

# Core brief

## Daily update

(24 November 2022, 11.05am)

Topics in this Core Brief:

- Carers Rights Day – Thursday 24 November
- 16 Days of Activism against Gender-Based Violence
- GGC Medicines update
- Christmas and New Year pay arrangements

### Carers Rights Day – Thursday 24 November

On Carers Rights Day we would like to say a massive thank you to all the amazing people supporting friends and family in an unpaid caring role. It could be physical or emotional support, ranging from small tasks like picking up the shopping to providing round the clock care for someone.

We would also like to highlight the support that is available for carers themselves. If you think you know someone who is providing additional support to others, or you think you might be a carer, find [details of local services](#) on our website or call 0141 353 6504. Staff can also visit the [HR Connect](#) pages to find out about our [Carers Leave Policy](#).

As staff we also have a responsibility to ensure carers are identified, involved and supported. Staff can refer carers to their local support services by calling 0141 353 6504 and giving details of the carer's name, postcode and contact number. Please make sure you have permission before making a referral. For more information and resources please visit the [Carers Information](#) pages on the NHSGGC website.

Keep up to date with developments by following the [NHSGGC Carer Twitter](#) account or [Facebook page](#).

### 16 Days of Activism against Gender-Based Violence

The annual 16 Days of Activism against Gender-Based Violence campaign starts tomorrow (25 November), with the International Day for the Elimination of Violence against Women, and runs until 10 December, Human Rights Day.

This [global campaign](#) is used worldwide to call for the elimination of gender-based violence (GBV).

The prevention of [GBV](#) and the care of people experiencing it is a key priority within NHSGGC. Local services are supporting the 16 Days campaign with a range of activities, including awareness raising, online events and drop-ins.

For more information on the campaign, activities and where to go for help and support, go to our [web page](#).

## GGC Medicines update

GGC Medicines update is a series of blogs with important medicines related messages relevant to all healthcare professionals across GGC. Please see below for new blogs and relevant updates.

### New blogs

Click on the following links to access the recently published Medicines Update blogs.

- [Metformin and reduced vitamin B12 levels](#)
- [Menopause information and prescribing resources](#)

### Updates

- [Guideline News October 2022](#)
- [Key Medicine Shortages – November 2022](#) includes Dioralyte® oral rehydration sachets, Stemetil® 5mg/5ml syrup
- [MHRA Drug Safety Update October 2022](#)

You can search for previously published blogs on the GGC Medicines [website](#). If you would like to subscribe to receive Medicines Update directly via email, contact: [medicines.update@ggc.scot.nhs.uk](mailto:medicines.update@ggc.scot.nhs.uk) Follow us on Twitter [@NHSGGCMeds](#)

## 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 these dates, please note the following revised submission dates for weekly paid staff:

| 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...  
**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.nhsqgc.scot](http://www.nhsqgc.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](#).\*\*\*

**Are your contact details up-to-date? [Click here](#) to check**