

Anna's Blog



Did you know our CEO Anna Lunts has a weekly blog? You can read all of her posts [here](#).

Your Rewards

www.yourrewards.co.uk

Username: **creative**

Password: **benefits**

To find out more about your staff benefits, click [here](#).



You can use iTrent to view your Payslips and P60, see training you have completed and keep updated with employee news.

We have created an iTrent Staff Poster for staff to display at their service, including hints and tips to help you. You can view and print it [here](#).

If you are having problems accessing iTrent, please contact the iTrent helpdesk:

[irent.helpdesk@](mailto:irent.helpdesk@creativesupport.co.uk)

creativesupport.co.uk

or call 0161 236 0829

Pay Periods

Click [here](#) to remind yourself of the 2020 pay periods

health assured

Health Assured are our award-winning employee assistance program who provide round the clock support services to our staff. You might already be aware that Health Assured offer telephone, online and face to face counselling services, which can be accessed 7 days a week, 24 hours a day on **0800 030 5182**.

However, Health Assured is more than just a counselling service. There are lots of other reasons it might be useful to contact them.

You can call Health Assured for legal and financial support with the following:

- ✓ **Tenancy rights:** In the event of a disagreement or dispute with a landlord, Health Assured can inform you about your rights and provide advice.
- ✓ **Retirement:** Transitioning from work-life to retirement can impact you both financially and emotionally. Health Assured can help to ensure you are properly prepared before you take the step to retire.
- ✓ **Probate:** Probate is the process of dealing with the property, finances and assets of a person who has died. This can be an emotional and complex time but Health Assured can provide assistance every step of the way.
- ✓ **Pre-nuptial agreements:** Independent legal advice surrounding the signing of pre-nuptial agreements.
- ✓ **Power of attorney:** Power of attorney is a legal document that allows an individual, known as the donor, to appoint another person (the attorney) to help make decisions on their behalf. Health Assured can provide information and support surrounding this.
- ✓ **Equality:** You can access the equality advisory and support service for information regarding LGBT+ rights, equal pay, the gender pay gap and disabled person's rights.
- ✓ **Consumer Rights:** Many of us have experienced the disappointment of making a purchase only to discover that the item is faulty or of poor quality. Health Assured can better inform you of your rights and how the law protects the consumer.
- ✓ **Eldercare:** Legal advice for issues concerning growing older and what steps can be taken to protect future interests later on.

Health Assured have partnered with the Money Advice Service to provide you with access to a variety of helpful tools and calculators to assist you with keeping your finances on track and improving your financial wellbeing.

They also provide mini online health checks and online four week programs for support with: quitting smoking, improving sleep, losing weight, eating healthier, increasing energy levels and getting active.

Whatever your goals, the Health Assured service can help you to reach them.

Visit the health assured [website](#) for more information on the wide range of support available to you or if you haven't already, down the 'health e-hub' app.

Username: **creative** Password: **support**

User Name *

Password *

[Lost Password?](#)

Would you like to be part of the LGBT+ network?

The network group is a way for colleagues to come together for peer support. The LGBT+ network group is there to provide information & support, increase understanding of LGBT+ issues and contribute to the wider diversity agenda.

If you would like to find out more, get involved, or need confidential support you can e-mail: **lgbt.network@creativesupport.co.uk**

The Achieve Q awards aim to acknowledge individuals and services for the amazing support they provide. Anyone can make a nomination and you can download an application form [here](#) or alternatively view on the staff area of the [website](#).

ACHIEVE
Quality



Have you got an interesting story, some exciting news or some photos you'd like to share? Why not get in touch, we love to hear from you and are always looking for content to feature in our Creative Life Magazine, on our website and social media pages.
Email: marketing@creativesupport.co.uk with your stories and photos.

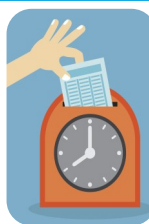


Code RED is an anonymous, early intervention process which allows you to speak out if you have seen something at work that does not feel right.

Please **download** the latest Code Red Posters to be put up in your service.

If you have any concerns, please email **code.red@creativesupport.co.uk** or call 0161 238 7657

Completing your timesheet



As you are aware timesheets are required to be submitted on a weekly basis for all hours worked. **Please be aware that timesheets must also include all types of absence too.**

To ensure you are paid correctly for any absence this must be clearly documented on timesheets with the accompanying paper work. This includes annual leave, toil, sick leave (short term & long term), discretionary leave, paid and unpaid special leave and paternity leave. **We will be unable to process pay without the correctly filled out timesheet and accompanying paperwork.**

Coronavirus

Coronavirus (COVID-19) is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus. If you have been in contact with someone with COVID-19, suspect you might have symptoms or in the last 14 days you've been to a country or area with a high risk of coronavirus – Please contact **111** for advice.

To avoid catching or spreading coronavirus:

- ✓ Wash your hands with soap and water often (do this for at least 20 seconds)
- ✓ Always wash your hands when you get home or into work
- ✓ Use hand sanitizer gel if soap and water are not available
- ✓ Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ Put used tissues in the bin straight away and then wash your hands
- ✓ Try to avoid close contact with people who are unwell

The latest information regarding Coronavirus can be found here:

<https://www.gov.uk/government/collections/wuhan-novelcoronavirus>



Investors in People (IIP)

Throughout March and April 2020 we will be working towards our reaccreditation with Investors in People (IIP). We have been recognized as IIP Silver for the last three years and hope to continue this accreditation.



INVESTORS
IN PEOPLE

Silver
Until 2020

We need your support: As part of the Accreditation process, we will be conducting a national survey which we will be asking all staff to complete, this will be running from 23rd March for three weeks. This is an opportunity for you to share with us how great you and your services are!

There will also be a regional competition, and the region with the highest percentage of respondents to the survey will be the winner. All the staff names from this region will be put into a prize draw and there will be three prizes:

1st Prize: **£150.00** 2nd Prize: **£100.00** 3rd Prize: **£50.00**

If you would like further information about the IIP accreditation, please contact:
ray.kendall-corry@creativesupport.co.uk

International Women's Day - March 8th

Celebrated in March every year, International Women's Day (IWD) is an opportunity to reflect on the progress made towards achieving gender equality and celebrate the acts of courage and determination by individuals who have played an extraordinary role in advancing gender equality in their communities. It is also a day dedicated to honoring the achievements of women throughout history and all across the globe.

The theme for International Women's Day (IWD) this year is **#EachforEqual**, which is drawn from the notion of 'Collective Individualism', meaning that each person is no better than and no different from anyone else; we are all parts of a whole. Our individual actions, conversations, behaviors and mind-sets can have an impact on our larger society. Individually, we're all responsible for our own thoughts and actions - all day, every day.

Collectively, we can make change happen by actively choosing to challenge stereotypes, fight bias, broaden perceptions, improve situations and celebrate women's achievements.

To find out more about this year's IWD, [visit the website](#) for ideas about how you can get involved.

