



North Central London
Integrated Care Board

Directorate staff briefings

19 October 2022

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All staff event on 14 December



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- Our next all staff event will be held in person on 14 December; staff are asked to hold this date their diaries
- A calendar invite has been sent to all staff from the Communications calendar – if you haven't received it, please contact nclibcommunications@nhs.net
- We will soon be circulating a registration form, which you **MUST** complete in order to attend
- **With no exceptions**, you will not be able to join the event if you haven't registered; this is because we need to confirm final numbers for costing and venue security purpose
- The event will be held at [133 Houndsditch](#) (Liverpool Street, London, EC3A &BC), which is close to tube stations and has good accessibility (all the event rooms are on a single floor, which is service by several lifts)
- Further details on timings and the agenda will follow soon

Guidance and Tips for MS Teams

- With the introduction of the ICB's agile working policy, being able to use Microsoft (MS) Teams is a key part of the way we work
- New starters/colleagues may be new to using MS Teams or have questions regarding how to access certain features
- [New pages on the intranet](#) have been created to help colleagues with Teams good practice and protocols, answer some FAQs regarding using Teams and signpost colleagues to further resources
- If you have a question regarding Teams usage, you can explore these new intranet pages, or search the help function on MS Teams
- If you can't find the information you're looking for, you can email one of our ICB Digital Heroes:
Ami Anttila – amina.anttila@nhs.net
Megan Reed – megan.reed1@nhs.net
- Find out how to create breakout rooms, add a lobby to your meetings, record meetings and more [here](#).

Meet the Chief People Officer – your questions answered

- Sarah Louise Morgan, NCL ICB's Chief People Officer, held a session for all staff on 13 September, to introduce herself, her role and what she sees as the priorities for both our organisation and the wider system
- Answers to the questions raised both ahead of and during the session are now available, together with the recording of the session
- Staff can access these on the on the new [Meet the Chief People Office page](#) on the intranet

NHS Staff Survey



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- A reminder to all staff to complete the 2022 NHS Staff Survey
- After the unique demands of the last few years, it is more important than ever that you share your views on your working experience and how it can be improved
- The data is made available each year on the [NHS Staff Survey website](#)
- What you say is kept confidential and anonymous – no one will be able to see your completed survey, or identify individual responses
- The survey will close on **Friday 25 November 2022**
- To participate, click the unique link in the email you received (emails started going out on Monday 3 October) – it only takes around 15 minutes to complete
- If you haven't received the email, check your junk folder. If it's not there, please contact the HR team nclicb.od@nhs.net
- We encourage all eligible staff to complete the survey – your views are an important part of how we develop and evolve as an ICB in the years ahead

Declarations of Interest *2nd reminder OVERDUE*

- All staff (permanent, interim, fixed term, contractors) are asked to complete a declaration, unless they have already done so in the last three months
- So far, we have only received 50% of completed forms
- Please complete, sign and date the attached form and email it to [Andrew Tillbrook](#) **urgently and no later than 21 October 2022** (the deadline was 14 October)
- **Where can I find detailed guidance?**
 - NHS England published [statutory guidance on managing conflicts of interest](#) to support CCGs to manage conflicts of interest
 - The updated conflicts of interest policy is available on the Intranet, [HERE](#) (*under governance*)
 - The declaration form is available on the ICB's Intranet at [DOI FORM](#)
- Please contact [Andrew Tillbrook](#), Board Secretary, Corporate Affairs if you have any questions

Conflicts of Interest Policy training

- The first training session on the newly approved Conflicts of Interest Policy and management of conflicts of interest was held earlier this week. For those staff unable to join, a repeat session is scheduled for on **26 October 2022, 2pm – 3pm**
- The training will familiarise staff with the new approach to managing conflicts of interest and help them to ensure they are working within the spirit of the ICB, whilst ensuring the integrity of the ICB's decision making processes
- You will still need to submit your conflicts of interest form and complete the mandatory training module on Workforce
- If you need any help with the policy or with managing a conflict of interest please contact the Governance and Risk team at ncl.governance@nhs.net
- A calendar invite has been sent to all staff from the Communications mailbox. If you haven't received this, please email the team on nclicb.communications@nhs.net

Our office environment and COVID-19

- It is important to let your line manager know if you test positive for COVID-19, and report this via Workforce. If you test positive and have recently attended one of our offices, you or your line manager should notify Business Services nclicb.businessservices@nhs.net, who can then contact any staff you worked in close proximity with, in order that they can take any necessary action
- Staff are reminded to use the hand sanitiser provided in each of our offices, as well as the anti-bacterial wipes to wipe down your workstation before and after use. If you notice that the stock of anti-bac wipes, anti-bac spray or hand sanitiser are running low, please let Business Services know so that this can be replenished: nclicb.businessservices@nhs.net
- Staff are reminded to please be mindful when using the PODs and booths in offices; we want to keep them clean and in good condition for all staff to use – staff are strongly discouraged from eating in the PODs
- We have recently arranged with UCLH to broaden the cleaning service provided in our Camden office; this increased cleaning service will start imminently, and we hope it will improve the office environment further

Get involved! Black History Month



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- This month's NCL Diversity and Inclusion Book, Film & Music Club will focus on Black History Month October 2022 – Thursday 20 October from 2pm – 3pm
- On Tuesday 25 October, the BAME Staff Network will be holding an event celebrating Black and Asian musical instruments. Join them from 1pm – 2pm
- On Thursday 27 October at 12pm, the ICB's Quiz Master Extraordinaire – Mr Martin Emery - will be hosting a quiz as part of Black History Month celebrations
- Invitations for all events have been sent to staff from the communications team. If you haven't received them, please contact nclicb.communications@nhs.net
- More information can be found on [the Black History Month page](#) of the staff intranet

BIM2022

DIG DEEP, LOOK CLOSER, THINK BIGGER

LGBT+ Staff Network Chair role

- We are looking for a Chair for the ICB's LGBT+ Staff Network
- This role will work closely with the other Staff Network Chairs (BAME and Disability, Carers and Long-Term Conditions) and will have a strategic role in representing the vision and purpose of the networks
- A key part of the network's work will be to support embedding equality of opportunity in everyday practices such as recruitment, career progression and promotion and provide a fair, equitable, supportive and encouraging working and learning environment for our workforce.
- More information is available on the [LGBT+ Staff Network intranet page](#) and in this [information pack](#)
- If you would like to speak to anyone about this role, please contact courine.stewart1@nhs.net
- If you would like to speak to one of our other network chairs about the role of chair, please contact stacey.kennedy1@nhs.net, victoria.wicks2@nhs.net, sarah.perrett@nhs.net or zoe.garbett@nhs.net
- If you are interested in applying for this role, please complete the [Expression of Interest form](#) and send to the Inclusion, Culture and Wellbeing Team (nclib.od@nhs.net) by **5pm on Monday 7 November 2022**

October Awareness

- October is Freedom to Speak up month – detailed information was shared in our last briefing, which you can find [here](#), including how to contact the ICB's [Freedom To Speak Up Guardians and Ambassadors](#)
- [Breast cancer awareness month](#) – read about the experience of one of our staff with breast cancer, in this week's newsletter
- ADHD awareness month – you can find out more about ADHD [here](#)
- Stoptober – support on giving up smoking is available [here](#)
- Sober October – you can find information and support [here](#)

- [UK Disability History Month](#) is coming mid-November. This year the theme is 'Disability, Health and Wellbeing'. Watch this space for information on how the Disability, Carers and LTC Staff Network's plans to celebrate!

Two final reminders

- As of next Monday (24 October), the new Haringey office will be ready for staff to use. You can more details in the [briefing slides from 5 October](#)
- An 'Office User Guide' with more detailed information will be uploaded onto the Intranet this week and we are happy to arrange induction sessions for team attending the office
- Don't forget that for staff who are not eligible for a free vaccine this year, NCL ICB will reimburse the cost of a flu vaccine
- Detailed information on how to submit your claim for the flu vaccine was included in the [briefing slides from 5 October](#)