

Core brief

Daily update

(29 September 2022, 3.35pm)

Topics in this Core Brief:

- Our postal services have changed
- Climate Week 2022
- National Playlist Day
- Reporting salaries correctly
- Mental Health in the Workplace Webinar
- Power of Attorney Day

Our postal services have changed

Since 1 April 2022, Royal Mail have been NHSGGC's Postal Service provider.

Part of this service has involved reducing the usage of A4 sized envelopes, replacing them with the smaller C5 and DL sized envelopes. Again, we encourage everyone to order and use PECOS codes: **712088 - C5 envelopes** and **712099 - DL envelopes**.

Your letters will need to be folded in accordance with the envelope sizes; **C5 mail being A4 paper folded in half (162mm x 229mm) and DL being A4 paper folded twice (110mm x 220mm)**. These envelopes are 'windowed' and as such when folding your letters, it is important to make sure the full address is visible in the window.

NHSGGC will now begin to withdraw A4 envelopes from PECOS. Therefore if you have a requirement for either A4 envelopes or to issue any mail first class, please contact your local site facilities manager.

Climate Week 2022

As Climate Week continues, we would like to wish the dedicated children's hospital staff, who are cycling from Glasgow to Edinburgh to raise awareness and inspire action on air pollution and the climate crisis the very best of luck.



Doctors, nurses, GPs, and other paediatric healthcare professionals will set off from Glasgow's Royal Hospital for Children on Friday 30 September to cycle more than 50 miles to the Royal Hospital for Children and Young People in Edinburgh.

The cycle follows last year's successful Ride for Their Lives, where health professionals cycled from London's Great Ormond Street Hospital to Glasgow's Gartnavel Hospitals ahead of COP26.

Ride for Their Lives is a global campaign aiming to protect children from the disastrous effects of air pollution and the climate crisis and once again healthcare providers are organising a series of cycle rides, including the Glasgow to Edinburgh event, in the run up to the UN Conference on Climate Change, COP27, in November.

National Playlist Day

Today, #NationalPlaylistDay, is the first ever national awareness day highlighting the power of personalised music playlists for people living with dementia.

Playlist for Life is a music and dementia charity founded by writer and broadcaster Sally Magnusson after the death of her mother, Mamie, who had dementia.

Over two decades of scientific research has shown that listening to a personalised playlist can improve the lives of those living with dementia. In fact, listening to music that is personally meaningful has many psychological benefits, meaning anyone can benefit.

Personalised playlists can:

- reduce anxiety
- improve mood
- make difficult tasks more manageable
- evoke memories that can help families and carers connect.

Whether it's the music from a first dance, lullabies from childhood or a theme tune from a favourite TV show, music has the ability to take us back in time and remind us of our past, giving you that flashback feeling. Sharing songs and memories can help people living with dementia connect with family, friends and carers.

On 29 September Playlist for Life is asking everyone to raise awareness of the power of music on memory by sharing the song that sound-tracked their youth and the memories it brings back. **Share your song and the memory it brings back on social media on #NationalPlaylistDay.** Or visit the website for more information [National Playlist Day – Playlist for Life](#).

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
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Mental Health in the Workplace Webinar

Since January 2019, NHSGGC has been working in partnership with SAMH to deliver a programme of learning opportunities to support increased knowledge and understanding about mental health.

These free webinars are aimed at line managers, team leaders and supervisors working within NHS Greater Glasgow and Clyde/HSCPs.

The webinars will take place on Tuesday 1 November and Thursday 1 December both from 9.30am – 11.30am via Microsoft Teams and are designed to help managers support and maintain good mental health and wellbeing for staff.

If you would like more information about this session and how to register please use the link below. This webinar has restricted attendance and will be allocated on a first come first served basis

It is recommended you complete Mentally Healthy Workplace online training prior to attending the webinar: [MHW eLearning Course \(publichealthscotland.scot\)](https://publichealthscotland.scot).

For webinar Information and to register [click here](#).

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

Power of Attorney Day

It's Power of Attorney (PoA) Day today, 29 September, and we're encouraging everyone to start the conversation about PoA.

Having a PoA in place means you can nominate someone you trust to make the important decisions about your future if ill health meant you couldn't do it for yourself. Even if you have a next of kin, you still need a PoA to make sure your wishes are followed if you become incapacitated – it doesn't automatically fall to your next of kin.

Every day in Glasgow, many people are having to stay in hospital after they're fit for discharge because they don't have a PoA in place, causing distress and delays for them and their loved ones, and having an impact on the number of beds available for other patients.

This short information [leaflet](#) can be printed and given to people you support to read through in their own time or when you're talking with them about PoA.

Find out more about PoA at mypowerofattorney.co.uk, where you'll find some great short [videos](#) with all the key facts, as well as information and resources. And you can follow what's happening at [@StartTalkingPoA](#) [#poa2022](#) [#mypoa](#).

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](#)**