



North Central London
Integrated Care Board

Directorate staff briefings

2 November 2022

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Stress Awareness Day



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- Today is Stress Awareness Day (Stress Awareness Week is next week, from 7 November)
- Stress Awareness Day is highlighting the ways that stress can affect people and what you can do to manage your stress before it becomes a problem. Millions around the UK experience stress and it is damaging to our health and wellbeing
- You can access an NHS-approved [Mind Plan](#), available on the Every Mind Matters [website](#)
- By answering five short questions, you can get a personalised mental health action plan, providing practical tips to help you deal with stress and anxiety, boost your mood, sleep better and feel more in control
- People can also join a 4-week email support programme where they can get reminders, swap new tips and are encouraged to make looking after their mental wellbeing part of their everyday routine
- There is also advice and support available to ICB staff on our [Wellbeing and Support intranet pages](#)
- HR have created a [Financial Wellbeing page](#) on the intranet to support staff – *more information on these pages later in this briefing*

The staff awards are returning!



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- We will shortly be launching this year's nomination process for our Staff Awards 2022! These awards celebrate the hard work, dedication and supportive care given by our staff throughout the year
- Following feedback from last year's awards, this year we have amended the categories
- This year our award categories will include: the "Embracing Our Values" awards, where staff can be nominated for demonstrating their commitment to the ICB values, the "Unsung Heroes" awards, the "Outstanding Leadership" awards, and an award for "Health and Wellbeing"
- **Details on how to nominate will be in this week's staff news.** The nomination window opens on Monday 7 November, and closes on Friday 25 November.
- We would really like to see as many nominations as possible and so encourage nominations for staff at all levels of the organisation. Please get thinking about which colleagues you'd like to celebrate! The judging panel will include members from our staff networks and the Engaging Our People Forum; we are also asking for volunteers from across the organisation.
- If you are interested in joining the panel, please contact nclicb.od@nhs.net by Friday 18 November; the judging panel will take place on Friday 2 December
- The award ceremony will be part of our in person 'All Staff' event on Wednesday 14 December

All staff event on 14 December

- We are looking forward to seeing you at our next all staff event on 14 December
- This will be in person and is a mandatory event; unless people are on leave, are unwell or have a personal reason they've discussed with their line manager, then the expectation is that you attend
- All staff, including temporary staff, those on fixed term contracts, or where they are external but are an essential part of our business, are invited to this event
- **Please make sure you respond to the calendar invite** sent to you from the Communications calendar - if you haven't received it, please contact nclicb.communications@nhs.net
- **You also need to complete the [registration form](#)**. All staff MUST complete this 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)

Office updates



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- The ICB has a new switchboard telephone number. The new number is **0203 198 9743** (this replaces our old number, 0203 816 3000)
- Changes have already been made to our external facing website, as well as the letterhead templates found on the Intranet
- Please update your electronic signature with our new switchboard number if required. Information regarding the format and style of your electronic signature can be found here: [NCL ICB Style Guide |](#)
- Desks and the meeting room for the new Haringey office (48 Station Road) are now live on 'DeskSmart' and can be booked in the same way as our other ICB offices. All office related information can be found in the "User Guide" section of the [Business Service intranet page](#)
- Please can all staff be reminded of the importance of booking desks (or registering attendance where you don't need use of a desk) and booking meeting rooms. We are pleased to have seen a large increase in the number of staff working from our offices, which makes booking a space even more important.

Winter planning - office preparations

- Winter planning preparations are underway, from an office management perspective, to ensure that there is plenty of stock of hand sanitiser and anti-bac wipes etc.
- We are closely monitoring both the Government and the Health and Safety Executive (HSE) websites for any changes in advice or recommendations
- It is really important to let your line manager know if you test positive for COVID-19, and report this via Workforce
- If you test positive for COVID-19 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

Financial Wellbeing



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- Financial Wellbeing is an integral part of creating a healthy workplace where people can flourish, and reach their potential
- HR have created a [Financial Wellbeing page](#) on the intranet to support staff with the rising cost of living, and to provide support with any financial worries
- The page has practical information, resources and guidance, some specifically for NHS staff, from making your money work for you, to maintaining wellbeing during periods of financial uncertainty
- It also highlights the support that is available to help manage your money, pension planning, discounts, and managing uncertainty, including:
 - The Money Helper Service – an organisation that provides free, independent support to improve people's financial wellbeing, including access to helplines, budget planning tools, family care and benefits
 - Government supported financial assistance – including access to universal credit, employment support allowance, childcare and energy bills support
 - Access to financial assistance via charities and grants
 - Contact details of other organisations offering financial information, guidance and services
- Details on benefits and discounts, including supermarket discounts, national discounts and help with grocery and fuel costs, which are available to NHS staff are also on our [intranet](#)

Pension Awareness Week



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- This week is Pension Awareness Week, which was postponed due to the national period of mourning. In partnership with the Isio Group, NHSE have scheduled the following pension seminars:

Introduction to the NHS Pension Scheme – 2 November (12:30-1:30pm)

This seminar will provide a comprehensive introduction to the NHS Pension Scheme and the benefits that come with it. including how much the Scheme costs, how the pension builds up, how to keep track of your pension, and what other benefits are available from the Scheme (e.g. life assurance).

Further information and to book onto the session please visit the following site: [Introduction to the NHS Pension Scheme | NHS England Events](#)

Taking care of your finances – 4 November (2-2.45pm)

This session is aimed at taking simple steps you can take to better manage your finances – we'll cover better budgeting, savvy spending tips, and share plenty of practical examples along the way.

Further information and to book onto the session please visit the following site: [Take care of your finances - Pension Awareness Day](#)

NCL ICB pension clinics

- If you require specific advice around your NHS Pension, the People & Culture Directorate will be offering virtual pension clinics again for NCL ICB staff to ask any questions or queries you may have in relation to your NHS Pension
- This is available via MS teams for individual 30-minute appointments and will be with Pensions Manager, Sara Weller. Appointments are available for Tuesday 15 November 2022
- If you require an appointment aside from this date, please contact HR in the first instance: nclicb.hr@nhs.net, so they can arrange an alternative date
- Further information about the pension clinics can be found on the ICB Staff Intranet site [here](#).

People and Culture Oversight Group



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- We want the ICB to be great place to work, with an organisational culture that creates a that is safe, healthy, compassionate and inclusive work environment
- To support this vision, a People and Culture Oversight Group (PCOG) is being established
- The role of the PCOG will be to approve the ICB's People Strategy, Diversity and Inclusion reports, and to provide oversight and scrutiny of annual work plans that will deliver the People Strategy. Full details of the PCOG are on our [staff intranet](#)
- The group will meet quarterly, with the first meeting scheduled for Monday 28 November
- The PCOG will be formed with representatives from across the ICB, including the Executive Team, Chairs of each of the Staff Networks, a regional trade union representative and a staff representative from each of the ICB Directorates
- If you would like to join the PCOG as a directorate representative, we would love to hear from you - please complete the short [expression of interest form](#) and send to the HR email address (nclicb.hr@nhs.net) by 5pm on Monday 14 November
- If you would like further information or an informal discussion about being a Directorate representative on the PCOG, please do contact Darshna Pankhania, Deputy Director of HR, OD and EDI (darshna.pankhania@nhs.net)

- 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 current response rate for the ICB is **40.63%**
- EMT are supporting all staff to put time in their diaries respond to the NHS Staff Survey; your response will support our organisation's approach to addressing areas of concern and championing improvements
- The survey will close on **Friday 25 November 2022**
- 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

Declarations of Interest **OVERDUE**

- Previous requests for Declarations have made at the two Directorate briefings and four staff newsletters, but the response rate is only at around 65% of all staff (including interims etc.)
- All staff, permanent, interim, fixed term, contractors are asked to complete a declaration, unless they have already done so in the last three months
- The Registers of Interests is to be audited by the ICB's Auditors, RSM, due to start 7 November, so it's vital staff complete their forms no later than Thursday this week
- The ICB's 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 complete, sign and date the attached form and email it to [Andrew Tillbrook](#) **urgently and no later than 3 November 2022** (the deadline was 14 October!)

National Safeguarding Adults Week

- Safeguarding Adults Week takes place from 21 - 27 November 2022 and is a time for organisations to come together to raise awareness of important safeguarding issues
- The theme this year is **‘Responding to Contemporary Safeguarding Challenges’**
- It is hoped that the week will enable more organisations and individuals to feel confident in recognising signs of abuse and neglect and recording and reporting safeguarding concerns
- Each day of the week there is a [focus on a different safeguarding theme](#) to explore how we can respond to contemporary safeguarding challenges
- NHS England will be hosting a webinar 12-1pm on each weekday of National Safeguarding Adults Week to highlight the different themes
- If you would like to learn more about safeguarding and attend any of the webinars, please find the topics, speakers, on the day joining links and more on the [event invitation](#)
- For safeguarding information, advice and support, access the [ICB safeguarding intranet page](#)

Bite sized information

- Liz Sayce, our new Wellbeing and Inclusion Guardian on the ICB's Board of Members, is hosting a virtual session on Friday 18 November at 1pm. Liz will introduce herself and her background and also describe how she sees the role of the Wellbeing and Inclusion Guardian and what it means for staff and our organisation
- Taking annual leave is an important part of staff's wellbeing, allowing you time away from work to spend with friends, family, or just to enjoy your favourite past times
- All staff are reminded to ensure they take all their allocated annual leave by 31 March 2023, with the current arrangements of being able to carry 5 days over into the next financial year continuing
- If you are interested in applying for the role of Chair for the ICB's LGBT+ Staff Network, information is available on the [LGBT+ Staff Network intranet page](#) and in this [information pack](#). The [Expression of Interest form](#) is due back to the Inclusion, Culture and Wellbeing Team (nclicb.od@nhs.net) by **5pm on Monday 7 November 2022**
- Organisational structure charts are now updated and available [here](#) on the intranet
- [UK Disability History Month](#) is coming mid-November. This year the theme is 'Disability, Health and Wellbeing'. Watch this space for information on events the Disability, Carers and LTC Staff Network will be hosting

Bite sized information

- A two minute silence will be observed across the country at 11.00am on Friday 11 November, to mark Remembrance Day (also known as Armistice Day). Remembrance Day pays tribute to those who have lost their lives in all conflicts and wars, as well as to our Armed Forces who, give so much to protect the freedom of others
- The ICB would like to encourage staff, where possible, to arrange meetings appropriately, or to pause meetings between 11.00am – 11.02am on Friday 11 November, to allow those who wish to, to observe the silence
- Royal Mail has confirmed the CWU has withdrawn the industrial action planned for this week. This means Royal Mail workers who are members of the CWU will no longer be taking strike action on 2, 3 or 4 November 2022
- The following national-level rail strikes have been announced: Saturday 5 November, Monday 7 November and Wednesday 9 November