

# Core brief

## Daily update

(30 October 2023, 10.00am)

Topics in this Core Brief:

- Information Governance & Data Protection Advice
- NHS Scotland Workforce Policies - Phase 2

Have you seen the latest news stories on the [Staffnet Hub](#):

- [Perioperative patient safety checks \(south sector\)](#)
- [Estates career pathway success stories](#)
- [NHSGGC team win international recognition - for second year in a row](#)

## Information Governance & Data Protection Advice

The Information Governance Team provide advice and assistance to all staff who require support and guidance on data protection matters including, training, data sharing, data protection impact assessments and how to deal with requests from third parties for access to NHSGGC data. The IG Team has been working to improve access to advice and guidance.

The team has created a new IG Knowledge Hub - [Information Governance Knowledge Hub \(sharepoint.com\)](#) containing advice and guidance including access to all IG policies, template documents for information sharing and useful links to other IG guidance. Please visit the Hub in the first instance for help to answer your enquiry.

From Monday 30 October, if you need to contact the Team to seek advice, all advice requests should be submitted via eHelp. This should be done through the ServiceNow portal, via the eHelp icon on your desktop and clicking on the Information Governance icon to log your enquiry. You will receive an email confirmation with a reference number for your enquiry and one of the IG Team will contact you to provide the support or advice required. This change will allow the

team and those making enquiries to track requests and responses via the portal. It will also enable improved reporting to monitor trends on types of requests to allow the Team to continually improve support and guidance.

**Please Note: The new processes explained above are about seeking general advice from the IG Team. There is no change to the current procedure for reporting significant data related incidents, which should continue to be recorded on Datix.**

If you have any questions or comments on the above or any suggestions to enhance or improve content on the Hub please contact [data.protection@ggc.scot.nhs.uk](mailto:data.protection@ggc.scot.nhs.uk).

## **NHS Scotland Workforce Policies - Phase 2**

On 29 June 2023, The Scottish Workforce and Staff Governance Committee formally approved the 11 policies refreshed under Supporting Work Life Balance. This comprises the following workforce policies which will be active from 1 November 2023 and replace any relevant existing NHS Greater Glasgow and Clyde policies:

- Flexible Work Location
- Flexible Work Pattern
- Retirement
- Career Break
- Special Leave
- Maternity
- New Parent Support
- Shared Maternity and Shared Adoption
- Parental Leave
- Breastfeeding
- Adoption, Fostering and Kinship.

Each of the above policies have been extensively reviewed and a summary of any key changes are detailed in [OFS Phase 2 Key Changes](#).

The new Phase 2 NHS Scotland Workforce Policies will be updated as soon as possible on HR Connect, from 1 November 2023, via the following pages:

[Policies - NHSGGC](#)

[Once for Scotland Workforce Policies - NHSGGC](#)

Drop in sessions have been arranged for anyone who has any questions regarding the Phase 2 policies. These will take place via MS Teams and can be accessed via the links below. We would encourage that managers review the policies initially and attend one of the sessions below if there are any questions.

<b>Date:</b>	<b>Time:</b>	<b>MS Teams Link:</b>
Thursday 9 November 2023	10.00am to 12noon	<a href="#">Click here to join the meeting</a>
Thursday 16 November 2023	10.00am to 12noon	<a href="#">Click here to join the meeting</a>

Alternative, if you have any questions regarding the Phase 2 policies then please contact [HR Support & Advice Unit](#).

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



Occupational Health	Peer Support	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>Peer Supporters help staff by giving them the time and safe space to talk and by providing a friendly ear to listen. This can help make sense of recent experiences, can give a sense of control and help manage difficult situations.</p> 	<p>The spiritual care service provides compassionate, person-centred, spiritual care, bereavement, emotional and wellbeing support to staff and students from all backgrounds, beliefs, faiths and none.</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 [website](#)**