

Core brief

Daily update

(1 December 2022, 11.10am)

Topics in this Core Brief:

- Help to design our new intranet!
- World AIDS Day – Thursday 1 December
- Disability History Month 2022
- Christmas and New Year Pay Arrangements

Help to design our new intranet!

The Communications and eHealth teams are currently working on a new intranet, which will replace the current StaffNet site next year.

It's really important that staff are able to have your say about the shape you would like the new intranet to take, so we would be very grateful if you could take the time to give your feedback on what aspects of StaffNet you currently use most and what expectations you have for the new intranet site.

The short feedback survey is available [here](#). Thank you for your contribution.

World AIDS Day – Thursday 1 December

Thursday 1 December is World AIDS Day. Thanks to the significant progress made in treatment and care HIV is now a manageable long-term health condition.

In addition to supporting people diagnosed with HIV to have better health outcomes, treatment reduces the levels of virus found in the body to such low levels that it can no longer be passed onto others.



It is for this reason, that eliminating HIV transmission is now thought to be a realistic possibility.

The key to ending HIV transmissions is regular testing to find cases and facilitate individuals into care, alongside other prevention measures such as [condoms](#), engagement in opioid agonist therapy, [HIV Pre-Exposure Prophylaxis](#) (PrEP) and [sterile injecting equipment](#). This World AIDS Day and beyond, we would like to remind staff about the importance of raising awareness of and testing individuals for HIV and other blood borne viruses (BBVs) in order to identify individuals living with undiagnosed infection and support them to access treatment and care.

All staff working within NHSGGC, should feel able to offer BBV testing or know how to signpost patients for a test without delay or stigma. Guidance can be found [here](#)

For more information [click here](#).

Disability History Month 2022

Thank you to everyone for the interest and support already shown for NHS Greater Glasgow and Clyde Disability History Month, which runs between the 16 November and the 16 December 2022.

We have a range of exciting activities underway throughout this month and we would love you to take part.

In the coming week, we have the following activities taking place:

- **Reasonable Adjustments – Rona Wall, Head of Occupational Health and Safety**
 - Monday 5 December, 3:00pm – 3:30pm, [MS Teams Link](#)
- **Staff Disability Forum Stall**
 - Wednesday 7 December, 12:00pm – 2:00pm, Glasgow Royal Infirmary
- **Are You Carer Aware – Martin Savage, Carers Advice and Information Worker**
 - Thursday 8 December, 1:00pm – 2:00pm, [MS Teams Link](#)

Further information on each event, dates and timings can be found on the website at [Staff Disability Forum – NHSGGC](#)

Christmas and New Year Pay Arrangements

If you complete SSTS or eESS, or are a manager responsible for staff salaries, then we want your help in ensuring that staff are paid correctly and on time.

A simple way to do this is by making sure that all leave, absence, overtime and changes to pay are recorded and authorised on time and accurately through the appropriate systems in advance of payroll deadlines.

With this in mind, please see below details of the earlier deadlines for December and January.

Monthly Paid Staff

In keeping with previous years, the December monthly pay date has been brought forward to **Thursday 22 December 2022**.

There is no change to the January monthly pay date of **Thursday 26 January 2023**.

Given the earlier payroll closures associated with these pay dates, please note the following revised submission dates for monthly paid staff:

Month	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
9	31/12/22	05/12/22	15/12/22	05/12/22	06/12/22	09/12/22
10	31/01/23	10/01/23	19/01/23	09/01/23	10/01/23	13/01/23

Weekly Paid Staff

In keeping with previous years, weekly paid staff will be paid three weekly wages on **Friday 23 December 2022**, and then paid for the first time in January on **Friday 13 January 2023**.

Given the earlier payroll closures associated with this dates, please note the following revised submission dates for weekly paid staff:



The banner features a yellow background. On the left is a black triangle with a yellow circle inside containing the text 'UK DISABILITY HISTORY MONTH'. To the right is the SDF logo, which consists of five stylized human figures in blue and white, with the text 'SDF' and 'NHSGGC Staff Disability Forum' below it. Below the logo, there is text: 'Join NHSGGC and the Staff Disability Forum in celebrating UK Disability History Month from 16 November to 16 December 2022.' This is followed by two paragraphs: 'This month gives us the chance to acknowledge our workforce who live with a disability, celebrate their successes and the contributions they make to the wider communities we serve.' and 'This month is also an opportunity to educate one another on the inequalities experienced by some of our workforce and inspire us all to maintain and continue to develop an inclusive and diverse culture, which is supportive and welcoming for all.' At the bottom left, it says 'Please use the QR code to find our schedule of events for UK Disability History Month at NHSGGC'. On the bottom right is a QR code.


Week	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
38	18/12/22					
39	25/12/22	19/12/22	20/12/22	19/12/22	19/12/22	19/12/22
40	01/01/23					





Important Points

To try to make sure that staff are paid correctly, please ensure that all Payroll, Expenses, SSTS and eESS information is submitted and authorised timeously over this busy period.

If multiple months of paper expense claims are submitted in December, then only the current month can be paid due to the earlier payroll closures.

If something isn't right, talk to...
Management and Peer Support



Managers and Leaders	Confidential Contacts	HR Support and Advice Unit	Report via Datix
<p>If you have an issue, your line manager is there to support you. Please speak to your immediate line manager or another member of the management team, who will be able to support you.</p> 	<p>Our team of confidential contacts will listen to your concerns and help you to determine the best course of action to resolve the issue and escalate your concerns.</p> 	<p>The unit is there to support all staff. Call 0141 278 2700 Monday to Friday from 9am - 5pm. You can also raise a query through the self-service portal at https://nhsnss.service-now.com/ggc_hr</p> 	<p>It is vital that we all play a role to report all incidents and near misses no matter how small we think they might be. Visit: http://datix.xggc.scot.nhs.uk/datix/live/index.php</p> 

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).

**It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on [StaffNet](#)**