

## For Action

### Important Messages that require Action



#### Report It

If you have received a suspicious email and clicked on the link or opened an attachment please contact the CGI, IT Service desk immediately on extension 74000 (0141 287 4000 from an external line). If your device is behaving oddly (for example, you get a window in the screen advising that your files are being encrypted and not to shut the computer down), you must immediately shut the device down (even if the message tells you not to). The quickest way to do this is to press and hold the power switch until the device turns off - do not delay to save documents you've been working on or stop to logout of systems.

if you are in any doubt and think the email and attachment/link is of a suspicious nature - please email Internal Audit immediately using the button below



[Click to report a suspicious email to internal audit](#)

If you receive a warning of a security threat from someone other than the CGI, IT Service desk - do not pass it onto your colleagues - as it may be a hoax. Report it to the CGI, IT Service desk immediately on extension 74000. (0141 287 4000 from an external line)

If you receive a suspicious text message, you should notify the CGI, IT Service Desk on extension 74000. (0141 287 4000 from an external line) and also forward the text message to 7726. This free of charge short code enables your provider to investigate the origin of the text and take action, if found to be malicious. You can also use this number if you receive a suspicious text message on your personal mobile phone.

There is more advice on dealing with suspicious emails, phone calls and text messages on the national Cyber Security Centre website using the button below.

[Click to visit the National Cyber Security Website](#)

#### Staff Briefings

There have been no Managers' Briefs issued in the past fortnight. Please use the button below to view previous managers briefings.



[Click to view the briefings on the intranet](#)

## For Information

### Service News and Corporate Updates that might affect you



## Public Consultation on the Glasgow City Centre Transformation Plan

Glasgow City Council is in the process of producing the CCTP which will replace the current City Centre Transport Strategy 2014 to 2024 and provide a clear framework for transport decision-making in Glasgow City Centre and make it a place where everyone can thrive.

There will now be a seven-week public consultation on the draft CCTP. This will comprise of a series of virtual workshops with stakeholders on several themes, including a public drop-in session for all members of the general public.

An online survey is running until Monday 12 September 2022 and can be accessed using the button below. The draft CCTP and associated documents, including translated versions, can also be viewed there.

All internal staff at GCC are cordially invited to take part in the survey and provide feedback on the draft CCTP, with views sought on interventions that aim to make enhancements for commuters, residents and visitors in the City Centre.

[Click here to view the draft statement and consultation survey](#)

## Housing Contribution Statement shows plan to meet Glasgow's housing, health and social care priorities

Glasgow City Council has worked with housing, health and social care partners to develop a draft Housing Contribution Statement (HCS) for the city.

The HCS will be a key part of the Glasgow City Integration Joint Board's (IJB) Strategic Plan. The IJB is the formal legal body that makes the decisions about how health and social care services are delivered in the Glasgow based on the Strategic Plan. As part of the Public Bodies (Joint Working) (Scotland) Act 2014, there is legislative requirement for a Housing Contribution Statement to be developed as part of the IJB's Strategic Plan.

The council chairs Glasgow's Housing, Health and Social Care Planning Group. Membership of the group includes Registered Social Landlords, GCHSCP services and representatives from the voluntary sector. The group meets regularly to discuss a range of housing, health and social care projects, services and has worked together to inform the development of Glasgow's draft Housing Contribution Statement.

The draft statement:

- Outlines the role of the housing sector in governance arrangements that relate to health and social care in Glasgow
- Provides an overview of shared evidence that outlines key trends and issues in relation to meeting the housing, health and social care needs of Glasgow's population
- Reflects the priorities that are outlined in both the IJB's Strategic Plan and Local Housing Strategy
- Describes the housing challenges that relate to health and social care
- Details housing's contribution and the resources required to deliver the relevant interventions and services outlined in the action plan

[Click here to view the draft Housing Contribution Statement](#)

## Sign up now for new MS Teams digital drop ins

Our Digital Toolkit workshops and drop ins are running again in August and September and are open to staff at all levels who have access to MS Teams. Hosted by Organisational Development and Corporate HR, these informal and short sessions will run you through general top tips for being more confident on MS Teams, sharing your screen, setting up and managing participants in break out rooms and running a webinar (for when you are hosting training or a large event).

- **General hints and tips for using MS Teams**

Wednesday 7 September 2022  
10.00 – 10.30 am

- **Breakout Rooms on MS Teams**

Tuesday 13 September 2022  
10.00 – 10:30 am

- **Sharing your screen on MS Teams**

Tuesday 6 September 2022



2.00 – 3.30 pm

- **Running a Webinar on MS Teams**

Thursday 29 September 2022

2.00 - 2.30 pm

Please share this email with any colleagues who may want to attend and let us know if you have any suggestions for new digital drop ins or workshops.

[Click here to view and register for the courses](#)

If you are unable to use the registration form please get in touch using the button below

[Click here to contact the Organisational Development section if having issues](#)

## NRS People

**Supporting your health and wellbeing and wellness  
at work as well as learning and personal development**



### Meet our new Health and Wellbeing Employee Support Officer

NRS People is delighted to announce our new team member William Holms, as Health and Wellbeing Employee Support Officer.

With over 25 years' experience within operations across the NRS Family, William is excited to join NRS People where he will be working closely with all staff on their health and wellbeing needs, ensuring we get the right events, training and support activities in place that provide the levels of support at work everyone needs. This includes ensuring staff know how to get fingertip access to all their needs, even if they're not facing.

"I'm really excited and motivated to be joining the project as the NRS People Health and Wellbeing Support Officer, I am fully committed to connecting with all our staff across the service and providing support and guidance in enhancing our daily working lives."

Across our NRS depots and offices you will begin to meet William as he provides employee and manager support, working to improve employee experiences and create a healthy working environment for all. Health and Wellbeing is our highest staff priority and to make a meaningful difference to the workforce, William will be engaging with staff to understand how we can improve and meet employee health and wellbeing needs.

We are always keen to hear from our NRS staff, listening to ideas and feedback. Please do not hesitate to get in touch at anytime using the button below or speak to William when you see him around.

[Click here to get in touch](#)

### Vacancies within NRS

The following job vacancies within NRS have been added to myjobscotland. If you are interested use the button below to go through to the job adverts.

- GLA09216 LES Driver 2 (Nightshift)
- GLA09217 LES Operative 2 (Nightshift)
- GLA09255 Receptionist Tollcross Visitors Centre
- GLA09217 Engineering Officer (TRAFFCOM)
- GLA09217 Building Standards Surveyor (Re-ad)

[Click here to view all the vacancies on myjobscotland](#)

**myjobscotland**





## Line Managers - Managing Alcohol and Drugs in the Workplace Face to face Training

The Glasgow Healthy Working Lives Team is pleased to be able to offer this free face to face training course from Alcohol Focus Scotland.

The course has a maximum of 12 places available, offered on a first-come, first served basis. We would ask you to commit to attending if you secure a place or, if you are no longer able to, let us know as far in advance as possible so we can offer the place to another delegate.

Summary:

Training aimed at providing participants with an introduction to the impact alcohol and drugs have on Scottish society and specific guidance on how to address alcohol and drug related issues in the workplace.

Who is it for?

Anyone with responsibility for supervising or managing staff.

Learning outcomes:

- Discuss the impact of alcohol and drugs on Scottish society
- Explore the impact of the COVID-19 pandemic and related restrictions on consumption
- Discuss good practice in workplace alcohol and drug policy
- Demonstrate how to raise and manage alcohol and drug related issues in the workplace

Where is it taking place?

Alcohol Focus Scotland, 166 Buchanan Street, Glasgow G1 2LW

Date:

Thursday 22 September 2022

Time:

9:30am-12:30pm

To book a place please click the button below

[Click here to sign up for the training](#)

## Cycle September!

Get fitter, be happier and win prizes! Love to Ride Glasgow is now live, and staff are invited to get involved! You can log trips, post photos and stories, and take part in a rolling calendar of fun challenges and win prizes! You can take part as an individual, group or club, or workplace team!

Love to Ride is a fun, free online platform which supports individuals, workplaces and communities to ride their bikes – whether for fun or as a means of getting around. It's suitable for all levels of cycling, from beginners to experienced, and you can find local information, events and tools to support you to cycle more confidently, more often, and long term.

Anyone who logs a trip during Cycle September enters the prize draw for some fantastic local prizes.

Prizes include:

- Pizza Oven
- Gift Cards
- OVO Bikes (powered by Nextbike) memberships
- Dr Bike, T shirts, badges, lights and assorted bike wear

Sign up today!

[Click here to join our Glasgow City Council workplace page](#)

[Click here to watch the short intro video](#)

Our equality outcomes 2021 to 2025 make it clear that the council will not tolerate inequality and discrimination in the city. These outcomes reflect the diverse needs of our city, employees and the range of services we deliver.



The Equality Outcomes are intended to provide a focus for our actions over the next four years and enable the Council Family to provide access to our services and support to the greatest diversity of our citizens.

It's important when we're interacting with members of the public and colleagues that we meet the ethos of our equality outcomes and that we recognise and value each other's differences and treat each other with respect.

To support our staff to achieve this, we have developed a suite of equality, diversity, and inclusion training and support which includes face to face sessions, online learning and information and resources. Courses include, Dementia Awareness, First Steps to Trans inclusion, Race Awareness for Employees in a Public Facing Role. A list of training available can be found using the button below.

[Click here to view a list of the available training courses](#)

## General Interest

### What other teams do and events and activities that you can join



#### Fundraising

Jill O'Brien Environmental Health Officer NRS.

I was diagnosed with Thyroid Cancer in June 2020 and thankfully after early detection and surgery I got the all clear.

Returning to work was a new chapter for me and a huge part in my ongoing recovery and GCC and my colleagues in Environmental Health and Trading Standards continue to be a huge support to me.

It will be a big challenge for me to complete the 10k Night Shine Walk in Glasgow for Cancer Research on 10 September.

Hopefully it will raise awareness of Thyroid Cancer and raise funds for research

If you would like to donate please do so using the button below.

[Click here if you would like to contribute](#)

#### Retiral

Our colleague Liz Mair in Parking Services is retiring on Friday 30th September, however with her upcoming holidays her last day in the office will be this Friday, 2nd September.

Liz has been working with us for over 40 years and will be greatly missed by her team and others she has worked with over these years. Her wealth of knowledge will be a real loss to us all.

We want to wish her all the best and hope that she enjoys her retirement.

#### The Loop Newsletter

Previous issues of the Loop are available through the link below. Find out what has been happening within NRS.





[Click here to view the Loop](#)

### **Get in Touch**

If you have any information you would like to share through this fortnightly email, please get in touch with the NRS Promotions and Engagement Team.

[Click here to Send us an Email](#)

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