end of June you will not be able to do this via the People Helpdesk so please take a look at the guide [here](#).



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.

Contacting the Employee Service Centre



As all staff working at the Employee Service Centre are working from home, we are now a fully digital service. Therefore if you need to contact us or send anything to us, we suggest you do it by email, rather than post. This allows us to deal with your request more quickly and to provide you with digital information in return. For a list of all the relevant email address you need, click [here](#).



Contact the People Helpdesk by calling 01698 403 151 or [email us](#) on

ESC-HelpDeskTeam@northlan.gov.uk

