



Message from the Chief Executive Althea Loderick

I want to extend my ongoing thanks to you all. The past few months have been incredibly difficult for people in terms of their physical and emotional wellbeing. As services begin to reopen, we are asking a very limited number of colleagues to return to the workplace, to join the many that have been undertaking front-line duties throughout the Covid-19 pandemic. While a small number of you will be returning, many of you will continue working from home. We want to ensure we continue to support you regardless of where you are working. I know all staff are working above and beyond the call of duty to help us continue servicing our local community.

This update has been created specifically for staff who don't have access to council IT systems so that we can keep you up-to-date on general news about Coronavirus and any issues specific to your service. Please check the new staff pages on the website: www.Newham.gov.uk/staffinfo regularly for updates.

Thank you!

Coronavirus (Covid-19)

Keeping you in touch

- This is a slide-based briefing which should be cascaded to all staff through line management chains and shared / discussed with all those who are not on email at weekly or daily briefings. It is issued to Managers at least once a week on Thursday, or more frequently as required.
- It can be also be accessed on the new staff information page: www.Newham.gov.uk/staffinfo
- More detailed information and guidance is on the **new Covid19 pages** on the Intranet and managers should ensure all staff (who have email) are able to access it.
- **This briefing covers:**
 - Latest national / regional / local figures re cases
 - Latest guidance and advice
 - Key messages for staff in Newham

National and local status

The number of infections recorded as of **3.55pm on 15 July 2020**:

- **291,911 cases** of coronavirus have been confirmed. **
- There have been **45,053 deaths** in the UK.
- Newham has **1,281 confirmed cases**. **

****Please note:** new recording methods were introduced on July 2, 2020 removing duplications in the government's testing regime and improved reporting of testing in local settings.



**People at the Heart
of Everything We Do**

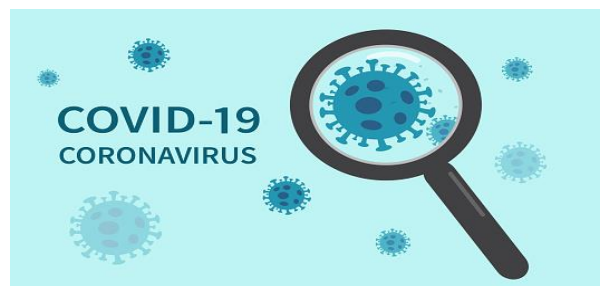
Staff update: 16/07/2020

- The Council is now **“stepping down”** its **Covid-19 emergency response** arrangements – know as gold. While the council is formally moving out of emergency response mode, **we remain ready to step them up** again should the need arise.
- **CEO Althea Loderick this week acknowledged the work of all staff over the past few months.**
- She said: “I would like to take this opportunity to **acknowledge** that albeit there are many of you who have been involved in some way in managing the pandemic and its aftermath in Newham, with many of you adapting to doing things in different ways, I know there are some of you who haven’t been involved in the same way and have struggled trying to continue to do your job. I just want to acknowledge that even if you haven’t been mentioned in my messages, and there haven’t been heart-warming stories about your service area, **you still have value and you have still made a contribution.** As we restart services and adjust to the new way of working, everyone will have a role to play and there will be more about that over the coming weeks.
- The **Covid-19 Health Champions continues to grow** with nearly 200 people from across Newham signing up, we’re now pushing for out next 200. The website has been updated with more to come on topics ranging from **schools to current rules around shielding.** Information in Bengali, Hindi, Urdu, Gujarati, Punjabi, Chinese, Mandarin, Cantonese, Lithuanian and Portuguese will also be available this week. **Please do join the champions’ community** – you can **register here** <https://www.newham.gov.uk/covidhealthchampions> or contact Anne Bowers in the public health team.



Return to work – risk assessment

- Over the past few weeks we have been making changes to working practices and to our offices to minimise the risk to you whilst at work.
- We know **Covid-19 affects some people more than others** – including those with pre-existing health conditions, black & minority ethnic communities, older people, & affects men more than women.
- To enable us to make decisions about how and where people work, we are **asking everyone working onsite or in the office and everyone who is about to be asked to come back to onsite working, to work with your manager to complete a ‘Covid-19 Individual Vulnerability Questionnaire and Risk Assessment’**.
- This **risk assessment** will ensure that your manager discusses with you the **measures already put in place to make your working environment safer**, and that you **work together to consider any risk factors specific to you** and whether those risk factors require us to take more steps to support you.
- The **Covid-19 HR Guidance on safe attendance at the workplace is available** www.Newham.gov.uk/staffinfo (under “Return to Work”).
- **All managers will be sent a link to the risk assessment form, and to a step-by-step guide** on how to work with you to conduct the risk assessments.
- Your manager will also talk to you about other aspects, including your **arrangements for travelling to and from work** and whether we can help **stagger your start and finish times to avoid peak travel**.



Addressing racism and inequality

- Colleagues across the organisation have been holding and hosting a number of deeply important conversations and discussions about our collective role in **addressing racism and inequality in Newham**.
- We have made a start on a **high-level plan**, which will organise our thinking and our action around four key themes:
 - 1) Newham as an **employer**
 - 2) Newham as a **beacon for social change**
 - 3) Newham as **the best place for children and young people to grow-up**
 - 4) Newham as a **deliverer of public services**
- **Everyone one has a critical role and contribution to make** in making Newham a more equal and fairer place to work and live in.
- We are establishing a core working group to lead critical actions around our four main themes. Staff who are interested in participating in the working group can declare your interest in taking part by writing to chief.executive@newham.gov.uk. Of the four themes listed, it would also be helpful to know which of them you feel you are best placed to make a contribution to.



**People at the Heart
of Everything We Do**

Mental health training for staff

- **A reminder that online Mental Health Awareness training is available** for staff. The training will be delivered via Zoom and you will need to ensure your device has access to a microphone and a camera, as having your camera on during the training is a prerequisite.
- **The four hour introductory course is designed to increase mental health awareness, provide an understanding of how to look after wellbeing** and challenge stigma towards mental health. The following dates are available:
 - 21st July 9.30am-1.30pm (Course code HAF293)
 - 22nd July 1pm-5pm (Course code HAF294)
 - 28th July 9.30am-1.30pm (Course code HAF296)
 - 30th July 10am-2pm (Course code HAF297)
- On completion of the course you will get a certificate of attendance and a manual will be sent to your place of work for you to keep and refer to whenever you need it.
- If you **would like to attend and have your manager's authorisation, you can enrol** by calling the adult college on 01708 434 955 select option 1, and then option 1 again.



**People at the Heart
of Everything We Do**

Reminders for staff: 16/07/2020

- For those staff considering cycling to work - **The Cycle to Work scheme enables you to save money on a new bike** and accessories while spreading the cost over 12 months.
- The scheme is open to **permanent employees and employees on a fixed term contract with at least 12 months remaining**. For more information www.cyclescheme.co.uk.
- Staff can also take advantage of the **Try Before You Buy cycle scheme**. Trial a new or nearly new bike for a monthly fee from £10 for kids / £20 for adults / £20 for folding / £50 for electric. Find out more: <https://www.newham.gov.uk/transport-streets/try-bike-scheme/1>
- Staff are reminded that if you need advice or support, please **ask for help at any time**. You can access our Employee Assistance Programme www.employeeassistance.org.uk (access code: Newham), with freephone access **24 hours-a-day, 365 days-a-year to counsellors and advisors** on 0800 328 1437 (minicom: 01482 661 814). You can also contact hr@newham.gov.uk and ask for a chat with a Mental Health First Aider.
- **Newham Rewards** is a new website exclusively for Newham staff offering discounts, cashback and little extras. Go online to www.newhamrewards.co.uk to register. **You will need an employee number to get started.**



**People at the Heart
of Everything We Do**



Spotlight on HeadStart Newham



- **HeadStart** have always run forums for their schools but during Covid they have opened this up to all settings across the borough and will continue to do so from now on. Last week they had a two hour forum on Zoom with **nearly 30 educational settings** involved which went from nursery nurse all the way up to Sixth Form college and included both mainstream and special schools.
- Staff from the session said: “We felt **privileged to be in a space with professionals whose focus was the support and care for the people** in their community. All present we’re striving to find ways to **ensure young people, staff and parents felt held and reassured in the return to school**. It was wonderful to see professionals from across the educational age range finding support from each other and recognising that we are stronger together in these unprecedented times.”
- Well done HeadStart!

**People at the Heart
of Everything We Do**