



NECA News

December 2022

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The Queen's Canopy ~ Tree of Tree's

As one of 300 organisations across the UK, NECA Community Garden is proud to become part of the living legacy in honour and loving memory of her Majesty Queen Elizabeth II.

Thank you to everyone who came along to celebrate the award of the tree, in particular Deputy Lord Lieutenant of Tyne and Wear Susan Weir, the Mayor and Mayoress of South Tyneside Pat Hay and Jean Copp and Leader of the Council, Tracey Dixon.

It was a delight to have children and staff from local primary school, Holy Trinity CE Academy, attend also. All children represented their school impeccably and did a sterling job adding soil to our tree planting (and also feeding the chickens!).

A special thank you too to our local Asda colleagues, Tracey Tough and Mavis Maughan for supplying an extra special cake and to Radio Shields for broadcasting live during the celebration.

Finally today's celebration wouldn't have taken place without our team of amazing volunteers. They truly are the best and we appreciate each and every one.





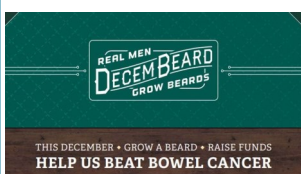
BETTER HEALTH AT WORK

Health Awareness Campaigns ~ December 22 & January 23



01-31

Dec



Decembeard

[Click here for further information](#)

02-08

Dec



National Grief Awareness Week

[Click here for further information](#)

20 Dec

-05 Jan



Festival of Winter Walks

[Click here for further information](#)

01-31

Jan



Dry January

[Click here for further information](#)

17-23

Jan



Cervical Cancer Prevention Week

[Click here for further information](#)

02-31

Jan



Love your Liver Month

[Click here for further information](#)

Why you should love your liver

The liver is a fascinating organ and its importance is often underrated. It's an amazing multi-tasker and has over 500 vital jobs to do to keep you alive. It's just as important as other organs like your heart and lungs, but they tend to steal most of the limelight.

In the UK, liver disease is on the rise. The three major preventable causes are drinking alcohol, obesity and viral hepatitis.

When it's damaged, the liver can repair itself, but only up to a point. Sadly, people with liver disease often don't have any symptoms until the disease has progressed and it's far too late for treatment. That's why it's so important to know the risk factors and to keep your liver happy and healthy for life – before long-lasting damage can occur. Take your first steps towards better liver health today. Take a pledge to love your liver and make a change that will benefit your liver health.

Pledge to complete a fitness challenge

With the help of regular exercise, you can maintain a healthy weight and support your liver health. Increase activity by taking on a challenge of your choice.

Pledge to give up alcohol for a month

A long break from alcohol can give our livers a rest and help us develop a much healthier drinking habit long-term.

Pledge to stick to 5-a-day every day

Around 1/3 of what we eat each day should be fruit and vegetables. Providing us with essential vitamins and minerals that keep our livers healthy and reduces our risk of liver disease.

Pledge to cut down on sugar

Keep our sugar intake to less than 6 teaspoons a day. Eating too much sugar can cause obesity which is a contributing factor of liver disease.

Pledge to ditch processed food and takeaway

Processed food and takeaway can result in eating more than the recommended salts, sugars and fat, which can lead to an increase in fat in the liver.



Gambling Services

October 17-23 was Safer Gambling Week; a cross-industry initiative to promote safer gambling in the UK and Ireland. Enabling people to equip themselves with the knowledge and tools to help gamble more safely.

To promote the initiative our Adult Gambling Treatment and Young Peoples Harm Prevention services joined forces. Led by Heather Teasdale (Senior Education & Training Lead), we created video's with safer gambling tips for each day throughout the week. If you missed them they are still available to view on our [Facebook Page](#).

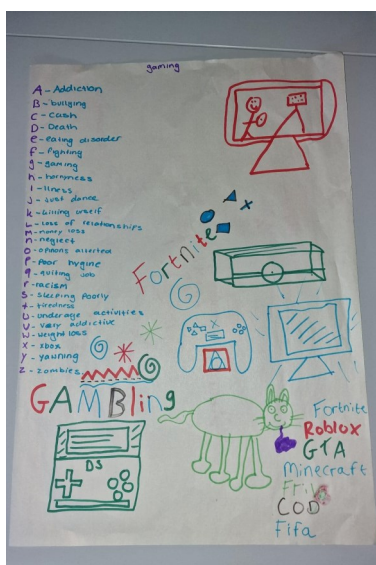


Young People's Gambling Harm Prevention

The Young People's Gambling Harm Prevention team have had another busy month. Attending fresher fairs and Roadshow events at Northumberland College Sunderland, Ashington and Kirkley Hall Campuses.

Some great feedback from the roadshow events can be seen below – always good to know that the students are enjoying the sessions as well as learning from them.

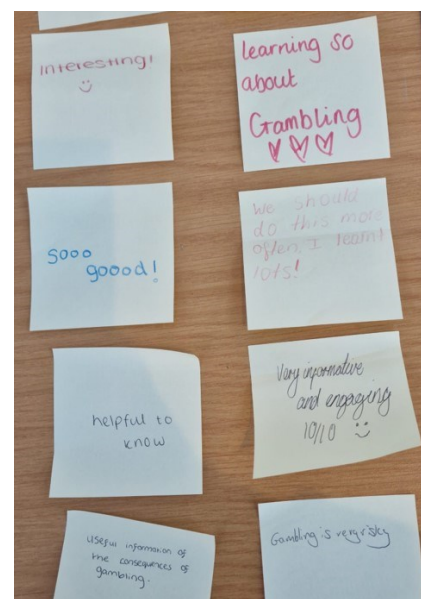
They are also currently delivering a lot of sessions, including for Gateshead College students, some of the work produced and some of the students can be seen below. This is alongside delivering workshops for professionals.



Some of the work produced at a sessions with young people



Heather with some students at Gateshead College



Feedback at Northumberland College

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;

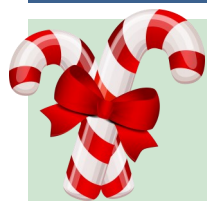
HR13 Appendix A:	Vehicle Insurance:	MOT Certificate:	Driving Licence:	V5c - Vehicle Registration:
To be completed as soon as you are aware you may need to use your vehicle for NECA Business. A new form must be completed if you change vehicle or use an additional vehicle.	Must be valid, and cover be for: "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 *

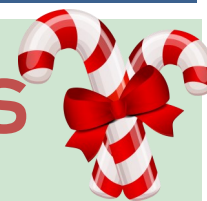
- * NECA reserve the right not to reimburse travel expense claims until all documentation has been submitted.
- * Expenses will only be paid if documents and associated expenses are produced within the same financial year.
- * Expenses must be submitted on a monthly basis, not saved and submitted in 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



Christmas Arrangements



As another year comes to an end please find below arrangements for the upcoming Christmas period:

HOLIDAYS

Opening times for services over the festive period must be agreed by the Deputy Chief Executive and communicated to all service-users in advance.

For health and safety reasons, centre's must be staffed by **a minimum of two persons**.

Subject to operational requirements and where confirmed by Managers, NECA Centre's (and Headquarters) will close from 12 noon on Friday 23rd December and re-open on Tuesday 3rd January 2023. In these circumstances staff are required to deduct **3 days** (pro rata for part time staff) from their annual holiday entitlement, the Friday afternoon being given as a concession.

Where services remain open over the Christmas period, leave should be requested in the usual way and will be authorised at the discretion of the responsible manager to ensure full service coverage as required. Any queries regarding leave entitlements should be directed to Human Resources.

PAY

Salaries will be paid into bank accounts on the following dates

December Salaries **Friday 16th December 2022**

January Salaries **Friday 20th January 2023**

Thereafter, usual arrangements apply (last working day)

Headquarters: Please note NECA Headquarters will close at 12.00pm on Friday 23rd December and reopen on Tuesday 3rd January 2023.

Expenses

December Travel Claims:

Travel claims to be included in December's salary must be received at HQ by close of play **Monday 5th December 2022**. Any claims received after this date will be included in January's salary.

January Travel Claims:

Travel claims to be included in January's salary must be received at HQ by close of play on **Tuesday 10th January 2023**. Any claims received after this date will be included in February's salary

Procurement

Due to the Christmas Holidays any requests for procurement submitted after **Thursday 8th December 2022** will not be ordered until January 2023.



We would like to take this opportunity to thank you all for your dedication and commitment over the last 12 months; particularly with the challenges that the last couple of years have brought.

Our workforce is our biggest asset and we are grateful for the effort that each of you puts into making our services a success.

The Senior Management Group and the Board of Trustees would like to wish everybody a Merry Christmas and a Happy New Year!



Spooky Halloween Party

Another holiday club and another record attendance!!

Thank you to all 148 children that came along to the Halloween Holiday Club on Wednesday 26th October. The photos show that they all had a spooktacular time!



New Starters:

- Watch out for 3 new starters coming soon for the MATRIX service in South Shields!

Transfers:

Leavers:

Announcements:

Don't forget to let HR know as soon as possible if you change address/ name/bank details, or if you need to amend your Expression of Wish or Declaration of Outside Interest forms.



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