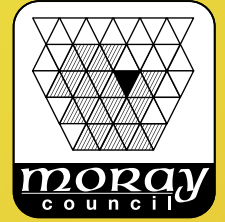


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**Long Service Awards**  
**Comms Survey**  
**Active Travel Success**

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## Editorial

Summer is upon us and we're looking forward to long, sunny days full of BBQs, paddling pools and ice lollies! I write this in the middle of June when it's rained non-stop for what feels like months though so we'll keep our fingers crossed the summer holidays bring better weather.

Whatever your plans for the summer months make sure you stay safe in the sun, on the roads and keep our area tidy. In this issue we take a look at the longest serving members of staff receiving their awards last month. Indulge in some cycling celeb spotting with our active travel celebration. And get ready for the Star awards – thinking caps on as nominations open in August for you to make sure colleagues get the recognition they deserve.

In the last few weeks I attended the pre-retirement course with Affinity Connect (find out more on the corporate training calendar), I know what you're thinking: "But Kirsty, you're too young to be retiring!" Why, thank you. I am. I've got about 20 years to go. But two colleagues said they'd been to the session and wished they'd known about it all 30 years ago. So I immediately booked on and I'm really glad I did. I feel much more aware of what's going on with my pension, what to expect and what I can do now to maximise my pension when the time (eventually) comes. I can't recommend the day session highly enough – you won't regret signing up for it, but you might regret that you didn't!

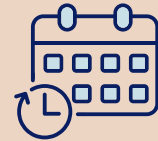
Before I go, we're also bringing you a quick survey to find out how you want to receive staff updates in future as we look to change up how we get information out to you quicker and more effectively. It's likely any changes will take effect from after the summer break so we'll see you in September!

Kirsty



Corporate Training  
Calendar:  
[http://interchange.moray.gov.uk/int\\_standard/Page\\_107448.html](http://interchange.moray.gov.uk/int_standard/Page_107448.html)

# Long Service Awards



On Thursday 6 June we got the chance to celebrate our long-serving employees at Elgin Town Hall.

Our Long Service awards allow us to celebrate the dedicated service of our colleagues. This year saw 48 of our colleagues receiving their long service awards, commemorating 20, 30 or 40 years of public service. Check out our gallery of public sector heroes with our congratulations and thanks to everyone for their outstanding service.



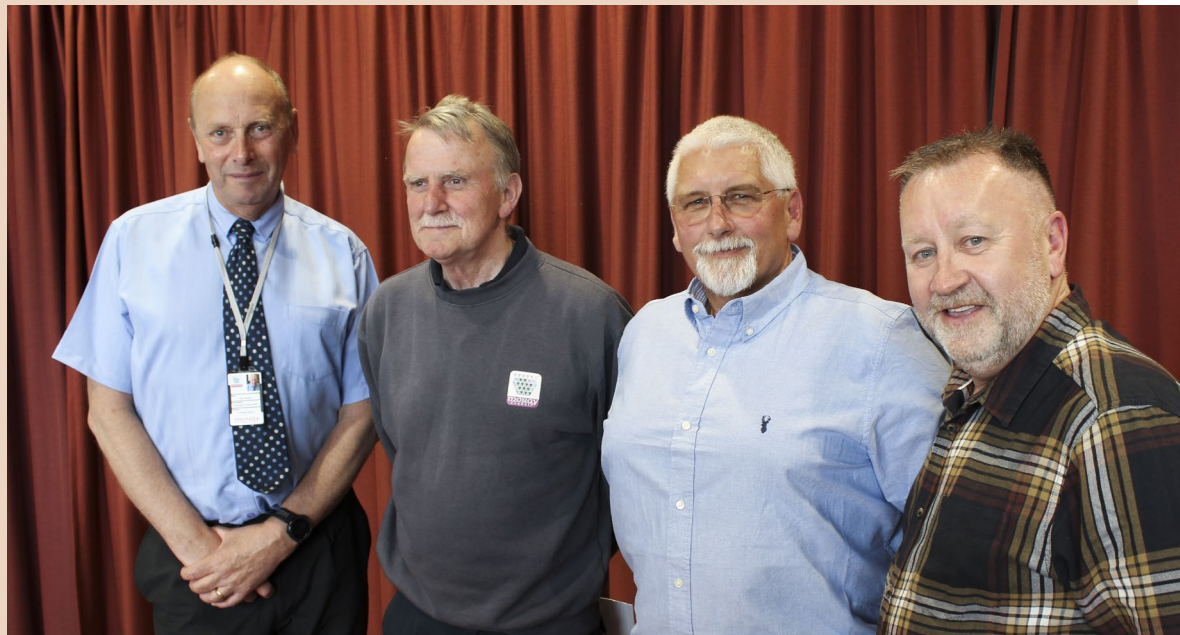
## 20 years:

- Kay Rizza
- James Walker
- Luke Hedges
- Ewa Finnie
- Paul Sutherland
- Kate McGarey
- Sandra Hindle
- Jacqueline Greig
- Jennifer Soutar
- Christopher Ewen
- Jenna Geddes
- Debbie Thomson
- Yvonne Wood
- Carol Featch
- Gillian Geddes
- Susan Lewarne
- Leanne Cole
- Jean Duncan
- Carole Gray
- Pauline Laing
- Iain Dick
- Dawn Harper
- Alexander Mark
- Maureen Cowie
- Irene Walber
- Eleanor Robertson
- Nicola Paton-Cruickshank
- Terri Bagnall
- Deborah Trick
- Jacqueline Kirk
- Helen Ross
- Hazel Gray
- Caroline Morris



### 30 years:

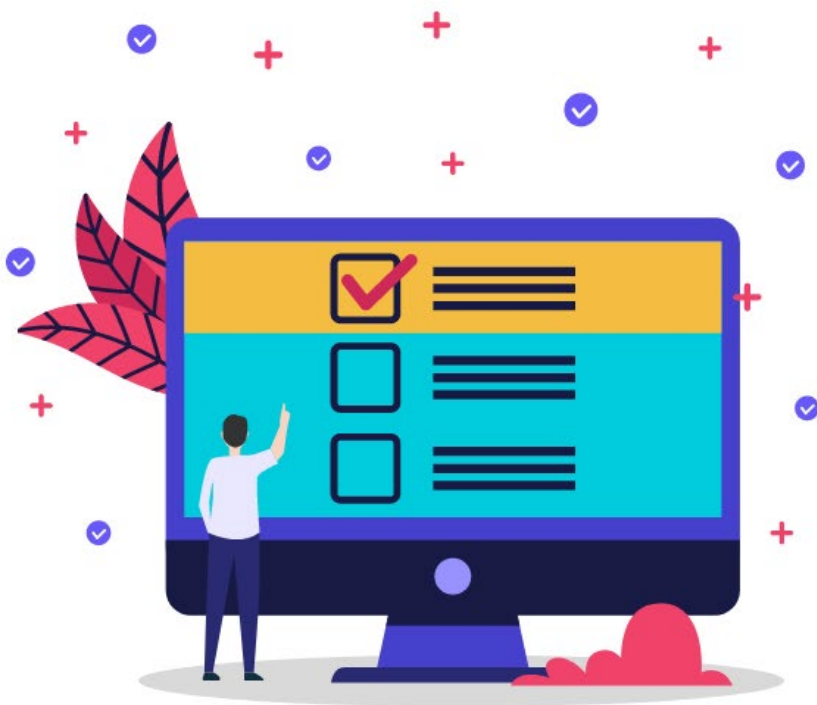
- Ailsa Douglas
- Susan Green
- Ronald Macdonald
- John Paterson
- Maria Reeves
- Mary Stewart
- Moira Strathdee
- Ronald Taylor
- Kirsten Williams



### 40 years:

- Kenneth Brown
- Neil Munro
- Michael Munro
- Andrew Scott
- Roy Young
- John Young

# STAFF COMMS SURVEY



# Internal comms survey

We're finally bringing you the survey to end all surveys...not quite, but we hope you'll get involved!

Staff communications are a collaborative effort between services, the HR and OD teams and the comms team. Although we don't have a dedicated internal comms team we try our best to keep staff up-to-date with policy updates, what's going on in committees and interesting news about workforce achievements and informal news. But we don't always get it right and we've finite resources and infrastructure at our disposal.

But that doesn't stop us being ambitious! That's where you and your opinions come in. We've got a short survey (it's 12 questions that should take no more than three minutes to complete) we'd appreciate you taking part in.

We want to know how you'd like to get your information, if you'd like to separate out policy updates from staff news, if you'd like to explore podcasts or video updates, and if you'd like to see the return of the forum tab on Interchange. Be as wacky as you'd like with your suggestions, we're keen to find out what you really would find useful.

We can't promise all your wishes will come true but it will certainly help us direct our attentions on methods you'd prefer. Thank you!

Take the survey here until 31 August.



Staff comms survey:  
<https://www.surveymonkey.com/r/5QFCBD7>



## Moray's Active Travel Success

Roam Scotland Rally (RSR) is an annual self-supported, week long, sociable bike-packing ride which explores a different area of Scotland each year.

It's a challenging but low-key sociable ride, averaging around 90km and 1,200m of climbing a day. The ride takes place on a mixture of gravel, singletrack and minor roads, with a few brutal climbs.

Our Strategic Planning and Development Manager, Gary Templeton, took part in the rally this year helping to raise money for Talking Tandems a partially sighted/ blind charity. Gary spoke to us afterwards.

“The ride was challenging, especially with all the camping kit on board, but getting to spend a week being out on the bike and exploring Scotland was the most amazing experience. It's so well organised, when we reached Glen





Prosen hostel where many of us camped, the organiser had kegs of beer delivered by a local brewery.”

On the third night of the rally, Gary bumped into world renowned cyclists Jenny Graham and Markus Stitz and took the opportunity to link them up with our Climate Change Strategy Officer, George Gunn. George highlighted what Moray Council has been doing to support and promote active travel. It was from here that George organised a future bikepacking adventure across the region for the cycling pair.

“I’m so pleased Jenny and Markus were eager to explore Moray, we have some brilliant cycle trails and active travel routes and it’s fantastic they were keen to highlight those.”

For their bikepacking adventure Jenny and Markus explored Moray using two new Tern ebikes, on the Speyside Way, Moray Coastal Trail, and the Sustrans National Cycle Route before visiting our HQ building in Elgin.

They commended the quality of Moray's active travel routes and praised Moray Council's dedication to climate change action.

Jenny Graham, the Guinness World Record holder for the fastest cycling circumnavigation of the globe, said: "Well-planned initiatives that make active travel accessible for everyone are crucial, and Moray Council appears to be on the right track."

"Investing in cycling infrastructure and offering staff pool bikes is a brilliant way to foster healthy habits and reduce carbon emissions."

Markus Stitz, a celebrated cycle route designer, filmmaker, photographer, and writer, added: "It's refreshing to see Moray taking a proactive stance on climate action. These initiatives have the potential to make a significant impact."

"We've had a fantastic time cycling through Moray, even with the occasional bit of Scottish rain. The breathtaking scenery and high-quality trails have made it an unforgettable experience."

George Gunn added: "We're thrilled to receive such positive feedback from Jenny and Markus."





“Their endorsement is testament to the hard work going on in Moray to make our region accessible by active travel and the quality of experience already out there on our doorsteps.

“Encouraging more staff, residents and visitors to get around by walking and wheeling is a key priority for the council.”



## Responding to the Best Value report



Best Value Report:

[https://audit.scot/uploads/2024-03/coa\\_240328\\_moray\\_council.pdf](https://audit.scot/uploads/2024-03/coa_240328_moray_council.pdf)

A requirement from the Accounts Commission following their Best Value report of the council is for the findings to be fully considered at a meeting of full council. This discussion took place on Tuesday 11 June, following approval of an action plan at a previous corporate committee.

Key recommendations from the Accounts Commission's report were:

- Members should work effectively together to act on key decisions in an effective and efficient manner.
- The council should ensure all Audit and Scrutiny Committee members are clear on their remit.
- Undertake further consultation and engagement with communities with more Participatory Budget involvement.
- Finalise performance and delivery framework for new corporate plan. Implement annual self-evaluation to identify strengths as well as areas for improvement.
- Report performance in a more timely manner.
- Increase pace of transformation and identify savings to ensure financial sustainability.
- Keep affordability of capital plans and related revenue expenditure under review.
- Monitor any slippage in capital plan.
- Review forecasting process to ensure most accurate projections.

As part of the full council discussion, the Commission's findings that progress had been made around cross-party working was highlighted.

This was alongside a renewed commitment from the council to further improvement.

The approved action plan identifies actions under the seven best value themes of vision and leadership; governance and accountability; effective use of resources; partnerships and collaborative working; sustainable development; and fairness and equality, which has been agreed by the council.

The action plan will be monitored on a quarterly basis and reviewed annually with a commitment to an annual self-assessment to make sure progress is made through a continued drive for improvement by the council.

For further information on the action plan, staff are advised to speak with their line manager in the first instance.

## Could you help a young person kickstart their career?

At Moray Council, we're committed to making sure every young person, regardless of background, has the opportunity to kickstart a rewarding career. We're delighted to be delivering the Career Ready programme launching in November 2024.

Career Ready pairs workplace mentors with senior secondary students to give an insight into the world of work and help them prepare for life after school. The programme involves regular one-hour meetings between mentors and students (12 meetings over the programme) and a four-week paid internship.

Mentoring a young person is a profoundly rewarding experience that benefits both the mentor and the mentee. Deadline for registration is 30 August 2024 so please register your interest now.

Please don't hesitate to get in contact with [organisational.development@moray.gov.uk](mailto:organisational.development@moray.gov.uk) if you'd like to know more about volunteering for the programme. It would be great to share this message far and wide with your colleagues across the organisation, so that we can continue to support the programme and make a difference to Moray's young people.

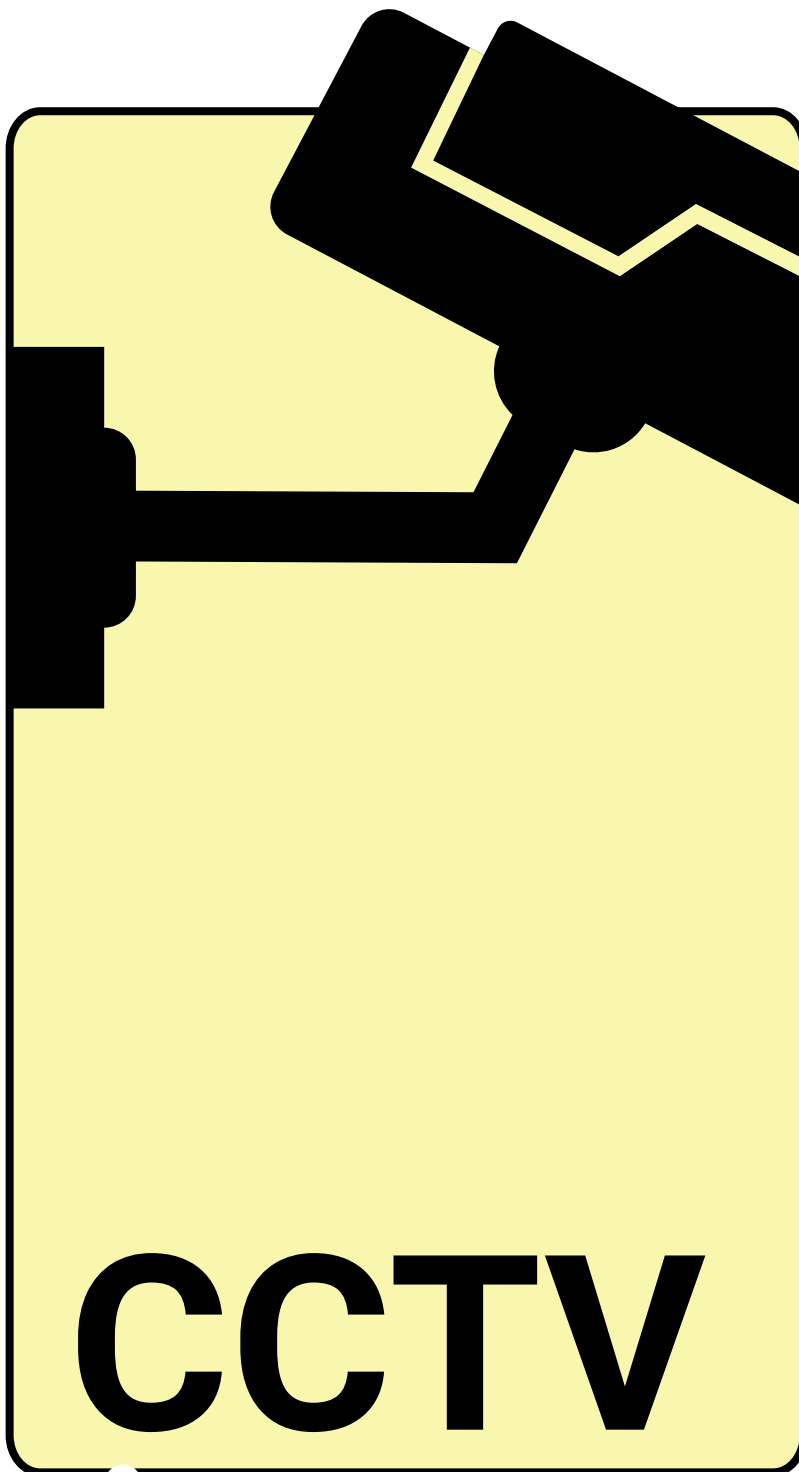


Career ready:

<https://careerready.org.uk/>

Information on the programme:

[http://interchange.moray.gov.uk/int\\_standard/Page\\_155659.html](http://interchange.moray.gov.uk/int_standard/Page_155659.html)



## **New CCTV Policy**

In April the Corporate Committee approved a new council-wide Closed Circuit Television (CCTV) Policy.

The Policy applies to all Moray Council employees and third-party providers acting on behalf of the Council. It aims to cover the council's current CCTV situation, clarify and define roles and responsibilities in the use of CCTV, and standardise governance elements.

New requirements introduced by the Policy that staff need to be aware of are highlighted below:

### **Data Protection Impact Assessments (DPIA)**

Services responsible for the operation of a CCTV system must complete a DPIA, for new and existing systems, to ensure that the Data Protection risks of the CCTV systems are identified and mitigated.

DPIA form and internal DPIA Register:  
[http://interchange.moray.gov.uk/int\\_standard/Page\\_132347.html](http://interchange.moray.gov.uk/int_standard/Page_132347.html)

Information on DPIAs:  
[http://interchange.moray.gov.uk/int\\_news/Page\\_141561.html](http://interchange.moray.gov.uk/int_news/Page_141561.html)

### **Centralised CCTV Register**

All council CCTV cameras and systems must be registered on the council's CCTV Register.

The CCTV Register is maintained by Property Services (via the Property Helpdesk).

On the completion of each DPIA, the service must contact the Property Helpdesk via [PropertyHelpdesk@moray.gov.uk](mailto:PropertyHelpdesk@moray.gov.uk) to provide them the information needed to register the CCTV system. This includes:

- The purpose and location of the camera(s)
- The service responsible for the use of the camera(s)
- A link to the approved DPIA and the owner of the CCTV system (e.g. Council or external, such as PPP).

## Operating Procedures

Services must ensure that they produce guidance for staff members responsible for the operation of a CCTV system. These Operating Procedures should set out the roles and responsibilities for each CCTV system, including processes to be carried out for the citing of cameras, staff training, procedures for use, and, processes for retention and access to the CCTV system(s). Operating Procedures should be reviewed annually.

## Training

Services should ensure that all staff involved in the operational use of CCTV systems will be trained to a standard appropriate to their use of the specific system under their control. Training should be outlined within the service Operating Procedures and should be completed prior to using the CCTV system. There will be a CCTV module on LearnPro.

## Privacy Notices and Signage

Services must ensure that CCTV signage is clearly and prominently placed at CCTV entrance areas and within CCTV coverage areas.

The Council's CCTV Privacy Notice must be included on all Council CCTV signage: [www.moray.gov.uk/PrivacyNotices](http://www.moray.gov.uk/PrivacyNotices)

The full policy is available on interchange: <https://shorturl.at/hpVg8>

# Disclosure Scotland

## Duty to refer: reminder of responsibilities

Regulated work:

<https://www.mygov.scot/pvg-scheme/types-of-work-covered-by-pvg>

PVG Scheme:

<https://www.mygov.scot/pvg-scheme>

Referral examples;

<https://www.mygov.scot/pvg-referrals/examples-to-help-decide-when-to-refer>

Referral form:

<https://www.mygov.scot/pvg-employer-referral>

If an organisation has employees or volunteers doing regulated work, it has a legal duty to report harmful behaviour to Disclosure Scotland.

This duty applies whether the person is a member of the PVG scheme or not. It's known as making a 'referral'.

By law, organisations must report harmful behaviour even if it takes place outside of work or if the organisation only finds out about it after the person has left.

### Why referrals are important

Referrals are important because they help protect children and vulnerable adults. When Disclosure Scotland receives a referral it will consider if the person is unsuitable to work with these groups.

The Council must make a referral if a person shows harmful behaviour and they:

- are dismissed as a result
- would or might have been dismissed but left before they could be
- are permanently moved away from work with children or protected adults

If any of these actions were taken, the council must make a referral to Disclosure Scotland within three months of making the decision. Failure to do so could result in Disclosure Scotland reporting the council to Police Scotland.

If you're unsure whether to make a referral, you can check some examples.

You can also email [customerengagement@disclosurescotland.gov.scot](mailto:customerengagement@disclosurescotland.gov.scot) for help.

### How to make a referral

First discuss the referral with your manager. You will then need to complete a referral form and send it to Disclosure Scotland.

The form asks for:

- proof of the person's identity (name, address, date of birth, national insurance number)
- details of the type of regulated work they do
- the person's PVG scheme number, if they have one
- information on the harmful behaviour
- details and documentation of the investigation and outcome

You should not identify any children or protected adults by name. Use a coded reference instead, like 'child A – age 12, male, victim'.

Send the form by email to [pvgreferrals@assured.systems.gov.scot](mailto:pvgreferrals@assured.systems.gov.scot)

Free Training on Duty to Refer is available on a rolling basis via Eventbrite: Disclosure Scotland events.



# National Numeracy Challenge

Take the National Numeracy Challenge and become a Numeracy Champion!

Sound scary? It's really not!

We use numeracy skills in our everyday lives – from baking to household budgeting and following football to holiday countdowns, we use our skills without thinking about it.

Many people feel anxious about maths and maybe have negative thoughts, beliefs, and feelings around the subject. This can hold us back from engaging with learning about numeracy.

Moray Council has partnered with National Numeracy to promote the National Numeracy Challenge – a chance to explore your own relationship with maths and how it impacts your life. Go online to try the National Numeracy Challenge – and even better, access the free app which is tailored to what is most important to you.

The National Numeracy Challenge can help boost confidence with numeracy used in everyday life and work. You might want to progress in your career, or help your children with their own learning, maybe feel a bit more confident managing money. All of these are great reasons to get involved.

You'll also get free access to the Nudge app, which acts as a financial health checker for your own circumstances. It keeps you updated on your finances and breaks financial news down into relevant nuggets of information. It nudges you when you need to



take action and can help you plan for a big expense or simply help manage your money, allowing you to take complete control of your finances.

If you are more confident with numbers but recognise that others are less so, then one way to help is to become a National Numeracy Champion. All you have to do is take part in two short, fully funded, online sessions.

There are no strings attached but Champions are encouraged to use their learning to help support adults at work, at home or in the community to build confidence with numbers. Champions don't teach maths but act as mentors to support others. They help adults to develop positive attitudes towards numeracy, overcome their barriers and start their learning journey– they offer support and encouragement to others.

To sign up to take the National Numeracy Challenge, and potentially become a National Numeracy Champion visit the National Numeracy website for the next online session dates. Contact the Adult and Family Learning team for more information about the challenge and how you can use it in your work via [adultlearning@moray.gov.uk](mailto:adultlearning@moray.gov.uk)

National Numeracy Challenge:  
<https://www.nationalnumeracy.org.uk/become-numeracy-champion-multiply>



## **STAR AWARDS are coming**

It'll soon be time to open the nomination window for the 2024 STAR Awards.

STAR (Special Thanks and Recognition) Awards formally recognise the outstanding contributions of our colleagues. The Star awards and nomination process will follow the same format as previous years; submitting your nomination must be made using the correct nomination form. We'll be accepting nominations from 12 August.

Nomination suggested categories below are for guidance only. Nominations may also be made under other headings of your choosing.

**Efficiency, Overcoming Adversity, Health and Wellbeing, Support, Leadership, Community/Volunteer, Good Citizenship (or Public Spirit) & Customer Service.**

All submissions should answer the following questions. It's on this part of the form that the judging panel will base its decision – so please think about your response carefully.

- Why are you nominating the person/team?
- How has their work led to improvements within the Council?
- What is distinctive or exceptional about their contribution?

Entries must be supported by sufficient evidence - think hard about the information being provided to make sure it demonstrates the impact of the colleagues/team's contribution.

Nomination forms and guidance will be available on Interchange soon or alternatively from OD. You can submit your nomination by emailing a form to [organisational.development@moray.gov.uk](mailto:organisational.development@moray.gov.uk) or by posting a form to Organisational Development, HQ, High Street, Elgin, IV30 1BX.

Judging will take place shortly after the scheme closes. With all nominations receiving a letter of thanks and three awards being given.

So, get your thinking caps on now and let us know who you think deserves to be recognised!

## **STAR Awards 2024 schedule**

<b>Nominations Open</b>	<b>12 August 2024</b>
<b>Nominations Close</b>	<b>2 September 2024</b>
<b>Judging takes place</b>	<b>W/C 16 September 2024</b>
<b>Letters of thanks to be sent and award to be given</b>	<b>W/C 1 October 2024</b>

## Skills Network Launch: unlock your potential

We've partnered with The Skills Network to promote external training opportunities giving colleagues access to a wide range of free, fully accredited and externally provided courses.

The Skills Network provides a range of online courses and qualifications via their distance learning platform. This allows a way of learning remotely without needing to attend classroom workshops.

Thanks to the Scottish Funding Council, and in partnership with West College Scotland and North East Scotland College, The Skills Network can offer these distance learning courses free of charge.

Learners can study at their own pace, in their own home and at a time that fits around their busy lives. Learners have the freedom to revisit areas of the course as little or as much as they need, without having to keep the same pace as others. There's also full support from Skills Network tutors via email.

If your chosen topic will add value to the performance of your role, please speak with your manager to discuss the possibility of scheduling some study time into your working week.

There are 36 fully funded courses to choose from including:

- Level 2 Certificate in Understanding Environmental Sustainability
- Level 2 Certificate in Awareness of Bullying in Children and Young People
- Level 2 Certificate in Principles of Team Leading
- Level 2 Certificate in Awareness of Mental Health Problems

To find out more about what courses are available and how you can sign up to start your online learning journey at the Moray Council microsite:

<https://moraycouncil.theskillsnetwork.com/>