

Core brief

Daily update
(5 October 2022, 1.50pm)

Topics in this Core Brief:

- Speak Up! We are listening.
- No Smoking Perimeter
- Challenge Poverty Week – Ask About Money Worries
- Reporting salaries correctly



If something isn't right, talk to us.
For further information, visit www.nhsggc.scot/speakup

Speak Up!

As part of Independent National Whistleblowing Office's Speak Up! Week, NHSGGC is pleased to launch our own Speak Up! Campaign, which will provide staff with information and support to raise issues and concerns you may have.

We have created dedicated web pages detailing a number of ways you can speak to someone about issues affecting your working life, the quality of service we offer or the care provided to our patients.

You will find information on the support services available to you, which range from line manager support to how to get in touch with our team of confidential contacts.

In the coming weeks you will start to see information being made available up across our sites, including handy sized postcards detailing where to go to raise any concerns you may have or if you want to talk to someone.

In addition, please don't forget that our second remote 'drop in session' where you can speak to our Whistleblowing Lead, Kim Donald, and ask any questions regarding the Whistleblowing Process or access

to the Confidential Contacts takes place on Friday 7 October 2pm-3pm. To book your place at one of the sessions, please email Kim at: ggc.whistleblowing@ggc.scot.nhs.uk.

If you are unable to attend, but would like to speak to Kim about any issues pertaining to whistleblowing, please email: ggc.whistleblowing@ggc.scot.nhs.uk.

For more information, visit: www.nhsggc.scot/speakup

No Smoking Perimeter

Staff are reminded it is now an offence for anyone to smoke within 15 metres of a hospital building. The 15 metre perimeter is measured from the point where the external wall of a building meets the ground and includes any awnings, canopies, or overhanging structures connected to a hospital building, even if they extend further than 15 metres.



Where a hospital entrance opens directly onto a public footpath, pavement or cycle path, which is not part of 'hospital grounds' (for example the Glasgow Dental Hospital entrance), the boundary of the no smoking area will be 15 metres from the centre point of the entrance, or if closer, where the path meets land that is not a path e.g. a road.

You may see Enforcement Officials from Environmental Health who will be making their way around our sites to encourage and educate people on this new legislation.

If you are smoker and really feel you need to smoke, please take it away from our buildings and off our premises. For anyone thinking about giving up smoking, our Quit Your Way team can help. Call 0800 916 8858 or visit our [website](#) for more information.

Challenge Poverty Week – Ask About Money Worries

The UK cost of living crisis is having a major impact on communities in NHSGGC. More people are being pushed into poverty and extreme poverty is rising, for those in work and out of work.

Challenge Poverty Week (3-9 October) is a timely reminder that we are in a position to help both patients and colleagues access the support they need.

Our [Money Worries](#) web page explains why and how to ask patients about money worries and how to make a referral to money advice services in both acute and community settings.

These services can help with debt, food and fuel issues. And with millions of people across the UK not taking up their social security benefits, they can also ensure that people are receiving the assistance they are entitled to.

The [All About Money](#) web page is specifically for NHSGGC staff who may wish to access support and advice for financial issues.

NHSGGC also has a partnership with Home Energy Scotland. This means patients and staff struggling to pay with for fuel and requiring improvements to equipment receive the support they need. For more information, contact Emma Howe on Freephone 0808 808 2282 Mobile 07593934850 or emma.Howe@sc.homeenergyscotland.org.

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

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](#)**