

STAFF NEWS



www.glasgow.gov.uk/staffupdates



Tuesday 22 September 2020

Key change in legislation and how to make information accessible

Today we have issued a detailed [managers' briefing and supporting guidance](#) on how to follow best practice principles to make your information accessible for as many users as possible.

Accessibility is about making sure information can be used by as many people as possible. As a public authority we have a duty to create information in an accessible format as it can be widely shared amongst various audiences and could be published online at some point.

Your information – online

If you use a computer at work, and are the author of information that could be published on our website, you should be aware of an **important change in legislation** that requires all information to be presented and published online in an accessible format - from this month.

For our citizens our website may be the only way that they can interact or get in touch with us. So making our website content accessible is not just about complying with a change in legislation, it is vitally important that we make sure that our citizens can find important information easily and that they are able to read it.

Your general information – making it accessible

We would like all staff to think about how you produce information and follow best practice principles to make it accessible – even if you do not intend to publish the information on our website.

We have a large diverse internal audience and our information should be produced with accessibility at its core so that as many people as possible can use it.

How to create accessible information

- Please read our [detailed briefing](#) so you can better understand the steps you should follow when creating your information – to make it accessible.
- The briefing includes **two appendices which give detailed guidance and support links** on how to follow the key principles when creating your document.
- For example, how to structure and layout your information, how to make best use of tables, using the right colours and fonts, how to use simple language and how to insert a description to any images you insert.

Our website (www.glasgow.gov.uk) will also feature an Accessibility Statement that shows and explains how we are complying with this legislation and making our pages and downloadable content accessible to all.



Leadership Development opportunity for black and minority ethnic council employees

Click here to apply



For the sixth year we're offering places to our BME employees on this year's Developing Management and Leadership Skills (DMLS) programme.

This programme has been developed by PATH (Scotland), with funding from the Equality Unit of the Scottish Government, as a positive action measure towards addressing the under-representation of people from BME communities in management positions, leadership roles and public life.

Supporting the programme forms part of our positive action activity to provide specific development opportunities to our BME employees.

The programme aims to support people within this group to fulfil their potential and access opportunities that will result in senior management positions and public appointments becoming more representative of our communities.

The programme will examine power inequalities, the impact of racism on our culture, and the implications for people from BME communities and their relationships with others and with themselves.

The programme will also enable participants to recognise and further develop their own skills and abilities as managers and leaders, and give them the opportunity to explore how they use their skills at present, and how they want to use them in the future - in their organisations, in their communities and in wider society. They will then be able to set goals in line with their own vision and values and begin to take action to turn them into reality.

This year's programme will be delivered online through Zoom. The half day sessions will be held fortnightly between October 2020 and May 2021. Full details are in the programme [Outline](#).

- As council systems cannot access Zoom you will have to use your personal device.
- There is no fee to attend this programme and with line manager approval time will be given to take part.
- Places will be allocated on a first come, first served bases. Apply now.

More information. How to register

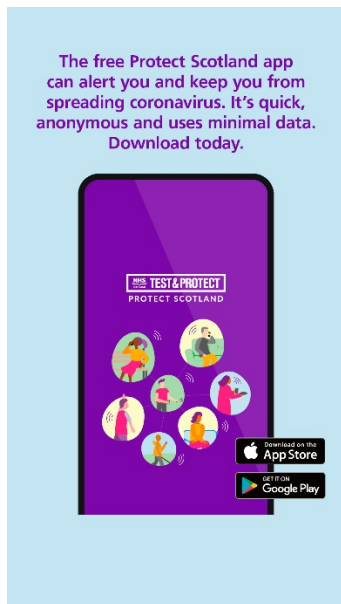
For further information please contact Elaine McHugh by email: elaine.mchugh@glasgow.gov.uk.

If you are interested in taking part, please speak to your line manager to get approval – then register by emailing [Equality & Diversity](#)

For more information about our approach to equality and diversity, visit [Employment Zone/Equality and Diversity](#).

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Protect Scotland App



You may have seen advertising encouraging you to download the Protect Scotland app to your smartphone. This free app complements existing tracing measures and can help people at risk to be contacted quickly.

To support this the council has made the app available on council phones (from tomorrow), however this message is also for people who have downloaded the app to their personal phone.

There are some colleagues in the council, for example home carers, although there may be others, who should not use the app at work. This is because if they do come into contact with a positive case in the course of their work, they will already have taken steps, such as using the applicable PPE for that care setting and so testing and tracing would not apply. If you fall into this category and you want to be supported to use the app on your personal phone, whilst travelling to and from work or in break times, then please discuss this with your manager.

Keep your device close

In order for the app to work effectively and efficiently you should switch off your phone or disable Bluetooth when you do not have it about your person.

This can help to prevent you being traced unnecessarily as a 'close contact' if your phone picks up that that you have been near to a confirmed positive contact – when in fact you were actually physically distanced from your device during that period of contact. For example, you left your device turned on and stored in a locker, secure cupboard at work or charging on a colleague's desk.

This is because the app uses Bluetooth to check other app users nearby. When it finds another user, it will anonymously record the contact, distance between your phones and the length of time your phone was near theirs. Should you be distanced from your device during that period of contact, and they test positive, you will be traced unnecessarily.

In these circumstances it is advised that you turn off your phone if you are physically distanced from it. The app will automatically start to work again once you turn your device back on. If this is not possible, you can choose to turn off Bluetooth for the period you are away from your phone and then reactivate when you are back in social areas.

Software

Please be aware that the app requires you to have at least iOS version 13 installed on your work iPhone to operate the app.

To check your software version go to: Settings, General, Software Update. The current version at the time of print is iOS14. You are recommended to select Customise Automatic Updates on your iPhone to allow for the automatic update and installation of the latest software over Wi-Fi to keep your device safe and working.

More information on the app and FAQs can be found at <http://www.protect.scot/>

Glasgow's Transport Strategy – have your say

A public conversation about a new strategy for the future of transport in Glasgow launches today and we want you to get involved.

Transport accounts for a third of the carbon emissions produced by the city and with Glasgow aiming to become carbon neutral by 2030, major changes are required to how people get about the city if the net zero target is to be achieved.

But with transport also directly linked to health inequality, deprivation and economic performance, the new transport strategy will be integral to the success of Glasgow and its citizens over the next ten years.

Due to Covid-19 restrictions the public conversation will take place mainly online with a major webinar planned this Wednesday along with a series of workshops over the forthcoming six week consultation period.

The public conversation is your chance to help shape these plans. There is an online survey and a transport simulator has also been created to allocate points to the issues that matter to you and help create a picture of the city's priorities.

Councillor Anna Richardson, City Convener for Sustainability and Carbon Reduction said: "The transport strategy will be key to how we move ahead as a city and will direct investment that will help improve our environment, tackle inequalities and support the economy. There will be difficult choices to be made but the consultation document sets out the challenges the city cannot afford to ignore.

"The choices made as part of the development of the new transport system will have a direct impact on Glasgow and the peoples who live here for many, many years to come. It is in the interests of everyone with a stake in the future of the city to join the public and have their say on the transport strategy."

The public conversation document explains how we can all work together to improve the city's transport so that it contributes as much as possible to tackling climate change, inclusive growth and improving the quality of our city centre and neighbourhoods. It is your opportunity to have your say and contribute to future plans, it asks for your views, actions and endorsements to make changes happen.

More information – how to get involved

- The consultation document and online survey is available at <https://www.glasgow.gov.uk/connectingcommunities> and will be open to the public **until Friday 30 October**.
- Councillor Richardson will also host a webinar on **September 23** about the future of transport in Glasgow, To sign up to share your ideas and more, register at <http://www.transportxttra.com/tx-events/?id=2495>
- A second webinar about Transport, People and Place will take place on **October 7**. This relates to the work of the Liveable Neighbourhoods and City Centre Transformation Plans. Anyone interested in participating can register for the event [here](http://www.transportxttra.com/txevents/?id=2496) <http://www.transportxttra.com/txevents/?id=2496>
- To join the discussion online use **#GetAboutGlasgow**



Spaces for People – active travel



With the schools now back, our [Spaces for People](#) programme is encouraging children, young people and their families to travel actively on the school run by making the most of the extra space recently made available for walking, wheeling and cycling.

A special animation has been created, similar to the Spaces for People adverts that were shown on TV in August; to encourage pupils to walk, scoot or cycle to school where possible, with posters made available to schools for the younger children to colour-in and display. The new animation will also feature across the council's social media channels over the coming weeks and complement schools' active travel plans.

Spaces for People measures are making it easier to maintain physical distancing during COVID-19 by widening footways, closing some roads to traffic, providing extra cycle lanes and adjusting traffic lights in busy areas to increase the frequency the green man displays. Further measures planned in the coming months will include the expansion of pop-up cycle lanes, improving the look and feel of temporary measures already in place, vegetation trimming where it narrows the footway, and the expansion of School Car Free Zones.

Maureen McKenna, Executive Director of Education said: "Travelling actively to and from school is hugely beneficial, both on the environment and in terms of improving health and wellbeing."

"The Spaces for People measures delivered by our colleagues in Neighbourhoods and Sustainability these last few months will undoubtedly encourage walking, wheeling and cycling in general across the city as well as hopefully leading to a longer term shift to active travel on the school commute."

More information

You can find out more about Spaces for People measures already in place [here](#).

Join the Community Online Academy – FREE online classes

YOUR HEALTH AND WELLBEING

get active | health support | smoking | mental health |
alcohol and drugs | cancer | healthy eating and
weight management



The Community Online Academy (COA) is a new online resource we can all use to help support our health and wellbeing during these challenging times

The COA has over 100 live and on-demand online classes available **FREE to council employees** as part of our Employee Assistance Service provided by **Workplace Options**.

Every Thursday there's a live programme of health, fitness, learning and fun - for adults and children. Or you can take part in one of the on-demand sessions at a time that suits you - there are many to choose from including:

- **Restorative exercises** - focusing on easing pain and restoring joint function through simple movements designed to improve the flow of oxygen throughout the body. Enjoy any of these classes to increase flexibility and start feeling more relaxed and restored. Classes include: **Physical Therapy, Pilates, Yoga, and Tai Chi.**
- **Learning and Development** - classes, presentations and workshops to support your personal development and performance. Topics include: **Remote Communications, Stress Management, Building Resilience, Parenting Support, Health and Nutrition.**
- **Sports, learning and Fun for Kids** - fun online social activities, classes, and challenges including **Hip Hop Dance, Karate, Yoga, Chess, Drawing, Gaming and Arts and Crafts.**



How to access the COA:

For free access, simply sign up to 'Perks at Work' in the Savings Centre on Workplace Options [website](#).

- Go to www.workplaceoptions.com and click on **MEMBER LOGIN**
- Enter our Username: **GCC** and Password: **employee**
- In the **Centres** menu, select **Savings Centre**
- Use the company code **WPOUK** to register
- Once you have completed registration, click on **COA: Community Online Academy** and explore.



Want to be part of our very popular #ThrowbackThursday?



An image from 1960 – trams in Renfield Street.

We all love a bit of nostalgia. Before smart phones and fancy cameras, many of us have snapped loads of photos of the city over the years and our social media team are looking for your pictures to feature in our weekly social media update.

To get involved, send us any of your photos of Glasgow, including buildings, parks, vehicles and Glaswegians having fun.

Please send your pics on WhatsApp to **07768 769399** - including the year it was taken and location. Credits included!

Got a story to share, a colleague to thank or a photograph to publish?

We'd like to hear **from you!**

Insider@glasgow.gov.uk



Make a tax-free donation to your favourite charity

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Charities need you more than ever



StC will match new donations by £10 for the first month, to any of our charity partners, during September 2020

Click Here to Donate

As we try and return to the new normal, we want to thank all you amazing Payroll Giving donors for your continued support for UK charities who need you, so they can continue their vital work.

These are challenging times for everyone, and your regular donations are invaluable, to support this any new donations to one of our charity partners will also receive up to £10 matched donation from StC as a thank you, during September.

We're still recruiting

Current vacancies

- Internal vacancies are on [myjobscotland](https://myjobscotland.gov.uk/).
- For vacancies in home care, facilities management and catering click [here](#).

Follow us @GlasgowCC on Twitter or Glasgow City Council on Facebook

Covid-19 Renewal Programme

KEEP UPDATED

at all times on the website

www.glasgow.gov.uk/staffupdates



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