



NECA News

December 2023

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English Gambling Education Hub

**English
Gambling
Education Hub**

NECA are pleased to be partners in the new English Gambling Education Hub (EGEH) portal, which launched on 23rd October. A collaboration of seven gambling support organisations working together across England (NECA, Gamcare, Aquarius, Ara Recovery for all, Beacon, Breakeven and Ygam)

The purpose of the English Gambling Education Hub is to provide clear and consistent, evidence based information, support and education to those working with children and young people. Our work aims to enhance the capability of Youth Services, Family Services, Formal Education and other services in England to provide early intervention and prevention regarding gambling harms to young people.

Visit the new portal here: <https://egeh.org/>

For any questions contact [Heather Teasdale](#) NECA's EGEH Engagement Lead





BETTER HEALTH AT WORK

Health Awareness Campaigns December 23 – January 24

01-31 Dec		02-05 Dec		01-31 Jan	
Decembeard Click here for further information		National Grief Awareness Week Click here for further information		Dry January Click here for further information	
14 Jan		15 Jan		22-28 Jan	
STIQ Day Click here for further information		Blue Monday Click here for further information		Cervical Cancer Prevention Week Click here for further information	

Busting the Blue Monday myth with #BlueAnyDay

While the concept of Blue Monday has been criticized for its lack of scientific validity, it has become a day for promoting mental health awareness and self-care.

We would however like to remind you that there is no credible evidence to suggest that one day in particular can increase the risk of people feeling depressed. Depression is a serious condition that can affect people on any day.

There are of course certain things that may make people feel down at this time of year, such as post-Christmas financial strains, broken New Year's resolutions, bad weather and short daylight hours. However, depression is not just a one day event.

Managing feelings of sadness or depression requires self-care and support. Here are some strategies that may help:

- **Reach Out:**
Connect with friends, family, or mental health professional to share your feelings and seek support.
- **Practice Self-Care:**
Engage in activities that promote well-being, such as exercise, meditation, or hobbies you enjoy.
- **Set Realistic Goals:**
Break tasks into manageable steps to reduce feelings of overwhelm.
- **Acknowledge Emotions:**
It's okay to feel sad, but try to identify and challenge negative thought patterns.
- **Limit Stressors:**
Reduce exposure to stressors when possible, and prioritize self-compassion.



Christmas Arrangements

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, centres must be staffed by a minimum of two persons.

Subject to operational requirements and where confirmed by Managers, NECA Centres (and Headquarters) may close from Thursday 21st December 2023 and re-open on Tuesday 2nd January 2024. In these circumstances staff are required to deduct **3 days** (pro rata for part time staff) from their annual holiday entitlement, with Friday 22nd December being given as a concession. Where services remain open on Friday 22nd December, staff who attend work may add 1 day holiday onto their leave entitlement to be taken at a later date.

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 15th December 2023
January Salaries	Friday 19th January 2024

Thereafter, usual arrangements apply (last working day)

HEADQUARTERS

Please note NECA Headquarters will close 4.30pm on Thursday 21st December 2023 and reopen on Tuesday 2nd January 2024.

EXPENSES

December Travel Claims:

Travel claims to be included in December's salary must be received at HQ by close of play on **Tuesday 5th December 2023**. 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 9th January 2024**. 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 7th December 2023** will not be ordered until January 2024.

We would like to take this opportunity to thank you all for your hard work, dedication and commitment over the last 12 months. Our workforce is our biggest asset and we appreciate the contribution that each of you makes into making our services so successful.

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



Young People's Gambling Harm Prevention

The team have been busy delivering Gambling Harms Prevention Training including to Consett Princes Trust, Military Academies MPCT North East, Silx Teen Bar in Blyth, SHARP (Shiney Advice and Resource Project) in Washington.

Alongside attending events during Safer Gambling week at Newcastle City Library (with other Health and Wellbeing services), and at the Metro Centre Community Hub.



NECA Gambling

13th - 19th November 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, we updated video's from last year with safer gambling tips for each day throughout the week. If you missed them they are still available to view on our [Facebook Page](#).

Staff also attend events across the region, including Sunderland University, Stockton High Street, Clayport Library County Durham, Newcastle City Library, Teesside University and the Metro Centre Community Hub.



NECA Community Garden

Despite the poor weather over much of the October half-term we still had plenty of children and their families attending the garden for some seasonal fun; including pumpkin carving, face painting, scavenger hunts, seasonal arts and crafts, games and play. Come and join us for our Halloween Party on Tuesday with our resident DJ Phil!

You can follow the Garden's [Facebook page](#) for more information on events and all that's going on.



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:

- Rose Underwood started as Operations and Support Apprentice at HQ on 6th November.

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.



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