

General FAQs

1. How do I change my address or other personal details?

Please complete a Change of Personal Details Form, which can be downloaded from the [forms](#) section on the Intranet.

The completed form needs to be returned to nelcsu.ccgforms.north1@nhs.net

2. How can I complete my mandatory training?

- All mandatory training can be completed via the Workforce System at <https://nclccgs.nhsworkforce.org/login>
- Once logged in to Workforce, you should select the “Learning and Development” tab, which will bring you to your Learning and Development Dashboard
- You can then select the course, which you need to complete by clicking on the course name. You may be directed to an external website in order to complete the module.
- Please ensure you complete the course fully in order for the Workforce system to be updated.

If you are unable to login to your Workforce account, please contact nelcsu.workforcesystemhr@nhs.net.

3. How can I access NCL CCG’s HR policies?

All HR policies can be found on the [policies](#) section on the Intranet.

4. Which Staff Networks are available within NCL CCG?

- BAME (Black, Asian and Minority Ethnic) Staff Network
- LGBT+ (Lesbian, Gay, Bisexual, Transgender) + Staff Network
- Disability Staff Network

The CCG also has an “Engaging Our People” Forum, which is made up of staff representatives from each directorate. If you would like to contribute to this forum, you should do this via your directorate representative.

5. How can I join a Staff Network or find out more information about them?

Further information on each of the staff networks is available via the [dedicated staff networks intranet page](#).

Staff who would like to join one of the staff networks or find out more information can email nclccg.inclusion@nhs.net

6. What is my notice period?

Please refer to your contract of employment for confirmation of your notice period.

If you do not have a copy of your contract, please contact the HR Team at nclccg.nclworkforce@nhs.net

7. What benefits can I get from working in the NHS?

There are also offers and discounts from private companies. Please check the [National NHS Staff Benefits website](#) for these offers.