

For Action

Important Messages that require Action



Information and associated actions on Glasgow City Council Anti-Money Laundering Policy and Guidance

Background

Glasgow City Council (GCC) is committed to ensuring effective arrangements are in place to detect and prevent attempts to launder money. The Council requires all employees to demonstrate the highest standards of honesty and integrity and this includes compliance with appropriate legislation. The Proceeds of Crime Act 2002 provides for the confiscation or civil recovery of the proceeds from crime and contains the principal money laundering legislation in the UK.

What is Money Laundering?

The purpose of money laundering is to hide the origin of "dirty money" so that it appears to have come from a legitimate source. The term is used for a number of offences involving the integration of "dirty money", i.e. the proceeds of crime, into the mainstream economy. The aim is to legitimise the possession of such monies through circulation and this effectively leads to "clean" funds being received in exchange.

Unfortunately no organisation is safe from the threat of money laundering particularly where it is receiving funds from sources where the identity of the payer is unknown. It is therefore possible that criminals wishing to launder the proceeds of crime will target the council and that this will probably involve the procurement of goods and services or the settlement of debts. The money may have been stolen by the party conducting the transaction with the council, or may have been criminally acquired by a third party for the benefit of the customer.



What is Glasgow City Councils policy on Anti-Money Laundering?

The following link contains [Glasgow City Councils Anti-Money Laundering Policy and Guidance](#).

The policy is intended to ensure that all appropriate action is taken to prevent, wherever possible, the Council being exposed to money laundering and to comply with all legal and regulatory obligations, including the reporting of suspected or actual cases in line with disclosure requirements.

Failure to comply with GCCs Anti-Money Laundering Policy may constitute a disciplinary offence and/or criminal offence.

What action should be taken if it is suspected money laundering is taking place?

The Head of Audit and Inspection is the council's Money Laundering Reporting Officer (MLRO) and is responsible for all proceeds of crime and money laundering measures within the council. However, all staff have a responsibility to be vigilant in this regard.

Where an employee suspects money laundering activity they must disclose this as soon as practicable to the MLRO. The disclosure should be within "hours" of the information coming to your attention, not weeks or months later.

Your Role

Managers should ensure Glasgow City Councils Anti-Money Laundering Policy and Guidance is cascaded to all relevant staff at your earliest opportunity.

#Safe Glasgow : take action to update your council login password

Our [Information Security Staff Guidelines](#) outline how we all need to make sure that the information we use every day should be protected, held securely and handled with care. It is important that we all know how to protect our paper and electronic information – at home, in the workplace and anywhere else you find yourself on work related business.





A key part of keeping our information safe is to make sure that we all use a strong password for our council accounts and to get into the regular habit of locking your screen, when away from your device, by holding down CTRL, ALT, DELETE and selecting Lock.

Your password: take action

At the start of the pandemic the council turned off the password expiry function – where you were required to regularly change your login password to keep your device secure.

This password expiry function is now due to be turned back on and all staff are being advised to change their password as soon as possible. This is to avoid the need to call the CGI Service Desk to get it reset if you get locked out - once the rule is reintroduced.

Remember

- Your password should always be difficult to guess
- It must be kept secret and not shared with anyone – even a colleague
- You must not use the same password you use to log in to the council network on any other service or website
- You should not write your password down anywhere

How to change your password

- Log in to your device in the usual way
- Once you are logged into your device you can press CTRL, ALT, DELETE at the same time and select 'Change a Password' – you will be asked to enter your current password once and then your new password twice to change it
- Staff Guidance on how to set a strong password [is available on Connect](#)

Self Service Password Reset

This is another tool that you can use in the future to help you reset your own password – after you have completed this initial password change. To register for Self Service password reset follow the guidance on how to do this [is available on Connect](#)

Support

- Your password should meet our system criteria shown in our [strong password guide](#) – please follow this when changing yours if you are uncertain what is required
- For more staff support guides visit [#Safe Glasgow](#)

Managers' Briefings

The undernoted Managers' Briefing has been issued in May for managers to cascade the information to staff within their area of responsibility.

- NRS TV Digital Screens

Please use the button below to view previous managers briefings.

[Click to view the briefings on the intranet](#)



For Information
Service News and Corporate
Updates that might affect you



June Health and Wellbeing Training - Healthy Working Lives



Support Session	Date and Time
Introduction to Domestic Renewable Technologies This workshop is delivered by Home Energy Scotland and introduces domestic renewable technologies available, how they work and benefit our homes. The session will also highlight what Scottish Government funding is available to install domestic renewable technologies and help to reduce our impact on the environment too.	8 June 10-11.30am Register here
Supporting Working Families This webinar is for managers, on supporting staff with children through the cost-of-living crisis. It provides information and sources of support on issues that particularly affect working families. Consideration will also be given to the cost of the working day and the role that managers can have in reducing this.	13 June 10-11.30am Register here
Managing Alcohol and Drugs in the Workplace Classroom Session Alcohol Focus Scotland will provide an introduction to the impact of alcohol and drugs on Scottish society. The webinar will also provide specific guidance on how to address alcohol and drug-related issues in the workplace	20 June 9:30am-12:30pm 166 Buchanan Street, Glasgow, G1 2LW Register here
Managing staff with long term health conditions Delivered by an HR specialist, this webinar is suitable for employers and managers. This is designed to raise awareness of long-term health conditions including long Covid and understand the potential impact of these in the workplace. Covers legislation and best practice in supporting employees.	21 June 10-11.30am Register here

To sign up for any of the above Health and Wellbeing sessions click the register here link to go onto the partner event page and register your details.

NRS People

Supporting your health and wellbeing and wellness at work as well as learning and personal development



NRS People - New Workshops for June 2023

A message from Andy Waddell, Director of City Operations



More now than ever we need to manage and lead with a greater level of compassion to support our staff in NRS. All Managers and Supervisors are encouraged to attend this bespoke half day in person workshop, delivered by Organisational Development. The workshop will examine the principles of what it means to show compassion in the workplace and explore practical tools and tips for the behaviours our Managers and Supervisors should display for supporting our staff and keeping them well at work while working in a high pressured environment.

The workshops will also give Managers and Supervisors the opportunity to come together and discuss real life management case studies that have resulted in staff members not feeling supported, the challenges we face when managing front line staff and learn from each other's experiences.

Who can attend?

The workshops are open to all Managers and Supervisors.

When and where are the next workshops?

The next workshops will take place face to face on the below dates and times:

Managing with Compassion

Eastgate
Tuesday 6 June

9.30am to 12.30pm

Managing with Compassion

Learning Academy
40 John Street, G1 1JL
Tuesday 13 June

9.30am to 12.30pm

Managing with Compassion

Eastgate
Thursday 15 June

9.30am to 12.30pm

Managing with Compassion

Eastgate
Thursday 22 June

9.30am to 12.30pm

Vacancies within NRS

The following job vacancies within NRS have been added to myjobscotland. If you are interested use the button below to go through to the job adverts.

myjobscotland

- GLA10377 - Pest Control Operative
- GLA10403 - Community Payback Officer

[Click here to view all the vacancies on myjobscotland.gov.uk](#)



Meet Your Colleagues

Alex Colquhoun, Transport Manager, Fleet Services

How long have you worked for the council?

Over 36 years

What do you do in your role?

I manage the Council's Fleet and Fleet Operator Licence, ASL bus services, the Training Unit at Daldowie, Taxi compliance and enforcement, and the vehicle and plant maintenance workshops. This includes oversight of the full fleet, which ranges from cars and vans, buses, trucks, plant equipment and includes electric and hydrogen fuelled fleet. Part of my remit is supporting the delivery of the wider fleet strategy, which includes providing support to the Carbon Management plan for the transition to a zero emission fleet. The operation I manage is spread across 3 sites: Jessie Street, Polmadie and Daldowie and includes the management and support of over 4 managers, 10 supervisors and 200 members of staff. The workshop is also supported by an Admin team who process all invoices, DVLA documents, hires and other ad hoc duties which I oversee. Within the fleet of 1600+ vehicles, 400 fall under the category of the Operator Licence. I am the lead Operator Licence holder, ensuring that GCC remains compliant with the requirements of the Traffic Commissioner and the DVSA.

What is your favourite part of your role?

Delivering service to all types of users and helping teams with their needs. I like being positive as I have a can-do attitude to ensure that services get delivered for our communities.

What are the biggest challenges within your role?

Much of the fleet is quite old now, which is challenging to manage to ensure that services are continuing to be delivered successfully. Significant investment is now needed to improve the fleet and assist the transition to zero emissions however, to ensure the fleet remains safe and compliant hard work is put in to achieve this although it can be difficult to get parts sometimes for older vehicles.



Fundraising

If you are currently fundraising for any charity or would like to report back on fundraising activities please get in touch with the NRS Promotions and Engagement team using the button below.

[Click here to get in touch](#)

General Interest

What other teams do and events and activities that you can join



Glasgow sends Rare Orchids to World's Greatest Flower Show

Rare orchids from Glasgow's Botanic Gardens are on display at the world's greatest flower show.

Glasgow City Council's orchids, ferns, begonias and other plants form part of an exhibition stand at the prestigious Chelsea Flower Show which opened on the 22 May in London.

Tiny rare West African orchids are among the plants on loan for display on a stand by J.P Wright and Company of Florida and Grow Tropicals highlighting the vital role orchids play as indicators of the health of wider ecosystems.

The display showcases the beauty and diversity of orchids while highlighting the importance of conserving their natural habitats. Visitors will be able to witness efforts to find and protect the rare Florida Ghost Orchid by a renowned global conservation team, along with endangered orchids from the Republic of Cameroon. A special highlight will also feature some of the 52 orchid varieties native to Britain.

Glasgow's Botanic Gardens were gifted a huge collection of orchids by Isobyl La Croix of the Royal Orchid Society in 2008 and the Council is happy to have some of them included in the display at Chelsea. Plants loaned to the exhibit include a Resurrection Fern which grows in swamps alongside the Florida Ghost Orchid in the wild and Angraecum podochiloides which has tiny flowers smaller than a thumbnail. Numbers of this plant are declining in the wild and it is rare to find it being cultivated in the UK.

Christine Nicholson, Orchid Propagator at Glasgow's Botanic Gardens said: "It was great to be asked to supply plants for Chelsea which is world renowned and features the best growers and designers from around the globe. It is very exciting and I can't wait to see photos of the completed exhibition stand.

"We were asked to help when some plants for the display got delayed at customs and we were delighted to be able to assist. The plants will be returned to Glasgow when the Chelsea Flower Show closes."

Glasgow Tops Keep Scotland Beautiful (KSB) Chart for Community Litter Picks



Glasgow's amazing Neighbourhood Improvement Volunteers have helped the city be named top in Scotland for community litter picks.

Keep Scotland Beautiful has praised the city, its brilliant Neighbourhood Improvement Volunteers (NIVs), residents, schools and businesses for taking part in over 500 community litter picks during Spring Clean Scotland 2023.

The city's NIVs helped Glasgow clinch the title by staging clean-ups in their neighbourhoods supported by the council who supply equipment and remove the bags of collected rubbish.

Around 525 events took place in the city between 17 March and 2 April – they included litter picks by individuals, schools, community groups and local businesses.

Glasgow City Council has almost 550 enthusiastic NIVs who stage regular litter picks in their own neighbourhoods. The city also has a growing network of Community Litter Picking Hubs where people can borrow equipment for free.

The hubs are in venues like community centres, schools, coffee shops and neighbourhood projects and are stocked full of equipment needed to hold a litter pick.

An online map is helping businesses, community groups and neighbourhood volunteers find their nearest location to access the equipment.

The indoor hubs were jointly funded by Glasgow City Council, Keep Scotland Beautiful and McDonald's. They are being complemented by an outdoor pilot project which is underway in Knightswood and Possilpark.

The top five local authorities praised by KSB for holding the highest number of community litter picks during Spring Clean Scotland were:-

- Glasgow (525 litter picks)
- Renfrewshire (317)
- Dumfries and Galloway (240)
- Falkirk (132)
- North Lanarkshire (100)

Councillor Ruairi Kelly, Glasgow's Convener for Neighbourhood Services and Assets, said: "Huge congratulations and thanks to all the amazing volunteers who helped the city come top in Keep Scotland Beautiful Spring Clean initiative. We have an extremely active army of Neighbourhood Improvement Volunteers who work in partnership with the Council to keep their communities looking their best. Their enthusiasm and community pride is truly commendable and the new litter picking hubs have been a great success – making it easier for people to hold events which bring neighbours together, boost community spirit and improve the appearance of residential areas. I'm particularly pleased that so many young people are getting involved and doing their bit for their community. "Only by working in partnership together, can the council and residents keep the city looking its best." The Keep Scotland Beautiful report says: "We would like to thank all our volunteers and supporters who took part in Spring Clean Scotland this year. Without the efforts of community groups, individuals, businesses and local authorities, our Spring Clean would not have been such a resounding success!"

The KSB report can be viewed at <https://www.KeepScotlandBeautiful.org/about-us/our-reports-and-publications/>

An interactive map showing the locations of Glasgow's litter picking hubs can be found on the council's website at hub locations.

Email CommsafetyNIES@glasgow.gov.uk to find out more about how you can become a Neighbourhood Improvement Volunteer in your area.

Parks Innovation Awards



APSE is thrilled to announce the winners of the APSE Refuse and Recycling, Streetscene and Parks Innovation Awards 2022, as well as our Environmental Service Apprentice of the Year Award.

Speaking about Innovation Awards, APSE Chief Executive Paul O'Brien said, "The judging for this year's competition was extremely tough. Each of the finalists demonstrated an outstanding commitment to delivering excellent Local Government Environmental Services. APSE works continually to encourage Public Service Excellence and we are delighted that all our finalists strive to achieve the very best for their local communities."

Speaking about the Apprentice Awards, Paul O'Brien added, "During the past twenty years, APSE has taken great pride in recognising and rewarding hundreds of hard-working, intelligent people of all ages; dedicated to improving their communities across the UK. The finalists are a credit to their Councils and local communities - well done and thank you."

Congratulations to our apprentices Alex and Rose and this year's winners!



Glasgow Club - discounted membership offer for council family staff

All council family staff now qualify for a discounted Glasgow Club membership.

You can sign up to FitClub for just £10 per month instead of the standard rate of £27. If you already pay for a membership, you can apply for the discount and reduce your monthly fee. FitClub is Glasgow Club's most popular membership plan.

You can enjoy the following at all Glasgow Club venues:

- Unlimited Gym Sessions
- Unlimited access to all fitness classes (in club and digital)
- Unlimited Swimming
- Free personal appointments with a qualified fitness instructor pay as you go for other activities (for example, football, badminton)

Why not make a difference to your health and wellbeing and enjoy a saving too?

To sign up: Scan the QR code or use the button below.

Support - FAQs

What happens if I already pay for Glasgow Club membership? Follow the link and skip straight to completing the form. Here you'll provide your current membership or card ID and upload your latest payslip. The team at Glasgow Club will apply the discount so you can enjoy the £10 monthly rate. We plan to do this in time for your next payment. However, we're anticipating high demand so please allow up to 6 weeks for the change to take effect.

How soon will my membership start? And when do I pay? You can sign up or apply for a discount on your existing membership as soon as you register at <https://myglasgow.club/gccstaff>

Your membership is immediately active. There's nothing to pay until the seventh of the following month. Payments continue on the seventh of each month until you cancel the direct debit with your bank.

NOTE: your membership will become inactive if you don't upload a picture of your latest payslip to the staff membership page. As a result, you won't be able to access Glasgow Club activities.

Is this offer open to my family members too? No. This offer is only for those working at Glasgow Life, Glasgow City Council and our ALEOs.

Do I get discounts on court/pitch bookings with my staff membership? No. Only activities included in the FitClub membership.

Can I purchase annual membership instead of paying monthly? Staff membership is ONLY available on a monthly basis paid by Direct Debit.

I'm not quite ready to take out a membership can I join at a later date? Yes, if you're not ready to take advantage of the offer right now, you can apply in the future.

If you have any problems, please [contact the Glasgow Club team](#)

[Click here to visit the glasgow club webpages and sign up](#)

Get in Touch

If you have any information you would like to share through this fortnightly email, please get in touch with the NRS Promotions and Engagement Team.

[Click here to Send us an Email](#)

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