

# Staff News: Take 5

Thursday 26 November 2020

Welcome to this week's Take 5, our all new weekly staff update, designed to bring you our latest news summary in a five minute read.

## Your weekly coronavirus update



This week the Scottish Government confirmed the relaxation of some coronavirus restrictions over the Christmas period.

A five-day window (23-27 December) of relaxed restrictions on travel and meeting others indoors will mean that during this time, you can form a bubble of up to a maximum of three households.

However, no one should feel they have to visit others indoors and no one is actively encouraged to do so.

The virus thrives on indoor settings and it won't take a break during Christmas. So, people should balance this risk and do what they can to make any indoor visits as safe as possible including enhanced hygiene measures and opening windows to increase ventilation.

Though we are seeing this slight relaxation during the festive period, the most important message remains the same, we must always stick by the rules and stay safe. For the latest information and guidance go to [www.gov.scot](http://www.gov.scot)

## Check your payslip



The Renfrewshire Council Salary Adjustment Policy has recently been updated and employee services would like to remind everyone of the responsibilities we all have when it comes to pay.

It's important to check your payslip and notify your line manager if you suspect any errors.

In the case of any underpayment the Council will take all steps to address this swiftly.

The policy states that in the case of an overpayment, for any reason, you are contractually responsible to repay this money.

It is the responsibility of all line managers to ensure any changes to employee contract are notified correctly and in line with payroll deadlines.

[The Salary Adjustment Policy](#) and a link to information on payroll procedures including deadlines can be found on our staff intranet.

For assistance with general payroll enquiries contact [payrollgeneral@renfrewshire.gov.uk](mailto:payrollgeneral@renfrewshire.gov.uk) or call 0300 300 1461 during office hours.

## We want your views on housing



Renfrewshire Council's next Local Housing Strategy is now in development and we want your views on what the priorities should be over the next five years.

The strategy will be a framework of action, for planning investment and partnership working to deliver on both national priorities and the needs of local people.

Covering all types of tenures and accommodation, the document will set out our vision and strategy for delivering housing and housing related services in Renfrewshire.

[Have your say](#)

It's important we hear the views of our staff, as well as those of the wider community. A short questionnaire will be available on our website until 14 December 2020.

[www.renfrewshire.gov.uk/newlocalhousingstrategy](http://www.renfrewshire.gov.uk/newlocalhousingstrategy)

## Carers Rights Day 2020



We are officially recognised as a 'Carer Positive Employer' and as part of Carers Rights Day (Thursday 26 November), we want to highlight what we have in place to support you with your caring responsibilities.

Our [Carers Leave Policy](#) enables primary carers to request up to a maximum of 1 week paid leave per year to support them with caring commitments.

We have two iLearn courses, 'Employers for Carers' and 'Caring and Work: An Introduction', to help raise awareness of carers in the workplace with links to further information and resources.

The 'Carers Connected' peer network provides an opportunity for our working carers to meet and share their experiences and find out more about the supports available.

More information on our Carers leave policy, Carers Connected, and other supports can be found on the staff intranet under Policies, procedures and guidance > [HR and Organisational Development](#).

## Black Friday and Cyber Monday sales



Black Friday (Friday 27th November) and Cyber Monday (Monday 30th November) traditionally see retailers cut their prices as people try to grab the best bargains.

With Renfrewshire now in Level 4 of coronavirus restrictions, our trading standards team have a few recommendations to help you stay safe this year:

- Shop online – this reduces opportunities for coronavirus to spread
- Protect your computer – make sure you have up-to-date anti-virus software and do your shopping transactions at home, as public Wi-Fi can be easily hacked
- Do research – always try to use websites you know and trust. Check for a UK address and telephone number in case something goes wrong
- Look for a secure site – check the site is secure by looking for 'https' in the URL and the padlock symbol in the address bar
- Use your credit card – buying items on your credit card gives you additional protection on purchases over £100



Our Health, Safety and Wellbeing at Work webpage is there to provide you with information and contacts to help you keep well during this time.

Visit: [www.renfrewshire.gov.uk/health-safety-wellbeing](http://www.renfrewshire.gov.uk/health-safety-wellbeing)



Don't forget, we'd love to hear from you!

If you have a story to tell or something interesting to share, get in touch with us at: [internal.communications@renfrewshire.gov.uk](mailto:internal.communications@renfrewshire.gov.uk)