

Core brief

Daily update
(10 November 2022, 1.00pm)

Topics in this Core Brief:

- Showcasing the role of Reservist staff
- New Diabetes Learning and Education Mental Health SharePoint Site
- Small Change Still Matters
- Reporting salaries correctly
- Staff Health and Wellbeing survey

Showcasing the role of Reservist staff

In the run up to Remembrance Day 2022, we wanted to take the opportunity to showcase the role our Reservist staff play in serving our country. Pictured on the right, is Danny McNally who has shared with us the part he played in the late HRH The Queen's funeral procession.



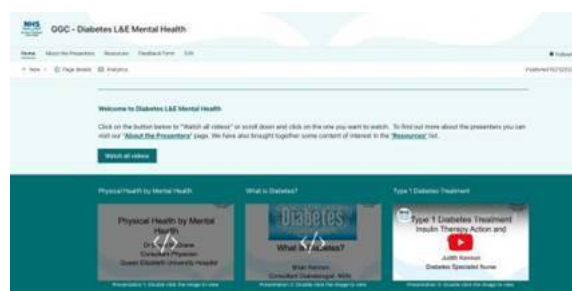
"I'm a lead health and safety practitioner within Health and Safety and I've worked in the NHS for 21 years. I'm also a reservist Air Specialist in the Royal Air Force Regiment, joining 603 Squadron Edinburgh in 2016, specialising in combat tactics, weaponry and force protection.

I recently served at the funeral procession of HM Queen Elizabeth II as she was the Honorary Air Commodore of our squadron, which gave us a leading role in Operation London Bridge. I was extremely honoured to be part of the 603 squadron contingent in the funeral procession and to represent the RAF in a once in a centenary duty to our late monarch."

We would like to thank Danny for sharing his story and remind staff that there will be a two minute silence tomorrow, Friday 11 November, at 11:00 to mark Remembrance Day. We ask that people are respectful of any staff members who would like to take time to reflect during this time. If you would prefer to use quiet space or outside space on sites, please speak with your line manager.

New Diabetes Learning and Education Mental Health SharePoint Site

NHSGGC Mental Health Services in collaboration with NHSGGC Diabetes Managed Clinical Network and NHSGGC Knowledge Services, have produced Diabetes Learning & Education Resources for staff on SharePoint. These resources are available to all staff within NHSGGC and can also be accessed across NHS Scotland SharePoint. You can access the Diabetes Learning and Education Mental Health SharePoint site [here](#).



These learning and education resources include short PowerPoint presentations and links to further resources.

Please contact Marie.Gilchrist@ggc.scot.nhs.uk Practice Development Nurse Adult Services Mental Health with any queries.

Small Change Still Matters

Last month, the first of a programme of Financial Sustainability Engagement sessions was held. These sessions are being delivered by our Financial Improvement Programme (FIP) Team to inform staff about the various areas being supported and how they and their departments can get involved to make important changes, share best practice and information that will help us to improve ways of working.

The FIP Team would like to thank all of the staff who attended the most recent session, which had a fantastic turn out with a number of ideas and suggestions put forward.

The sessions covered:

- An overview of the approach being taken by the Board to Financial Sustainability
- The scale of the challenge and factors that influence it
- An overview of current Financial Sustainability projects and initiatives
- Finished with a Q/A session from staff and as sharing of ideas.

To aid our efforts we are relaunching The Small Change Matters Programme. Over the next few months the FIP team are looking at how best to structure and resource the drive for change and how to support a renewed focus on the challenges ahead. **Small Change Still Matters** and so do your ideas and feedback, as we all work towards achieving Financial Sustainability.

The next Financial Sustainability Engagement Session will be held on 17 January 2023 with a link to this being released in due course. We look forward to seeing you there and sharing your ideas and suggestions.

Until then more information can be found on the webpage [Financial Improvement Programme - NHSGGC](#) and if you think you have any ideas that will make an impact then fill out the form in the Small Change Still Matters section <https://nhsggc.scot/smallchangematters> and a member of the team will get back to you.

Reporting salaries correctly

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.

For payroll deadlines and FAQ's visit [StaffNet](#). For information or support on particular transactions or queries you can contact the relevant teams at:

Team or Service	Example of Queries or Support	Contact Details
eESS	Recording changes to location, band, hours, termination of employment, etc.	HR Portal - NHS GGC HR (service-now.com)
HR Support & Advice Unit	Annual leave, maternity leave, terms & conditions of service, etc.	HR Portal - NHS GGC HR (service-now.com)
SSTS	Recording shifts, absence, overtime etc.	ssts.team@ggc.scot.nhs.uk

Central Bank	Shifts worked, annual leave requests etc.	staff.bank@ggc.scot.nhs.uk
Payroll	Other payments, payroll guidance, etc.	GGCPayrollQueries@ggc.scot.nhs.uk
Expenses	New claimants, insurance certificates, etc.	eExpenses@ggc.scot.nhs.uk

Staff Health and Wellbeing survey

The staff Health and Wellbeing survey is now closed but we are still keen to hear from those who wish to submit a paper copy of the survey.



A Healthier Place to Work

This should be available from your manager but a copy of the survey is also available to print off by visiting:

<https://www.nhsggc.scot/downloads/staff-health-and-wellbeing-survey-2022/>. If you have any issues accessing a copy please email: HIAdmin@ggc.scot.nhs.uk and a copy will be emailed to you.

Note: Can managers/supervisors make arrangements for paper copies to be returned by staff confidentially.

All completed surveys to be returned by **Friday 18 November** to the address below:

Stephanie Leith, Health Improvement Team, 1st Floor, West House, Gartnavel Royal Hospital, 1055 Great Western Road, G12 OXH.

There is also a prize draw opportunity for anyone completing the survey. Details on how to enter are in the survey

This has been brought to you by the Staff Health Strategy.

If something isn't right, talk to...
Health, Wellbeing and Spiritual Support

Occupational Health	Chaplaincy Service
<p>If you are experiencing health and wellbeing issues, our occupational health team, including our clinical psychologists will support you when you need it most.</p>	<p>The service is there to provide compassionate, person-centred spiritual and wellbeing support to staff from all backgrounds, faiths or beliefs.</p>

Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhsggc.scot. If you have any questions about the current situation please check the FAQs first. If you have any further questions, please visit the [HR Self Service Portal](#).

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](#)