



ST JOHNS UNCOVERED

HAPPY NEW YEAR !

I hope that you all had a great festive season and have returned to work ready to embrace 2008 and all the exciting challenges we face.

Firstly I would like to say what a great Christmas Party we had, and all those caught on camera will be featured over the next few pages!

Congratulations to all those raffle winners—and well done Rachel for all the hard work you put into obtaining the prizes, I for one enjoyed the champagne prize.....

If you would like to help us arrange the party for 2008, and remember this year there will be a whole host of awards to present, or help the Trust arrange other staffing activities throughout the year then please let me know—Entertainment Officer needed.....

If there are anymore photos around that haven't been included in this newsletter then please send them in—everyone looks very well behaved and I cant help thinking that there may have been some more pictures taken after I left.....

EMMA



HELLO

Decembers edition saw the introduction of all the November intake of the Trusts new staff. Andy Fraser was mysteriously billed as Andy Frost! Whilst I don't doubt that Mr Frost

would have made a wonderful contribution to the team, I would like to formally welcome Mr Fraser.....

Also a big hello to Gina—the new chef and kitchen

supervisor at Fyffe. Staff and service users alike have been extremely impressed with the impact she has had and we look forward to her enthusiastic approach to this role.

Inside this issue:

Going Green	2
Most Wanted Pictures	2
Equality and Diversity	3
Page 3 model	3
Job Vacancies	4
Goodbye	4
Training / Meetings for 2008	5 & 6

LOWESTOFT—Did you know:

- 1847 saw the railway arrive
- 1885 Lowestoft becomes a borough
- 1897 gave Lowestoft the 'Swing Bridge'
- 1902—the first sea wall was built
- 1946 saw the collapse of the sea wall
- 1969 and the swing bridge breaks down
- 1969 and the Bascule Bridge is opened

TIME TO GO . . . GREEN

There are already some projects that have made a sterling effort to recycle and be as environmentally friendly as possible. Now we all need to follow their example and make 2008 a truly green year!

We are looking for 4 project workers to form a 'working group' that will look at ways we can adopt national green policies and improve our environmental awareness. This will include each project as well as administration, housekeeping and maintenance departments.



ASSESSING THE ENVIRONMENTAL
IMPACT OF OUR
OPERATIONS

Do you want to be involved?
Contact Emma or Andreea.

Meetings will be held during work time and it is expected that in the initial stages the group will meet monthly to establish roles and responsibilities, research the current environmental arena and ultimately make recommendations for St Johns Housing Trust policy.

Once the policies are in place each project will be audited by the group on a 6 monthly basis—maybe we need to start thinking about 'Green Project of the Year Award'

SCOTLAND YARDS MOST WANTED



This picture is currently being circulated throughout the county.....

Do not approach without full armed back-up

Can you help police with their enquiries?

And the others.....



Equality and Diversity in SJHT

As you may recall the December newsletter asked for applications from those of you who would be interested in becoming the Equality Champion for the Trust. So far there have been 3 expressions of interest, but its not too late for you to contact us with your details.

As the standard of applications has been very impressive I have arranged for a small panel of people to hear the different presentations and to assist us in the final decision. In keeping with the spirit of true equality and diver-

sity the panel members will be taken from service user representatives, trustees, Trust management and external agencies.

The presentation day is Friday 25th of January, at Coppice Court—so you don't have long.....The elected Champion (or champions) will be named in the February newsletter.



Expression of Interest deadline is Friday 18th January. You will be asked to give a short 10 minute presentation on your plans to take this exciting project forward, and then there will be the opportunity for panel members to ask you questions, and for you to ask them anything too.

GOOD LUCK

Page 3 model for January 2008 is.....

BERNIE RUDD.....

A project worker at Coppice Court since September 2007 Bernie worked for many years for Woman's Aid working at their Refuge in Great Yarmouth. She has recently successfully completed her Record Keeping Training, Conflict Resolution and First Aid courses

Previous training has included 'Basic Counselling Skills' and 'Child Development'

She has many hobbies including sports and live music, but her main love is her partner and



family. Bernie describes herself as patient, understanding and caring—all 3 attributes that I am sure the service users would agree with.

Ask her about the upside down Christmas tree?!!

And yet...still more WANTED



Next year, maybe ?



**DESPERATELY SEEKING
NEW EDITOR FOR
FEBRUARY**

If you want to be involved in the future of this newsletter, unearth those stories, take the pictures and put it all together then let us know

CONTACT SUFFOLK ROAD TODAY.

**January sees the launch
of our new website—
keep watching!**

VACANCY BULLETIN

NEW INTERNAL ROLES FOR 2008

4 staff, from any discipline, to form GREEN STEERING GROUP—please see article on page 2

1 or 2 staff to assist in this years organisational SOCIAL EVENTS—please contact Emma or Andreea to discuss

STAFF REPRESENTATIVES REQUIRED

Communication and Consultation is an important part of our management system here at St Johns. We wish to appoint staff representatives that will be engaged in influencing decisions, joint information sharing and learning and problem solving with management. As a Trust we want to maximise the circulation of information (up/down, lateral, criss-cross and free flowing) to encourage feedback. The introduction of Staff Reps will provide a formal consultation process to ensure better communications between senior management. Through this group of representatives staff can bring up issues that are affecting them as employees and make suggestions for improving and developing our services. The group will meet quarterly and will consist of senior management, Trustees and elected staff representatives. Interested? Ask your Project Manager for a nomination form.

LOST PROPERTY—

IF YOU ARE THE OWNER
OF ONE OF THESE PLEASE
CLAIM HIM IMMEDIATELY.

CLAIMED BY THE END OF
JANUARY 2008 WILL BE
PLACED IN THE NEXT

GOODBYE TO:

Annabel Stephens from Phoenix House, who left the Trust on 28th December to take up her new role as mental health staff nurse in the community. The staff and service users have benefited from her positive and supportive input into the project and we all wish her the very best in her new role.



ARE YOU UP TO DATE?

TRAINING CALENDAR

January – March 2008

Training event	Training date	Location	Hours	Provider
Record keeping	14.01.08	Coppice	1000-12.30	SJHT
Safeguarding Adults	31.01.08 20.02.08 11.03.08	The Kings Centre, Great Yarmouth	0900-1300	Norfolk CC
Pension Trust Presentation	23.01.08	Coppice	0930	SJHT
Fire Training	29.01.08 26.02.08 27.03.08	To be arranged	1 hour	SJHT
H+S Training	30.01.08 27.02.08 28.03.08	To be arranged	1 hour	SJHT
Food Hygiene	Various dates	To be arranged	1 hour	SJHT
Child Protection	To be confirmed			
First Aid	11.01.07 15.02.07	St Johns Ambulance HQ, Oxford Road, Lowestoft	0930-1600	SAVO
Induction day	29.02.08	Haven	0930- 1630	SJHT
Domestic violence	To be confirmed			
Risk Assessment	As and when	At the project		SAVO, computer based training

To book any training please contact Andreea directly or ask your manager for a 'Booking Form'. To request training not listed speak to your manager in the first instance.

Meeting Formats - 2008

Operational Management Meetings

Includes OM and all PM

Chaired by OM

To be held on the first Friday of every month

Open Management Meeting

To be chaired by rotating PM

Includes OM, PM, SPW, local agency teams, SU reps, CEO, staff representatives and Trustees

To be held monthly, Wednesdays at 12 noon

To be followed at 1.30 by H+S+W meeting (chaired by H+S rep) every other meeting, including ancillary staff until 2.30

Booked for Coppice Court 12 – 2.30

Lunch provided

Case Review Meetings

To be chaired by rotating PM

To include SU, key worker and agency lead i.e. Norcas, GP, mental health

Scheduled for every other month on a Tuesday

Hourly slots, SU identified by key workers and booked through OM

Invites to be sent by OM

Booked for Coppice Court

To book a case review for your service user speak to your Project Manager or Operations Manager as soon as possible

SU Meetings

Every 4 weeks at individual projects

Chaired jointly by SU rep and SPW or PW

Project Staff Meetings

Every 4 weeks

Chaired by PM, or OM in their absence

Please note: for SU meetings the timetable set is a MINIMUM REQUIREMENT. It is expected that the meetings will be responsive to service need and take account of emergency or unexpected incidents