

Core brief

Daily update
(3 November 2022, 12.25pm)

Topics in this Core Brief:

- Mental Health in the Workplace Webinar – A Guide for Managers (2hrs)
- Reporting salaries correctly
- Remember, remember the 5th of November - Be Fire Safe
- National rail disruption
- Active Staff

Mental Health in the Workplace Webinar – A Guide for Managers (2hrs)

This free webinar is aimed at line managers, team leaders and supervisors working within NHS Greater Glasgow and Clyde/ HSCP area.



The webinar will take place on Thursday 1 December from 9:30am – 11.30am via Microsoft Teams and is 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 [click here](#).

This webinar will be followed up with an email of signposting resources, publications and further reading from SAMH and NHSGGC.

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 |

Remember, remember the 5th of November - Be Fire Safe

This is a good week to reflect on fire safety knowledge with the 5 November in a couple of days. Fire Safety at work is for everyone, every day of the year.

The NHSGGC **GGC: 001 Fire Safety** module for all staff may not cover bonfires and fireworks but does share important key learning points on how to be aware of risks at work, how to react to the early warning signs of fire and how to follow fire procedures and evacuation.



You can check if your **GGC: 001 Fire Safety** module is still valid by using any of the following options:

1. log directly onto LearnPro: [learnPro NHS - Login \(learnprouk.com\)](https://learnpro.nhs.uk) to check your learning status for **GGC: 001 Fire Safety** , if valid you will see a tick
2. look out for your personal HR Notification email which outlines your personal learning progress for all NHSGGC core statutory and mandatory modules
3. speak with your line manager.

For personal outdoor fire safety at this time of year, information on bonfires and fireworks is available at: [Scottish Fire & Rescue Service \(firescotland.gov.uk\)](https://www.firescotland.gov.uk)

National rail disruption

The RMT has announced further national strike action across the UK railway network in a dispute with Network Rail and other train operating companies. This means RMT members will be taking part in 24-hour strike action on Saturday 5, Monday 7 and Wednesday 9 November.

The planned strikes on these days will cause disruption to ScotRail services, as Network Rail Scotland signallers and maintenance staff, who are in safety-critical roles, will be on strike. In addition, there is likely to be a residual impact on the days following the industrial action as Network Rail staff return to work and carry out safety critical checks. More information on the services that will operate is available from [ScotRail](https://www.scotrail.co.uk). If you have any concerns about travelling to work during the strikes, please speak with your line manager to discuss your situation.

Active Staff

Have you heard about all the **funtastic** activities we offer and all for **FREE!**



If you are interested in finding out more detail about what we offer or fancy booking a session visit: [Active Staff - NHSGGC](#).

We are also keen to introduce new activities and at present considering an **online spin class**.

By [clicking here](#) and answering just **two** questions it may help us decide our next exciting new activity.

Thanks from your Active Staff Team.

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



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



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](#)**