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UPDATE

WE ARE NEWHAM.



Newham News is released on a Friday. Welcome to the Newham Internal Update for a quick roundup of the week's top stories.

Reasonable adjustments

EVERYTHING YOU NEED TO KNOW.



The Council is committed to ensuring that its employees are supported by removing or reducing disadvantages related to a **physical, mental, cognitive or learning conditions** that have an adverse effect on their ability to carry out typical day-to-day activities.

Adjustments are often not expensive, onerous or disruptive and can ensure that employees continue to feel valued, engaged and supported.

[Read our new Reasonable Adjustments Factsheet now>](#)

It contains information on how to request reasonable adjustments, and how line managers can implement those requests.

We will be holding a reasonable adjustments workshop on **6 July 2022**, look out for a calendar invitation coming soon.

Black & white only printing



We would like to remind staff to please **only print in black and white**.

If colour prints are required, you will need to email the document to ICT Print Room printservices@onesource.co.uk with a valid cost code.

[Read the LBN Print Policy for more information>](#)

We want to help more businesses win contracts with us



Come to our workshop to find out how the Council buys services and how you can get your business in the best position to win contracts with us. We are looking to support more local SMEs to provide goods and services to the Council.

Wednesday 29 June, 10:00-14:00 (with two short breaks during the session)

The training will be delivered by our award-winning trainer Andrea Childs, Managing Director of [Klick Business Solutions](#). Andrea has 25 years' experience of winning new contracts by writing high scoring tenders for both the public and private sector.

The workshop will cover, but not limited to:

- Understanding and de-mystifying procurement jargon/common procurement terminology and understanding what it means
- Getting your business ready to tender, what policies/procedures, financial information, accreditations/common standards and information about your company you will need to ensure you are in the best position
- Bid or No Bid decisions, how to decide whether to submit a bid.

A full list of topics will be emailed to you once you have registered onto the workshop.

[Register now>](#)

Change isn't always as good as a rest!

Sometimes it is really hard work and it can be stressful. The Good Change Network invite you to our Summer get-together so we can share some really useful tools and techniques to help you regardless of your job or current priorities. This event is for people that ever find themselves considering any of the following questions:

- Do you wish you could free up more time in your day to just...think?
- Are your competing priorities making it difficult to make good decisions?
- Are you finding it hard to make progress on the work you care about most?

If you do, you're probably suffering from scarcity. That's where we come in.

Keep your diary free for a few hours on **12 July, 13:30 for a 14:00 start and finishing by 17:00 at the latest**. A mystery venue is being secured and more details to follow, but will be in Newham.

We have limited spaces available so encourage you to book early by emailing TheGoodChangeNetwork@newham.gov.uk

(Current GCN Members are encouraged to bring a new colleague!)

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