

Connect
monthly

**September
2016**

Back to School



moray
council

Inside story

Within any organisation, at times we can seem very process and systems driven. Whilst these are vital to ensuring its smooth, efficient and effective running, they do not demonstrate the impact we are having or the extent to which we are making a difference to people's lives. Processes and systems are management functions, but leadership is about people.

Leadership is not confined to those of us who hold formal leadership roles, but rather we should all seek to lead and be leaders in our respective fields. Looking at the newly qualified teachers who feature on the cover of this month's *Connect*, these teachers will now be leading learning in their classrooms across Moray, and getting the next generation ready to be leaders.

One of my Twitter followers recently tweeted me a quote from Nelson Mandela: *"The quality of change in our society will greatly depend upon the quality of leadership that is exercised in the various sectors and activities of our communities, organisations and public life"*.

I think we all need to keep these words at the forefront of our minds in these turbulent times. Our successes and achievements will not be judged on the effectiveness of our systems and processes, but rather on our interactions with others, how we treat each other and how we lead



each other. Our organisation requires fundamental change over the course of the next few years and many of the changes needed will not be easy, and they may not be popular. Strong, authentic leadership will be required across the Council and within communities to meet the challenges which lie ahead.

For those who do hold formal leadership and management roles, the Council has recognised the need to invest in training and work is being taken forward to consider how we prepare people for leadership roles, and how we induct new leaders within the organisation. Moray Management Methods, which feature in *Connect* each month, have also been developed to ensure a consistency of approach to leading others and to carrying out management functions across the organisation. Whilst all of this is excellent and hugely important, from my perspective we should all strive to remember that - when all is said and done - how we lead is really about how we interact with and how we behave towards others.

I think that is how others will judge us and how we well we have led!

Laurence Findlay
Corporate Director

Editorial

Our 'welcome aboard' page is boosted this month with a clutch of newly qualified teachers, great to see so many from our home patch swelling the ranks. You can read all about them on [page 3](#) and find a full list of names and faces on [page 10](#)

As a reminder and in case you missed it, those two or three days of hot sunshine last month was summer. I think I've had the barbie alight twice so far this year, but it's not put away yet as the weather forecasters say we could have a late hot flourish. It'll make a change from a hot flush.

Don't forget that the Libraries Service is running their annual Book Festival this month, details are on [page 16](#). Please show your support.

You will not have missed the council's efforts to develop a discussion about our forthcoming budget; we're currently having chats on our [Facebook](#) page and the Moray community is holding forth with a wide range of views. You can get involved too, some tips on that on [page 13](#).

Hope you enjoy your *Connect*, and do get in touch if you have any news you want to share. As always, you can contact us at connectnews@moray.gov.uk.

Cheers!
The Ed



Back to School

In classrooms across Moray, 38 newly qualified teachers (NQTs) are at the start of their teaching careers awaiting the return of their first students.

The majority of this year's crop of NQTs features home-grown talent, joining the team of over 1,000 teachers across Moray who instruct 11,951 schoolchildren each day. The NQTs took part in a two-day induction in August, covering a range of topics including professional development, child protection, health and wellbeing, classroom culture, and curriculum planning. The NQTs also got the chance to chat with some of last year's probationary teachers, who joined them for lunch on day one to answer their questions about what a day in the life of an NQT is like.

Teaching is a graduate profession in Scotland: the NQTs have completed their university studies, achieved their Professional Graduate Diploma

in Education (PGDE) or Bachelor of Education degree, completed in-school placements, and are now ready to begin their probationary year in the classroom. They will teach their own classes, and will collect evidence of their abilities throughout the year to demonstrate that they are meeting the Standard for Full Registration (SFR).

At the end of the year, this portfolio of evidence will support their application for full professional registration and – if accepted – they will be fully-fledged teachers.

Education support officer Stuart McQuaker said: *"It's really exciting to have such enthusiastic new teachers and colleagues ready to inspire the young people in Moray"*.



Stuart McQuaker
Education Support Officer

Stewart only had nice things to say about the fresh intake of new teachers...

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It's really exciting to have such enthusiastic new teachers

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Nadine Pirie will be teaching P4-5 in Craigellachie

66 Moray was my first choice for teaching

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For some of this year's group this is their first choice of career, while others worked in a different career beforehand. Nadine Pirie, from Elgin, will be teaching P4-5 in Craigellachie but started her career as a housing support worker. She said: *"Teaching is something I've always wanted to do, and this was my opportunity to do it."*

"Moray was my first choice for teaching; my family is here and my children go to school here."

Nadine completed her PGDE at Moray College UHI and is looking forward to taking her first class.

Donna McLean, from Forres, is also coming into teaching after other pursuits. *"It's something I'd always wanted to do, but I had my family first, and am retraining,"* she says.

"I'll be teaching English – my favourite subject – at Elgin High School."

"I'm looking forward to inspiring the kids. Hopefully I'll pass on some of my enthusiasm." Donna did distance learning for her degree, then studied full-time for a year at Aberdeen University to get her teaching qualification.

"I wanted to stay in the area," she says. *"I love the geography. You've got beaches right there, and mountains – what more could you want?"*



Donna McLean will be teaching English

66 I'm looking forward to inspiring the kids. Hopefully I'll pass on some of my enthusiasm

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Craig Barron will be teaching P4 in Lhanbryde

66 I'm looking forward to having my own class

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Craig Barron, from Keith, worked in the Community Sports Hub Development team with the council for two years after studying sport at university, before going back to uni for his teacher training. He will be teaching P4 at Lhanbryde Primary. *"When you're on your placement, you're going into other classrooms and other routines, so I'm looking forward to having my own class,"* Craig says. *"I have a coaching background as well, so it will be nice to work with a group for longer than an hour's session!"*

Not all of this year's NQTs are from Moray. Vincente Garcia De Fernando Lopez, who will be teaching art at Buckie High School, is from Mexico City. He moved to London in 2010 ahead of the Olympic Games and stayed there for three years, then came up to Scotland on a road trip and fell in love with it. He moved to Glasgow and went back to university for teaching there, and has just moved up to Moray for his first role.



Vincente Garcia De Fernando Lopez will be teaching Art

66 Looking forward to bring art & culture to Buckie

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A number of innovative schemes have been trialled in recent years to tempt other out-of-town teachers to Moray. These have included working with local business Springfield Properties to offer six months' free accommodation to teachers from outwith the area; a partnership with Aberdeen University to allow would-be primary teachers to study part-time via distance learning; a partnership with Moray College UHI to train secondary teachers in subjects where vacancies have proved hard to fill; to a pilot project with the General Teaching Council for Scotland (GTCS) which has agreed to allow qualified teachers who completed their qualifications outside Scotland to be provisionally registered while they undergo 'top-up' training. That idea came from Moray's MOD community, which included several teachers who had trained in England. Success is proof in the pudding as one of this year's NQTs has come through the DLITE (Distance Learning Initial Teacher Education) programme with Aberdeen University – which is currently accepting applications for the January 2017 intake.

If you are interested in a change of career into teaching contact Janet Cornall **01343 563969** for details.

Welcome new teachers, and have a great school year!

Aisling Healy teaching Phonics to her P1 class at Greenwards Primary



Grace Allan teaching Numeracy to her P2 class at Greenwards Primary



HR Noticeboard

Conference Season

The first of our three conferences is in Forres on 22 September, followed by Buckie on 29 September and then concluding in Elgin on 04 October – and we're really looking forward to meeting everyone who will be coming.

Although invitations were sent out a while back we've still to hear from some of you who have been invited to the Forres and Buckie events about whether you are planning to come along – we understand it's easy to forget when busy during the summer break, however please take a couple of minutes to RSVP. If you can't attend just let your manager know, and they can then offer the place to a colleague.

This will be the eighth employee conference and this year's theme is Shaping the Future of public services – discussing the priorities, financial pressures and opportunities for change over the coming years.

It is well worth making the effort to attend as the event gives you the chance to discuss these issues with senior management as well as meet with colleagues from other services within the council.

While these are serious issues, we think we have come up with a way to talk about them that you will find easy to use and fun!

See you there

**RSVP
NOW!**

Induction Checklist

Can you remember your first day at work? You're a bit nervous, but mostly excited and eager to get started.

A good induction plays a key role in ensuring that new employees retain these feelings and quickly become settled and productive in their role. As a result, an induction checklist has been developed to incorporate the mandatory processes as well as the softer cultural elements. The checklist is being implemented across the council as a minimum standard, with scope for individual services to adapt it and add in any service specific tasks.

Part of the checklist encourages participation in the Corporate Induction held by Employee Development providing employees with an wider overview of the Council. If you have line management responsibility, you will receive further details on its implementation allowing you to start using it as part of your induction process from now on.

Please refer to the Induction Checklist on the intranet for further information.



Working Together for a Positive Workplace

Employee surveys and the work that is being developed by the Workforce Culture Group has identified the importance of not just what we do but how we do things, every day, with everyone at work and the effect that has on us all.

We all know that how we treat each other and expect to be treated, what we say and how we say it influence how well we are able to work and how good we feel about being here. But sometimes, it's easy for that to slip. The Council wants to be sure that we all have a great place to work in and two new documents have been prepared to support this.

The first one is to address problems when things go

wrong. As a minimum, everyone should have a workplace that is free from Bullying & Harassment and a revised *Bullying & Harassment policy* is now available and can be used to report issues if you experience bullying. You might want to approach a trade union representative or call HR if you want help with this.

The second document is *Working Together for a Positive Workplace*, a guide that explains about the workforce culture the council is building and what you can do if improvements are needed on your workplace. It is more of an "early intervention" option and offers alternative less formal solutions to unacceptable behaviour that some people may prefer.

As employees we are all responsible for our own behaviour and acting appropriately whilst carrying out our jobs, however we know that problems arise from time to time and it is important to be clear about the sort of behaviour that is not acceptable. Some examples may be offensive behaviour, victimisation, isolation or even have a physical element.

All council employees are expected to:

- ✓ Treat colleagues with dignity and respect
- ✓ Consider how their behaviour impacts on others
- ✓ Address or report any witnessed incidents of bullying and harassment or poor behaviour

Launch of Bright Ideas!

We all talk about what we could do to make things more efficient at work or what changes we would make to save money if we were in charge. We also know that many of the best ideas within organisations come from the people doing the actual job. Now is your opportunity to speak up and share your thoughts.

Our staff suggestion scheme **Bright Ideas!** will launch later this month giving you the opportunity to share your ideas and help shape the future of the Moray Council. All ideas are welcomed whether big or small, but we are particularly interested in those which will result in service efficiencies or financial savings. It may be that you

have your own idea or perhaps your whole team has an idea, whatever it is we would love to hear it.

Suggestions should be put in writing using the suggestion form and submitting it to HR@moray.gov.uk. Paper copies will also be provided within depots for employees who do not have access to a PC. All suggestions will be considered by a panel of senior managers, with employees attending the Employee Conference in September 2016 even getting involved so get thinking and we look forward to you sharing your ideas!

If you have any queries please contact HR by email HR@moray.gov.uk or by telephone 01343 563261.





8 Financial Management

As you would expect from a publicly funded organisation, financial management is a key responsibility for a manager.

All planning, spending, managing and monitoring capital and revenue budgets should:

- ✓ Be done in accordance with the council's financial regulations
- ✓ Be an effective use of financial resources, and
- ✓ Provide value for money

Managers should ensure that they monitor any capital and revenue budgets at least monthly, taking any appropriate remedial action when required. They should also ensure budgets are used appropriately with all 'spend' complying with both the council's financial regulations and standing orders as well as achieving service outcomes in line with corporate objectives – which means money and resources should be helping the council do what it has set out to do.

To do this effectively managers should:

- ✓ Scrutinise monthly budget statements
- ✓ Report potential under and overspends to Accountancy and their Head of Service with proposed actions and rationale
- ✓ Read the council's financial regulations and standing orders, understanding how to comply with them
- ✓ Regularly review their budget position against service outcomes ensuring continued progress to achieve the council's corporate objectives

Ann's on the Run

A gruelling 13-mile challenge lies ahead for Ann Hay later this month as she and hubby Simon tackle the Great North Run in aid of charity.

The half marathon, which takes place annually in Northumberland, is one of the biggest participation events on the British sporting calendar.

Ann, who is an assistant community care development officer based at Spynie, says she is "in no way a runner," although she has taken part in the Moray Marafun in the past.

She and Simon will be running in aid of Macmillan Cancer Care and have set up a Just Giving page at www.justgiving.com/fundraising/ANN-HAY2

where donations can be made.

"We had family members and close colleagues who have battled or lost their fight with cancer over the past two years and we wanted to give something back for the support our family and friends have received," said Ann.

Last year Ann was runner-up in the council's STAR awards in recognition of her contribution to older people's community groups in the area.





Carbon Connect

The new man at the helm of the Energy Team was able to spare a little time to talk to **Connect** and introduce himself to you...

Who are you?

Ronnie Macdonald, originally from Forres, been working in energy management for over 20 years. I've worked in both the private and public sectors, including the Scottish Prison Service, West Lothian Council, McKinnon & Clarke and as a consultant.

Why did you want to come and work for the Moray Council?

Wanted to move back to the area after 25 years living both in England and the central belt. It's a case of "you don't know how good you had it until you move away".

What are you most passionate about?

One of the aspects of Energy Management which has helped make it my vocation, is that the people involved are all striving toward as a common goal, namely the reduction of carbon emissions and energy costs, they just happen to do it for different organisations. If someone comes up with a new idea, they are happy to share it with anyone who will listen, as it will help the overall goal of reducing emissions.

Outside of work my passions are family, golf and fishing, probably in that order

Tell us what we can expect in the future?

Although it's still early days here at the Moray Council, I think that the near future will see a move towards Carbon Reporting and not just Energy. Carbon is the common measureable factor which can be calculated for every aspect of the council's service delivery, be it education, buildings, transport or waste.

Also, with a workforce of over 4,000 staff we have the potential to influence not only our own work-related energy consumption, but also the energy consumed throughout Moray, covering residential, commercial or industrial.

Tell us a funny anecdote from your previous life.

In a previous job I was given the task of surveying a sofa manufacturer. When I started looking at the utility bills I noticed something strange about the electricity invoices. They were receiving two separate invoices and the consumptions were similar every month. It was only after a bit of investigation that we worked out that the same meter was being read twice by the same guy. At the start of the month he would enter the North entrance to the building and in the middle of the month he would use the East entrance. This had been going on for years and when we finally resolved matters we received back a £67,000 refund from the supplier.

What do you really want for Christmas?

Smart watch for my golf GPS device

Welcome Aboard to all our New Colleagues

With the intake of Newly Qualified Teachers (NQTs) this month we have an oversized welcome aboard, adding a whopping 38 new members of staff to Education Department, they are of course spread all across Moray, so be sure to make them feel welcome if you happen to run into them.



Aisling Healy
Greenwards Primary School



Jessica Barton
Dyke Primary School



Jacqueline Milligan
Seafield Primary School

Alexandra MacKenzie-Copp
Burghead Primary School



Jessica Standfast
Elgin High School



Jacqueline Anderson
Bishopmill Primary School



Amy Storey
Bishopmill Primary School



Joan Campbell
Applegrove Primary School



Graham Stewart
Mosstodloch Primary School

Anna Mulford
Elgin Academy



John Wilson
Keith Grammar School



Grace Allan
Greenwards Primary School



Charlotte Lang
Alves Primary School



Julia Boger
Hopeman Primary School



Francisca Cameron
Seafield Primary School

Craig Barron
Lhanbryde Primary School



Elizabeth Hall
Keith Primary School



Elizabeth Muir
Keith Primary School



Lesley Kidd
Roths Primary School



Loretta Graham
Hythehill Primary School



Sarah Stirling
East End Primary School



Donna McLean
Elgin High School

Lyn Chater
St. Sylvester's RC Primary School



Rachel Gault
St. Peter's RC Primary School



Elizabeth Fullerton
Portessie Primary School



Melissa MacDonald
Elgin Academy



Elaine Woodburn
Mortlach Primary School



Karen Cook
Kinloss Primary School

Nadine Pirie
Craigellachie Primary School



Kirstin Mustard
New Elgin Primary School



Tabitha Smith
St. Thomas's RC Primary School



Natalie Greig
Knockando Primary School



Phillip O'Neill
Anderson's Primary School



Vincente Garcia de
Fernando Lopez
Buckie High School

Jennifer Noel
Pilmuir Primary School



Jaqui Stewart
Rothiemay Primary School



Elaine Hershell
Aberlour Primary School



Sarah Turner
Pilmuir Primary School

Welcome Aboard (continued)

In addition to all the NQTs, we also have 13 new colleagues joining the ranks. They come from a diverse range of backgrounds, but all of them are here to help us better serve the people of Moray in one way or another.



Eve Webster
Communications Officer
(Digital Services)



Dave Prichard
Engineer

Kerrie Watson
Social Worker



Jeremy Roe
Housing Support Worker



Christopher Taylor
Museum Officer



Jennifer Fulton
Monitoring Assistant

Kirsty Smailes
Apprentice Copy Shop
Assistant



Angela Milne
Senior Clerical Assistant



Michael McLennon
Housing Support Worker



Judith Jones
Social Worker

Irene Berrill
Business Support Assistant



Fionnlagh Campbell
Clerical Assistant



Ronnie Macdonald
Energy Officer

Only 60!

Senior Registrar Heather Greig celebrated one of those mile stone moments this month.

Heather says she looks 10 years younger than she really is. But her colleagues at the Registry Office responded that; *"they don't believe her claim to be 70!"*



Can I post about the budget
on the Council's Facebook page?

**Yes,
you can**



You are welcome to make suggestions on the savings and the council would welcome them. As a resident of Moray you could put suggestions through the council's Facebook page i.e. comments on roads, bins, etc, or join a conversation. However make sure you are commenting as a resident and not as an officer of the council.

If you have a suggestion within your work capacity then these suggestions should come through the staff suggestions scheme. The scheme is called '**Bright Ideas**' and available on the council's intranet page. You can also put them to BudgetConsultation@moray.gov.uk.

If you are still in doubt, give Peter Jones a phone [01343 563601](tel:01343563601) or peter.jones@moray.gov.uk.

[#getinvolved](#)

On yer Bike!



The council has taken delivery of 10 new pool bikes which Elgin-based staff will be able to use to travel to sites across town.

Booking out a bike for shorter journeys will help free up pool cars for those making longer journeys on business as well as promoting a more active and healthy lifestyle.

Funding for the bikes has come from Hitrans which has also provided a shelter in the HQ annexe car park where the bikes are stored and associated equipment such as helmets and panniers.

A new booking system has been set up which goes live on Monday, September 19 and which will operate through Outlook in the same way as the pool cars booking system, with keys available from the facilities team in the annexe.

It is hoped to organise some local rides for staff to familiarise them with cycle routes around Elgin and there is also the option to run some basic cycle maintenance courses for users.

It is hoped to be able to make pool bikes available to staff based elsewhere and anyone with a particular request for bikes or measures to support cycling should contact the council's sustainable travel officer, Pat Douglass.

Any other questions about the operation of the pool bikes can be directed to the traffic team who will be only too happy to assist.



Visitors and locals in one of Moray's most popular holiday destinations are enjoying a splash of floral colour thanks to a trial being carried out by council lands and parks staff.

Sarah Mellis and Paul Stewart from the Moray Council's Lands & Parks take pride in their handy work

Earlier this summer, they sowed a variety of wildflower seeds on the esplanade overlooking the seafront at Lossiemouth.

As a result the area has been transformed into a riot of colour for all to enjoy.

The council's lands and parks section discontinued laying out and maintaining flower beds several years ago as part of budget cuts but earlier this year took up an offer from seed specialists Euroflor of a demonstration on how to create low-cost, low-maintenance floral displays.

At a cost of just £20, a mix of different varieties of wildflowers – including poppies, cornflower and corn marigold – was sown into a disused flower bed on the esplanade and at two other locations.

They have become a big attraction with local people and holidaymakers alike and have been photographed countless times, as well as becoming a big hit on social media.

From an environmental perspective, the flowers are also proving attractive to bees and other insects.

"Our supplier was keen to see how the wildflower mixes would grow in the Scottish climate and the esplanade display has the distinction of being the most northerly in the country," said assistant lands and parks officer Grant Speed.

"This has been very much a trial in partnership with our supplier and Euroflor and the flowers have been attracting a lot of attention and favourable comment."

"This type of display has advantages over the flower beds that we used to have in that it is low cost, it takes only a few minutes to sow the seed and once the seed germinates the flowers take care of themselves."

Hair Raising Raffle

Tickets are on sale for a raffle being held by staff in the council's employment support service to help raise money to buy a wig for the young daughter of a work colleague.

The raffle will be drawn during a coffee morning which will be held in the annexe from 9am to 12 noon on Friday, September 23.

Raffle prizes include a single malt whisky, hair products, a cut and blow-dry voucher and a bottle of gin.

There will also be an auction for a limited edition Superman Meerkat, a Ross County shirt signed by the first team and a signed framed photo of Rangers captain Lee Wallace. Sealed bids should be with EES by 5pm on Wednesday, September 21, with name and contact details.

The 12-year-old girl has suffered from alopecia since she was a toddler and staff in the section have set about raising £2000 for a good quality wig.

Left with the Washing Up

Bad luck to Richard Sharp who didn't quite make the top three in the Scottish School Cook of the Year competition.

Richard, who is a mobile school chef, was one of seven finalists in the competition held at Cook School Scotland in Kilmarnock.

Better luck next year, Richard!

60 Years of Duke of Edinburgh's Award

Officers within the council played a key role in organising and hosting an open air event to celebrate 60 years of the Duke of Edinburgh's Award.

The ceremony took place in a specially created area on the outskirts of Fochabers where the landscaping includes a set of six stones each bearing a plaque relating to a particular decade of the award scheme.

Guest of honour at the ceremony was the Earl of Wessex, who on behalf of his father undertakes much of the work associated with the scheme.

His Royal Highness was met by the council's community learning and development support officer Karen Delaney who in turn introduced him to some of the other guests, including a number of young people currently taking part in the scheme.

Other council staff presented to the royal visitor included director of education and social work Laurence Findlay, youth workers Lee Challice, Maria McAllister and Barbara Leitch, community care officer Debbie Evans and assistant community care officer Lisa Taylor.

Karen said: "It was a wonderful achievement by the young people and the Earl of Wessex showed a great deal of interest and was extremely enthusiastic about the project.

"We started planning the project in the October holidays last year but it wasn't until two weeks before the royal visit that the work was completed on the site at Fochabers because exams got in the way.

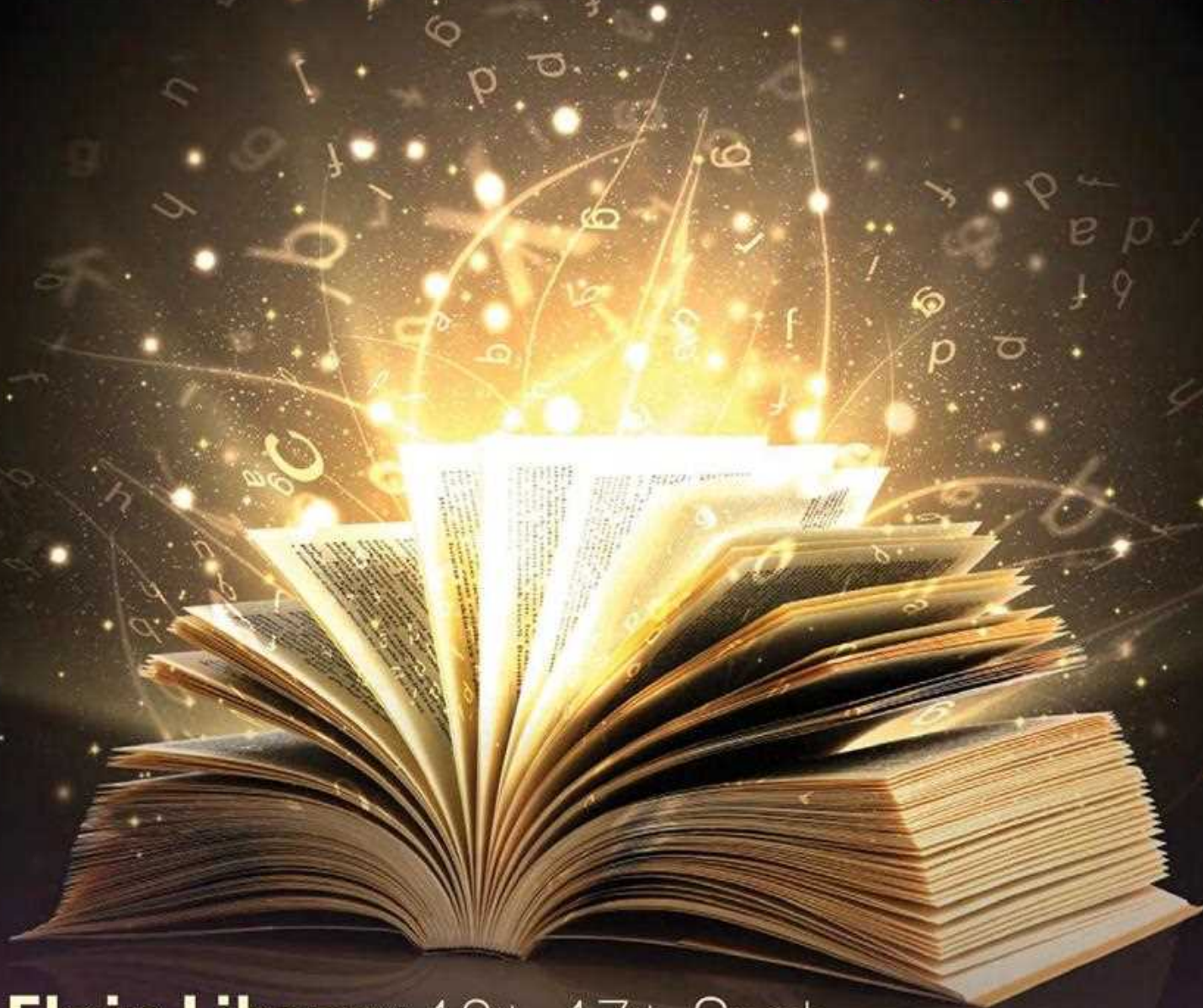
"I was always of the view that the story of the Duke of Edinburgh's Award had not been told properly in Moray where it originated.

"The site at Fochabers was selected for the project because it is close to the Speyside Way which most of the young people taking part in the scheme are familiar with."

Karen added: "There were a number of council heroes who supported us along the way – Ged Connell, Amanda Tiddy and Ken Kennedy to name but a few, plus the health and safety team and business support staff."



Spirit of Moray **BOOK FESTIVAL** 2016



Elgin Library 13th-17th Sept

Book from Monday 15th August on **01343 562623** or
online at **www.moray.gov.uk/moraybookfestival**

Celebrating Scottish culture, writing and illustration, promoting reading and encouraging debate