



NECA News

February 2023

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NECA Community Garden

We couldn't have asked for more perfect weather for the Santa Visits at the Community Garden, with a beautiful blanket of snow to highlight our festive décor. Alongside meeting Santa (with a few cheeky elves) the Children were also able to post their Christmas letters, do crafts, activities and follow a Christmas trail through the garden.





BETTER HEALTH AT WORK

Health Awareness Campaigns ~ Feb - Mar 23

02 Feb 	06-12 Feb 	27 Feb - 05 Mar 
Time to talk Day Click here for further information	Tinnitus Awareness Week Click here for further information	Eating Disorders Awareness Week Click here for further information
01-31 Mar 	08 Mar 	20 Mar 
Ovarian Cancer Awareness Month Click here for further information	No Smoking Day Click here for further information	World Oral Health Day Click here for further information

How to quit smoking



Is quitting smoking one of your New Year resolutions? Okay, it's a challenge, but now there's more help available than ever. Follow our guide and these 5 steps:

1. Motivate yourself

Jot down your incentives. For instance, after a year of quitting, your heart attack risk will have halved, while in 15 years it will be the same as that of someone who's never smoked. But wanting stain-free teeth can work equally well. For more, visit our No Smoking Day website.

2. Go public

Fill in an online form on the NHS Smokefree website and promise to quit on a set date - being prepared is proven to boost your chance of success. Email it to a loved one or list it on the website. Not online? Grab a pen and paper and stick it somewhere prominent.

3. Get the right help

Try NHS Smokefree's Quit Kit, which contains an addiction quiz plus info on quitting aids. Your local NHS Stop Smoking Service offers free counselling, either in a group or one-to-one. The Smokefree Together Programme offers telephone and email support, motivational texts and mail packs. Call the Smokefree Helpline on 0800 022 4332 or visit NHS Smokefree.

4. Think like a non-smoker

Rid your home of ashtrays and lighters and practise saying, "No thanks, I don't smoke." This may help convince you as well as others.

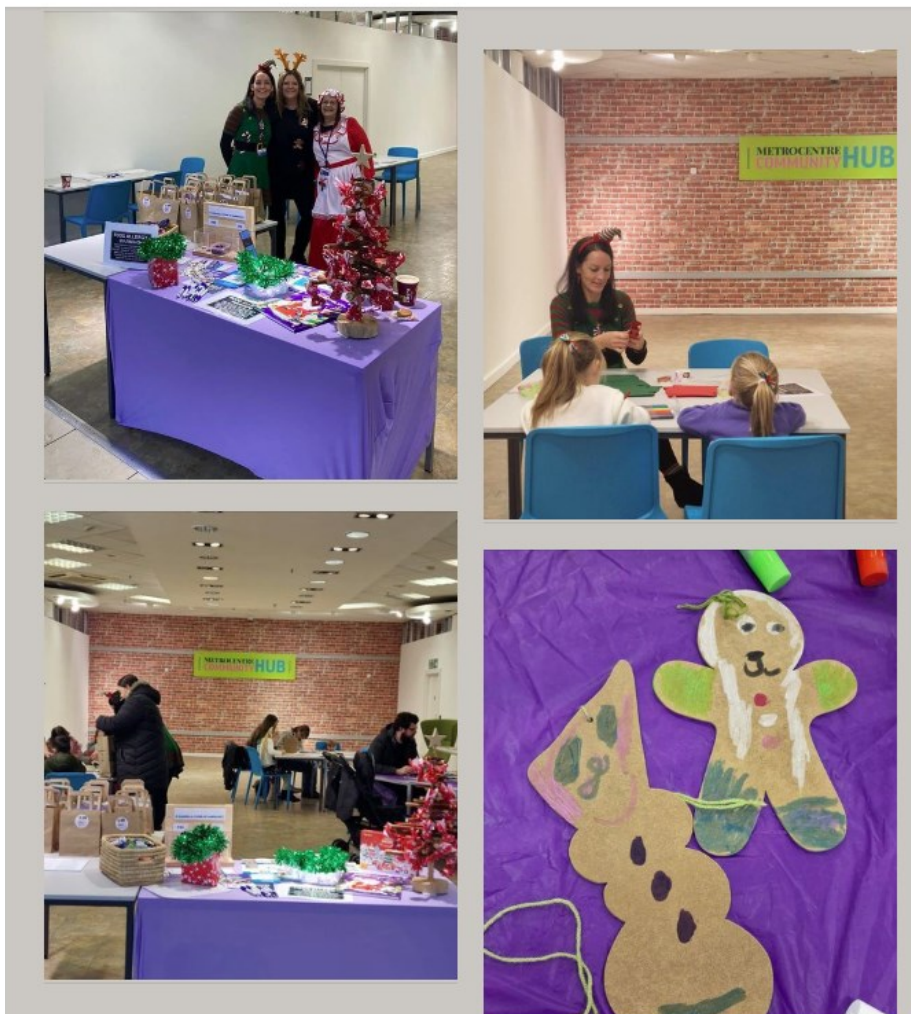
5. Do the maths

If you smoke 20 cigarettes a day, giving up will save you slightly more than £2,700 a year.

Young People's Gambling Harm Prevention

Mrs Clause (Heather Teasdale, Senior Education and Training Lead), Elf (Leanne Reynolds, Education and Training Lead) and Reindeer (Rachael Beadling, Education and Training Lead) our Young People's Gambling Harm Prevention team, had a wonderful day at their Christmas pop up event held at the Metro Centre Community Hub, in December.

There were 100+ young people who accessed the activities with lots of good discussions around gaming and gambling, and also some good professional opportunities identified.



Gambling Services

Heather (Senior Education and Training Lead) and Laura (Gambling Manager) attended a HealthNet networking event through Inspire South Tyneside. Spreading awareness of NECA Gambling Services and networking for future opportunities.



Inspire
South Tyneside
Working together to improve communities



Travel on NECA Business



A reminder that Staff and Volunteers should not be using their own vehicle to travel on any NECA Business (including travel to HQ to attend Training) without first providing the following mandatory documents **(including renewals)** to HR;

HR13 Appendix A:	Vehicle Insurance:	MOT Certificate:	Driving Licence:	V5c - Vehicle Registration:
To be completed as soon as you are aware you may need to use your vehicle for NECA Business. A new form must be completed if you change vehicle or use an additional vehicle.	Must be valid, and cover be for: "Class 1 Business Use". You will not be insured if you do not have this cover. Updated copies must be sent to HR asap.	Must be valid. For first time MOT or for all renewals you must send HR a copy of the MOT certificate. Your insurance will not be valid if you do not have an up to date MOT.	Must be valid and have current address listed. If your licence is renewed (incl. name or address changes) a new copy must be sent to HR.	The full document must be presented to HR. Anytime you change or use an additional vehicle, then the new copy must be sent to HR.

* IMPORTANT REMINDERS *

- * NECA reserve the right not to reimburse travel expense claims until all documentation has been submitted.
- * Expenses will only be paid if documents and associated expenses are produced within the same financial year.
- * Expenses must be submitted on a monthly basis, not saved and submitted in batches.
- * Expenses forms must be completed clearly and in full, otherwise they may be returned.
- * Travel passes will be reimbursed for daily proportion of any days travelled for NECA Business.
- * HR do not send reminders for documents, it is the employee's responsibility to ensure all documents are submitted accurately and on time and that they have been received and verified by HR.

* Failure to adhere to Policy & Procedures could result in disciplinary action *

For any queries/clarification please speak with your Manager or contact HR on 0191 414 6446 or human.resources@neca.co.uk

New Starters:

- Tracey Wake started as Family Support Worker for the MATRIX on 12 December.
- Natalie Broughton joined MATRIX as Young People's Substance Misuse Practitioner on 3 January.
- Aala Yassin started as Young Peoples Substance Misuse Practitioner/ Counsellor on 9th January.
- Amanda Sutcliffe joined the Gambling Service as Community Engagement and Development Lead.

Transfers:

Leavers:

Announcements:

Don't forget to let HR know as soon as possible if you;

- ⇒ Change address/telephone/name/bank details.
- ⇒ Want to update your Expression of Wish form.
- ⇒ Need to complete a new Declaration of Outside Interest form.

HR & Development Team

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