

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](#)

Information Security Essentials Course 2022 on GOLD

We have become aware that a number of colleagues across Neighbourhoods, Regeneration and Sustainability have yet to complete the Information Security Essentials Course 2022 on GOLD. This course can be completed in the office or working from home using the link below.



Colleagues should note that this is a mandatory course for the whole council family to complete.

Course completion is being closely monitored and we now request that any staff who have yet to complete this course should please do so by **Friday 9 June 2023**. Following this date, a list of staff who have not been compliant will be sent to managers.

Information security is a fundamental part of our Information Management Strategy and is part of our everyday tasks. For example, it can be wearing your security ID badge to access your workplace; taking a phone call; emailing a supplier or attending a meeting with a customer in their home.

It is vital that we all understand and know how to keep the information and IT equipment we use safe and secure and know what to do if it is accidentally lost or shared with the wrong person. This helps to protect our systems, staff, citizens, buildings and reputation.

[Click here to access GOLD and the course](#)



Managers' Briefings

There have been no new Managers' Briefings issued in June. 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



Get Ready Glasgow: UCI World Championships

From 3-13 August 2023, Glasgow will be host for the inaugural UCI Cycling World Championships

This will be the single biggest cycling event in history, bringing together 13 existing individual cycling world championships into one mega event.

The event will feature 13 UCI World Championships including BMX Freestyle Flatland; BMX Freestyle Park; BMX Racing; Gran Fondo; Indoor Cycling; Mountain Bike Cross-country; Mountain Bike Downhill; Mountain Bike Marathon; Para-cycling Road; Para-cycling Track; Road; Track; Trials.

Glasgow will host eight of the 13 UCI World Championships at five venues across the city, with Dumfries and Galloway (para-cycling road) and Stirling (time trial) also hosting events across Scotland.



UCI Road Race Maps and Road Closures

Hosting eight championships across five venues, including road races, will impact our travel network and we will experience changes to the movement of traffic around the city.

Detailed maps, such as below, have been created for the Mixed Team Time Trial Relay as well as both of the Elite Road Races and published on the [Get Ready Glasgow website](#)



Partners will undertake work to inform how we manage the potentially increased demands and changes to our network to accommodate restrictions to usual traffic flow and influence travel behaviour.

Where restrictions and road closures are required, planners will develop local traffic management plans in these areas. Further details of these will be published on [Get Ready Glasgow website](#) when available.

Businesses and residents directly affected by road races and other activities, on certain days, will receive specific, direct, communications forewarning them of the likely impact during these periods. Business and community engagement sessions will also be publicised and held closer to the event to come and find out more.

Road closures will come into effect from 0001hrs, Friday 4 August until 2359hrs, Tuesday 8 August and then again on 0001hrs, Saturday 12 August until 2359hrs, Sunday 13 August.

More detailed road closure information and accompanying access and egress plan for businesses on or within the Glasgow Circuit will be available from April.

These events in particular will have an impact on movement around Glasgow city centre and west end on competition days and on the days before as restrictions and closures come into force.

Road closures on the Road Race City Centre Circuit will come into effect from 0001hrs, Friday 4 August until 2359hrs, Tuesday 8 August and then again on 0001hrs, Saturday 12 August until 2359hrs, Sunday 13 August.

Road closures on the Mixed Team Time Trial Race Route will come into effect from 0001hrs, Friday 4 August until 2359hrs, Tuesday 8 August.

Parking restrictions and road closures will be in place to allow athletes to familiarise themselves with the route, to race safely across the city, and for the safety and enjoyment of the tens of thousands of people who are expected to line the route in support of the riders.

Parking restrictions on above listed road race route and adjoining streets will come into force on Monday 31 July with the courses being built and barriers deployed from Tuesday 1 August. The majority of these restrictions will stay in place until Sunday 13 August.

Modes of active travel, such as walking, wheeling and cycling, are a safe and sustainable way to get around the city during the Championships.

In the run up to the event, we'll share active travel routes to championship venues here. In the meantime, find out about active travel in Glasgow on the [Smarter Travel Glasgow website](#) and cycling in Glasgow on the [Glasgow City Council website](#).

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

Glasgow's Low Emission Zone (LEZ) is now in force

The scheme, which effectively excludes the most polluting vehicles from the city centre, protects public health by tackling unacceptably high levels of harmful air pollution that have stubbornly persisted in areas of the zone.

From yesterday all vehicles entering Glasgow's LEZ must meet the less-polluting emission standards or face a penalty charge.

Glasgow's LEZ is the first to come into force in Scotland. It follows the initial, bus-only phase of the scheme which, since 2018 has seen a year-on-year improvement in the proportion of low or zero emission buses servicing the city centre.

Glasgow's Low Emission Zone will operate continuously - 24 hours a day, all year round.

The zone covers an area of the city centre bounded by the M8 motorway to the north and west, the River Clyde to the south and Saltmarket/High Street to the east. The motorway itself however is not included.

A vehicle can only drive within a LEZ if it meets the specified emission standards, which are Euro 4 for petrol cars and vans, Euro 6 for diesel cars and vans, and Euro VI for buses, coaches and HGVs.

A [national online vehicle checker](#) by Transport Scotland is available to check for compliance with LEZ emission standards.

Motorcycles and mopeds are not included in the current LEZ schemes and no restrictions will apply.

There are some exemptions, such as for blue badge holders, and zone residents have an extra year to prepare.

Transport Scotland has developed an [online portal](#) where Blue Badge holders can register vehicles they are travelling in to obtain the required exemptions.

Automatic Number Plate Recognition cameras linked to a national vehicle licencing database will be used to enforce Glasgow's LEZ. When a non-compliant vehicle is detected in the zone, a Penalty Charge Notice will be issued to the registered keeper.

A scheme surcharge will see the initial penalty charge of £60 double for each subsequent breach detected - subject to a cap of £480 for cars and LGVs, and £960 for buses and HGVs.

In addition to reducing levels of harmful vehicle emissions, Glasgow's LEZ is also expected to accelerate the uptake of more sustainable forms of transport - helping to tackle the climate emergency, and increase the safety, attractiveness, and amenity of our city centre.

The cities of Aberdeen, Dundee and Edinburgh will enforce their own LEZ schemes in 2024.

For further details about the operation of the LEZ scheme in Glasgow, please see our LEZ webpage.



Roll-out of City Network For Active Travel Approved

A street-by-street guide that shows how Glasgow's City Network for active travel will be built has been approved by the City Administration Committee.

The final delivery plan for the City Network sets out in detail how the council will prioritise its effort to add almost 270km of safer, segregated active routes for walking, wheeling and cycling to 300km of existing routes in Glasgow. Areas of the city have selected after considering factors such as deprivation statistics, pedestrian and cyclist injuries, whether cycling infrastructure is already in place, the amenities available in an area, population size and levels of car ownership.

With work on safer routes already advancing in places such as Byres Road, Sighthill, Barrowfield and Parkhead, the next phase of development will focus on areas in the north and south of Glasgow as well as Greater Govan. The report presented to the committee indicated a total of 77km of cycle ways and footpaths are expected to be built in these three areas to add to existing or emerging routes and create possible connections with neighbouring local authorities.

A total of five phases of design and construction work are anticipated between now and 2030 that will eventually ensure the City Network is easily accessible in all parts of the city. The final delivery plan for the City Network identifies all of the streets currently identified for inclusion in the network's route map. While precise routes may be subject to some change during detailed technical design work, the Delivery Plan indicates how the entire city will be served by safe, dedicated cycle infrastructure.

Plans for the North City network in the first phase of the delivery plan aim to develop 24 km of routes across areas such as Ruchill, Possil, Springburn, Royston and Blackhills. These routes will also connect with Sighthill and the new active travel bridge across the M8.

A further 33km of routes are planned for the South City network, which will add to successful work on the South and South West City Ways and extend into areas such as Pollokshields, Shawlands, Battlefield, Cathcart and Newlands. It is hoped the development of these can lead to connections with East Renfrewshire.

The first phase of the delivery plan also identifies almost 20km of potential routes in Greater Govan, which will take in long stretches of Govan Road, Paisley Road West and Shieldhall Road as well as parts of Cardonald and Craigton.

Full details of all the phases of proposed work the City Network Final Delivery Plan can found [in the papers presented to the City Administration Committee](#).





Support Session	Date and Time
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 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
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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

- GLA10441 - Network Officer
- GLA10465 - Transformation Business Programme Manager
- GLA10467 - Planner
- GLA10470 - Clerical Assistant
- GLA10471 - Programme Support Officer
- GLA10475 - Team Supervisor
- GLA10494 - Project Officer (Sustainability)
- GLA10495 - Engineering Officer (Parking)

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



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



Claire recognised at APSE awards

Following a successful submission to APSE by Kenny Markwick, Head of Fleet Services, Claire was subsequently selected to attend an interview and give a presentation to the APSE CEO and Scottish Chairperson.

Kenny said "I was delighted to see Claire Mackay's hard work get recognised at the annual APSE Fleet, Waste and Grounds Seminar 2023 in Aviemore where she was awarded the Gold Rising Star Award in the Fleet Category. This comes during an extremely busy time for Fleet Services where Claire has been central in preparing the fleet for the LEZ, rolling out our electric vehicles and helping to maintain driver and fleet compliance with her efforts impressing the APSE Chief Executive, Mo Baines and the APSE Scottish Chair, Councillor Archie Dryburgh".

Update shows huge interest in People Make Glasgow Communities programme

Glasgow's programme to give community and grassroots organisations more control over council-owned venues and assets has attracted almost 600 expressions of interest since its launch two years ago, a new report shows.

People Make Glasgow Communities (PMGC) gives groups the opportunity to meet the needs in their neighbourhoods through the running of sports, education and community venues through to parkland and open spaces.

Organisations involved in activities from sports to growing food and transforming greenspace, through to providing childcare and supporting financial and personal wellbeing, have all explored what PMGC can do for them and their communities.

Launched in February 2021, there have been 585 expressions of interest submitted since then. Interest has remained high since PMGC's launch.

At present, 14 organisations have successfully progressed into the Development Phase of process, with occupation agreements finalised prior to commencing management of venue. Eight of these are now successfully operating venues, with the remaining six working with council officers on funding applications and legal agreements.

Notable examples of the success of PMGC include Park Villa at Glasgow Club Drumoyne, South Seeds at The Old Queen's Park Changing Rooms, St Paul's Youth Project at Molendinar Community Centre, and Newlands Park Tennis Courts.

Almost two-thirds of enquiries on the PMGC programme relate to specific venues, with the remainder focusing on assets in particular areas of Glasgow.

A further 30 organisations are now in the Engagement Phase of the process, where they are undertaking community consultations on their proposals and are working on a detailed application with business plan. An additional 30 organisations are currently working with officers on their initial proposals for a specific venue.

Councillor Ruairi Kelly, Convener for Neighbourhoods Services and Assets at Glasgow City Council, said: "People Make Glasgow Communities is all about transferring power and control to our communities and changing places and people's lives for the better. We've seen how successful community empowerment has been in rural Scotland and it's now taking hold in our biggest city.

"Many of those who have either already had buildings or land transferred, or are in the process of doing so, have deep roots in their communities. And this partnership has allowed several of these organisations to attract new sources of funding and develop more capacity and essential skills.

"There is still much work to do and lessons to be learned. And of course, we're mindful of the challenges which can make asset management by local organisations difficult. However, the evidence from PMGC so far is that Glasgow's communities really want to make the most of local assets."



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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