



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

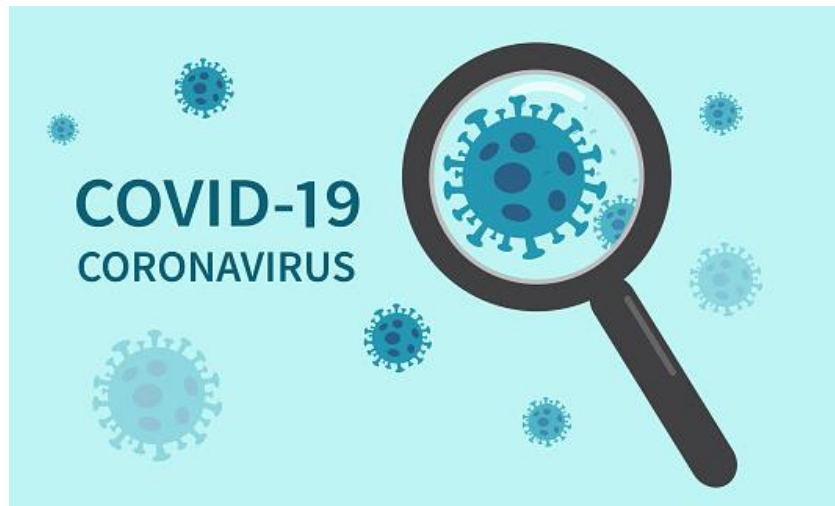
- This is a slide-based briefing which should be cascaded to all staff through line management chains and shared / discussed with all those who are not on email at weekly or daily briefings. It is issued to Managers at least once a week on Thursday, or more frequently as required.
- It can be also be 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 **4pm on 12 August 2020**:

- **313,798 cases** of coronavirus have been confirmed.
- There have been **46,706 deaths** in the UK.
- Newham has **1,375 confirmed cases**.
- Newham has had **227 deaths** **

***Please note:** new recording methods were introduced on August 3, 2020. ***Denotes deaths since the start of the pandemic of people who had tested positive for COVID-19.*



Update from the CEO: 13/08/2020

- Althea has provided an update on the important work to ensure that Newham as an organisation **exemplifies equality, opportunity and progress**.
- Our HEART values make clear that **there is no space or tolerance for the behaviours and actions that contribute to racism, inequality and disproportionality in our organisation**.
- **Tackling Racism, Inequality and Disproportionality must be a shared endeavour** if it is to be in any way successful. That means that each and every one of us must not only be **active participants in identifying and tackling inequality wherever it exists**, but we must also take the **opportunity to reflect and engage** with our own individual perspectives and positions in relation to this agenda.
- A repository to **share, listen, hear, explore, reflect and contribute about how racism and inequality is affecting us has been created** and is currently only available on the staff intranet.
- Working groups are already actively helping to develop this resource. For those that cannot access the intranet, please speak to your manager about accessing these resources.



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Staff update: 13/08/2020

- New e-learning courses are available including: **Understanding Race Bias, Cultural Awareness, Bullying and Harassment, The Effective Bystander, Inclusion Essentials, The Impact of Micro-Behaviours**, and many more! These courses particularly support the 'Equality', 'Respect' and 'Together' elements of our HEART values.
- We are working tirelessly to make Newham a truly fair place that champions equality and eradicates discrimination.
- Once you've completed a course, why not discuss what you learned and any changes you will make as a result at your next team meeting?
- **Courses can be accessed via the intranet.** If you experience any issues, please contact the Learning and Development Team via email CEX-HRLearning&Development@oneSource.co.uk
- **Smarter Newham team** is reaching out to identify any remaining **Newham staff who need to get a new machine**. Individuals that are waiting for a new machine (or some other work to be done) are asked to complete [a quick survey](#) by this Friday (14th August 2020). Please note, **if you know someone who doesn't have access to our Intranet, you can complete it on their behalf**. If you want to talk to the Smarter Newham team about the entire team please contact them directly at SmarterNewham@newham.gov.uk. Also please advise your teams and staff that if they still have their old machine with them they should return it to Smarter Newham at Dockside Office (the Hive). **People at the Heart of Everything We Do**

Staff update: 06/08/2020

- New **e-learning** courses are available for staff including: **Understanding Race Bias, Cultural Awareness, Bullying and Harassment, The Effective Bystander, Inclusion Essentials, The Impact of Micro-Behaviours**, and many more! These courses particularly support the 'Equality', 'Respect' and 'Together' elements of our HEART values.
- We are working hard to make Newham a truly fair place that champions equality and eradicates discrimination; these courses are just one of many initiatives we are taking to achieve this.
- Courses can be **accessed on the intranet**. If you experience any issues, please contact the Learning and Development Team via email CEX-HRLearning&Development@oneSource.co.uk.
- Newham has pledged support to **Idling Action's #EnginesOff campaign** and are taking simple steps to reduce the avoidable air pollution caused by idling vehicles.
- The Idling Action project is a partnership of 31 London authorities including Newham working together to educate drivers on the dangers of idling and to help them understand their role in making the air we breathe healthier for all Londoners.
- As part of our **#EnginesOff pledge**, we are asking all our employees and fleet drivers to always **switch off their vehicle engines when parked**, whilst on our premises or operating vehicles on our behalf or travelling to and from work.

Idling is fuelish

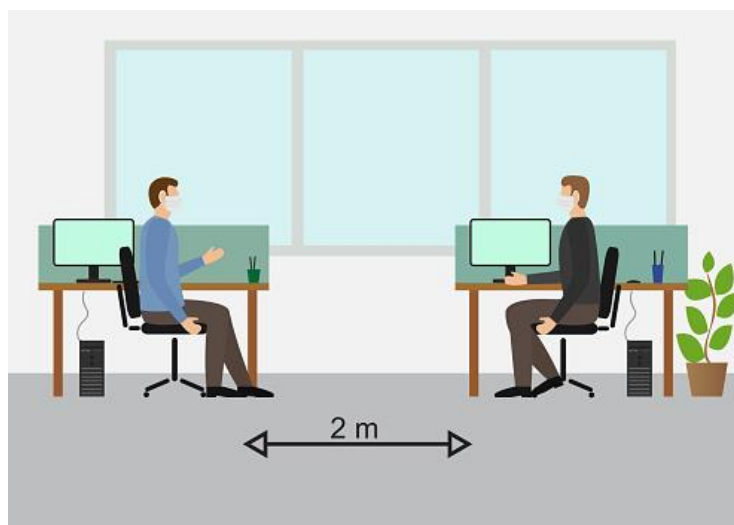
Switch off engines
for cleaner air



**People at the Heart
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Return to work – risk assessment

- 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’**.
- The **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**.



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Staff reminders: 13/08/2020

- If you hold a **full first aid at work qualification**, and **your certificate expired or expires between May and September 2020**, we have been granted permission to extend current certificates by a further 3 months.
- Staff whose certificate has or is due to expire **can apply for refresher training**. We have limited availability and a reduced class size so please get in touch as soon as possible to secure your space by emailing firstaid@onesource.co.uk
- 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.



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Reminder: Staff mental health training

- There are extra dates available in August for online Mental Health Awareness training 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. 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:
 - 18th August 12.30pm-4.30pm (Course code PMH401)
 - 20th August 9.30am-1.30pm (Course code PMH402)
 - 25th August 9.30am-1.30pm (Course code PMH403)
 - 26th August 12.30pm-4.30pm (Course code PMH404)
- On completion of the course you will get a certificate of attendance which 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. Or email wellbeing@newham.gov.uk.
- Margaret Fasanya has set up a **Newham Staff Walking Group** to promote Mental Health and Wellbeing. The walks will explore open spaces and forests including Epping Forest and take place either every Saturday, or fortnightly in the morning or afternoon, and will take 2 hours.
- For staff to express their interest email margaret.fasanya@newham.gov.uk



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