



North Central London
Integrated Care Board

Directorate staff briefings

16 November 2022

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All staff event – 14 December



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- We are looking forward to seeing you at our next all staff event on 14 December.
- This will be the first time we've come together since we merged the five borough-based CCGs.
- It will be an opportunity for us to meet each other – for some, for the first time face-to-face – and discuss how we will develop together in the years to come.
- This will be an in person event held at [133 Houndsditch](#), which has good transport links to several tube stations, the Overground and also Liverpool Street mainline station.
- There is no parking at the venue, however there are several public car parks nearby. We can support arrangements for colleagues with accessibility needs.
- We understand some staff may incur additional travel expenses from travelling to/from the venue – staff will be reimbursed with the excess travel costs, which will be the difference between their current travel costs to/from their contractual base and the costs to/from the event venue. All excess travel claims can be made via the [ICB's Expenses Policy](#) via the [Workforce system](#).
- The space has good accessibility with all the event rooms on a single floor.
- The Greener Staff Network are helping us to make this event as green as possible so we are encouraging you to use public transport if you are able.

All staff event – 14 December



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- Thank you to everyone who has already registered – we have had over 450 registrations so far.
- We have sourced a venue that will enable every staff member to attend, and we would like to see as many of you there as possible to take some time out from your day-to-day working life, to enjoy the space, opportunity to connect with others and enjoy the lovely food – breakfast and lunch, plus tea, coffee and snacks will be provided.
- If you haven't already, please **complete the [registration form](#)** – it only takes about 1 minute.
- The final numbers are important for the venue as they need to know who will be on site for their security team and catering purposes. In the registration form please let us know any dietary or accessibility requirements you may have.
- The venue has dedicated support available on the day.
- The venue hosts large events of this type regularly and have covid-safe approaches to cleaning and ventilation in place. Masks are not required in the venue, however you are most welcome to wear one on the day if you would feel more comfortable in doing so.
- [You can take a virtual tour look at photos, floor plans and directions to the venue here.](#)

All staff event – 14 December



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- You will **not** need to bring your laptop to participate in the day.
- All colleagues are encouraged to rearrange meetings to another day wherever possible. There is a private room on site for people to take calls if necessary.
- As this is an off-site event the dress code will be smart/casual, no need for business attire.
- There may be a number of reasons why colleagues are unable to attend. If this is the case, please make sure you discuss this with your line manager at your next 1:1 meeting.
- The Communications and Engagement team have circulated a calendar invite. As well as accepting this, you must complete the registration form.
- If you haven't received the calendar invite, please contact nclicb.communications@nhs.net

All staff event – Get Involved

- For the event to be a success, we need attendees to actively participate on the day.
- We also need a few things from you in advance – the first of these asks are outlined on the next few slides!

Staff Awards

- The 2022 NCL ICB Staff Awards will be handed out as part of the event. There are a number of categories – full details can be found on the [Staff Awards page](#) of the intranet. We encourage colleagues to think about people and teams they work with who deserve to be nominated in the various categories and take some time to submit these. Nominations are open until Friday 25 November.

Spotify playlist

- Sound and music will be an important part of our day. To make this tailored to everyone, we are building a Spotify playlist full of our collective joy to play throughout the event. To add your own bit of joy to this playlist [go to this link](#) and share a song you have inherited from your family, friends or culture that brings you joy and that you want to pass on.
- The deadline for sharing your songs is Friday 2 December.

All staff event – Showcasing your work

- We know how much wonderful work our teams and staff networks do and we would love to showcase it.
- Using the template [on the intranet](#), share work your team or network have done that you are particularly proud of.
- Please include:
 - a picture(s)/photos (including of the team so we know who you are)
 - a brief summary (up to 30 words)
 - a link person / email contact to find out more.
- You can of course share multiple things you are proud of, but please duplicate the slide and use a single slide for each thing you are proud of.
- We'll be displaying these slides on screens in the venue when we come together in December to celebrate our incredible work.
- The deadline for completing and returning this template is Friday 25 November at 5pm.

All staff event – Thankyou Wall

- We know that without the support of colleagues, we wouldn't be able to do our incredible work.
- We want to give you the opportunity to say thank you, celebrate with or share an anecdote about the great work you've experienced from colleagues.
- [Go to this Menti link](#) to say thank you to a particular person or team within the ICB who you are grateful for working with or has gone that extra mile for you.
- Don't forget to give a specific reason for which you are thanking this person or team.
- We will use these to create a 'Thank You Wall' which will be displayed on screens around the venue on the day! To show appreciation for our wonderful colleagues.
- The deadline for submitting a 'Thank You' is Friday 2 December.

All staff event – Agenda



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On the day you will be hearing from the Executive Management Team about the vision and purpose of our organisation to set the scene and then there will be a lot of time to connect with colleagues, have your say and importantly to determine how you contribute to making a difference to the population of North Central London. The full agenda is below.

From 8.30am	Arrival and registration: Arrive, register, have breakfast and settle into the venue
9.30am	Welcome, opening perspectives and meeting colleagues: A chance to meet colleagues and reflect on recent successes
10.15am	Our vision: Presentation of our vision and key priorities for the ICB
11.00am	Break: A chance to recharge with tea, coffee and snacks whilst connecting with colleagues
11.30am	Breakout discussion: Discussing how we need to work together to bring this vision to life
12.45pm	Lunch: Lunch will be provided in the networking space
1.45pm	Panel discussion with EMT: An opportunity to reflect on the breakout sessions, hear what the vision means for different teams and ask EMT any questions that you might have
2.45pm	Reflections: A summary of the day and next steps
3.00pm	A Celebration of Our Year: Staff Awards will be handed out during this session, as well as some festive fun!
4.30pm	Event close

- We have been advised by Picker that our response rate for the 2022 NHS Annual Staff Survey is sitting at around 51% of eligible staff. This compares with a response rate of 69% in 2020 and 73% in 2021.
- It takes about 15-20 minutes to complete the survey, and all colleagues are encouraged to block out some time to complete the survey.
- The survey will close on Friday 25 November 2022.
- The survey is a regular opportunity to share your thoughts and feelings about your life at work.
- The responses are all anonymised, but we receive important insight each year about where we are doing well as an organisation and where we could improve.
- There are a range of topics covered by the survey and as with previous years, we will look at the results closely in 2023 and use them to guide our development as an organisation.

Directorate names changes

- From Monday 21 November the following name changes will be in place.
- The ICB's Quality Directorate (led by Chief Nursing Officer, Chris Caldwell) will be called the Chief Nursing Officer's Directorate (CNOD).
- The ICB's Medical Directorate (led by Chief Medical Officer, Jo Sauvage) will be called the Chief Medical Officer's Directorate (CMOD).
- From this date onwards, please use the new directorate names in all communications.
- These changes ensure that the directorate names reflect the full set of functional responsibilities.

Introduction to the NCL Intelligence Function (IF)

- Data and analytics have a pivotal role in our ICS, supporting transformation and ensuring health and care partners provide a modern operating environment to support their workforce, citizens and populations.
- NCL ICB has been working towards establishing a centralised model of analytics, including embedding a population health management platform (HealthIntent). This will help address duplicate requests and manage asks in a streamlined way.
- Our NCL Intelligence Function (IF) brings together the analytically-focused teams from within the former NCL CCG and the London Shared Service (LSS) including the in-housing of the Specialist Business Intelligence team (now known as ‘Specialist Analytics’) which previously served all London ICSs. The function is headed up by Ali Malik, within the Performance and Transformation Directorate.
- The key aim of the NCL IF is to support decision-makers at system, organisation, place and neighbourhood level by **turning data into insight** to improve population health outcomes, reduce inequalities and enable the design and efficient delivery of high quality services.
- We aim to do this through development of our analytical platforms, by professionalising analytics and capitalising on newer digital and analytical technologies.
- Further detail about the IF can be found on the [intranet](#)

IF: proposed ways of working

- We will be reaching out to key stakeholders and directorates to go through our model for analytics and the proposed ways in which we will be working with the ICB and ICS.
- We are also working on creating a central depository of analytical products; this will be made available to ICB colleagues under a 'self-serve model'. Further details to follow.
- In the meantime, we are piloting an operating model formed around a **business partnering matrix team** for the core functional/programme areas of the ICS – details of the individuals within the IF mapped to each matrix team are on the [intranet](#).
- **During this pilot, new requests should be routed through the principal lead for each functional area.** They will then determine the relative priority of the request in line with the capacity available and map that to the appropriate team/individual within the IF.
- Where there are competing priorities we may need to hold prioritisation meetings with the Executive Director to ensure directorate goals are linked to the analytical support required. It is therefore important to ensure that requests are linked to business/directorate priorities.
- In addition, before procuring any external analytical support for programmes please check with the IF principal lead for the functional/programme area as we are better placed to service more complex analytical requirements in-house.

UK Disability History Month starts today

- UK Disability History Month runs from 16 November to 16 December 2022.
- This is an annual event that allows us to reflect on the role disability has played in society, and offers an opportunity to become agents of change within our communities.
- Disability History Month is not just for our staff and local residents that have a disability, but for us all. Disability has shaped our notions of law, medicine, family, sport, arts and culture, and is an intrinsic part of who we are.
- This year's theme is Disability, Health and Wellbeing: <https://ukdhm.org/>
- The Carers, Disability and Long-Term Conditions Staff Network is organising a series of staff events, articles and information sharing/signposting to celebrate the month.
- Information about activities is on the network's intranet [page](#).
- Events started this week, with this morning's NCL Book, Film & Music Club.
- On Friday 18 November there is an opportunity to meet our new Wellbeing and Inclusion Guardian, Liz Sayce (1pm – 1.45pm).

Fraud Awareness Week remote training sessions

- The NHS Counter Fraud Authority requires the ICB to have an ongoing programme of work to raise awareness of fraud, bribery and corruption
- Fraud Awareness Week 2022 is taking place from 13–19 November.
- Throughout the week, our Local Counter Fraud Specialist will be hosting a number of training sessions remotely, via MS Teams.
- All staff are encouraged to attend these training sessions to learn about their responsibilities in protecting funds, the correct reporting procedures as well as the outcomes of fraud investigations.
- The General Fraud Awareness and Cyber Fraud Awareness sessions are open to all staff whilst some of the sessions are only available to specific teams. For more information on the Fraud Awareness Week webinars and for the meeting joining links, [view this slide deck](#) or last week's staff newsletter.

Important information re: payment of supplier invoices

- Any invoices that are sent to NHS North Central London Clinical Commissioning Group (NCL CCG) from 1 January will be rejected.
- This will mean that suppliers will not be paid.
- In anticipation of this, we wrote to suppliers prior to the change from NCL CCG to NCL ICB. This week we have sent a reminder email to suppliers.
- Over the next couple of months, if you are expecting invoices from suppliers, it would be helpful if you could let suppliers know invoices should be addressed to NCL ICB (not CCG) with immediate effect.
 - New Organisation name: **NHS North Central London ICB (QMJ)**
 - Please note: the physical address for the organisation remains the same – Laycock PDC, Laycock Street, London, N1 1TH.
- **If colleagues approving invoices notice an invoice addressed to NCL CCG, please contact the supplier as soon as possible.**
- Thank you in anticipation for your assistance and please speak to your usual finance contact if you have any queries.

December payroll dates

- Payday for NCL ICB in December will be Tuesday 20 December 2022.
- Due to the earlier payday in December, the deadline for receipt of change forms will be slightly earlier on Thursday 1 December.
- Payroll ask if change forms can be received on or before this date for December as they are unlikely to be able to process any late forms, and therefore any later forms will not be processed until January 2023.
- Timesheets and expenses can still be approved and sent by the 5th of the month as normal.

NCL ICB car lease scheme



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- NCL ICB have now introduced a new car lease scheme for all permanent employees. The scheme is provided by NHS Fleet Solutions, and will be paid for as a salary sacrifice scheme by deductions through your salary.
- It is a staff benefit that will allow NCL ICB staff members to lease a car normally for a period of two or three years. There is no deposit required and the cost of providing the car is fixed for the duration of the lease.
- Employees who wish to apply for the scheme can contact NHS Fleet Solutions via:
 - Email at enquiry@nhsfleetsolutions.co.uk
 - Telephone on **0344 811 82 28**
 - Visiting their website www.nhsfleetsolutions.co.uk where you will be required to register on the website using **VPD 985**.
- Further information on the Car Lease Scheme can be found on the [Intranet](#).
- For eligibility criteria queries, please refer to the [Car Lease Scheme Brochure](#) or contact the HR Team at nclibc.hr@nhs.net

People and Culture Oversight Group

- We want the ICB to be great place to work with an organisational culture that creates a work environment that is safe, healthy, compassionate and inclusive.
- To support this vision for the ICB, a People and Culture Oversight Group (PCOG) is being established.
- The purpose of the PCOG will be to:
 - provide oversight of the ICB's development and delivery of our ICB People Strategy that delivers the ICB's vision and objectives
 - provide oversight of the ICB's compliance with statutory and mandatory equality, diversity and inclusion requirements in accordance with national, regional and system requirements, good practice and the ICB's diversity and inclusion objectives
 - ensure plans are in place to continue to strengthen staff engagement and staff experience by ensuring that staff feedback informs all people-related initiatives and activities
 - ensure that processes are in place to understand and improve staff health and wellbeing, including any actions and initiatives required by the Non-Executive Wellbeing and Inclusion Guardian

People and Culture Oversight Group

- The purpose of the PCOG will be to:
 - provide oversight of the ICB's People and Culture leadership, management and delivery, with a focus on specific issues where the ICB's performance in these areas is showing a deterioration or there are issues of concern
 - promote innovation and improvement in the ICB's management of its workforce to enhance staff experience and outcomes
 - consider and ensure controls and mitigation are in place for workforce related risks and provide assurance to the Board that such risks are being effectively controlled and managed.
- In summary, the role of the PCOG will be to approve the ICB's People Strategy, Diversity and Inclusion reports, provide oversight and scrutiny of annual work plans that will deliver the People Strategy, approve HR policies.
- The PCOG will meet on a quarterly basis, with the first meeting scheduled to take place between 2–4pm on Monday 28 November.

People and Culture Oversight Group



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Membership

- The PCOG will be formed with a number of representatives across the ICB, including members of 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.

PCOG Directorate Representative

- If you would like to join the PCOG, we would love to hear from you – please email the HR team via nclimb.hr@nhs.net by 5pm on Friday 18 November.

Further Information

- 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).

Reminder to take annual leave

- All staff are reminded to ensure they take all their allocated annual leave by 31 March 2023. By now all staff should have taken more than half of their annual leave allowance.
- 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.
- For the next annual leave year, 1 April 2023 – 31 March 2024, the [annual leave policy](#) position remains in that in exceptional circumstances, where it has not been possible to take full leave entitlement for business reasons, a member of staff may request permission to carry over a maximum of 5 days, into the next leave year.
- Requests must be approved by the line manager and the Director of Service or the equivalent.

Greener Staff Network



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- The Greener Staff Network held a successful event in October about greener homes and cost saving tips – attended by 90 people. We recorded the event and will put this up on our intranet page.
- We also had a good cook-along event – vegan chilli, with lots of green tips – we also recorded this and will get it up on the intranet soon. Kitty was a great host!
- We are continuing to write blogs with topical information about issues through a green lens with things people can do to help.
- We are planning a sustainable Christmas themed cook-along, more information to follow – save the date, 5pm Wednesday 7 December
- Please join the network or visit the intranet page for tips about going green <https://intranet.northcentrallondon.icb.nhs.uk/working-at-the-icb/staff-networks/ncl-greener-staff-network/>