

Core brief

Daily update

(7 September 2022, 12.20pm)

Topics in this Core Brief:

- Upcoming Postal Disruption
- Prosthetists and Orthotists Awareness Day
- Staff Wellbeing - Let's Talk Webinars (20 minute)
- BME Staff Network Meeting - Wednesday 21 September
- Reporting salaries correctly

Upcoming Postal Disruption

Royal Mail have confirmed that there will be strike action taking place on the following dates: **Thursday 8 September** and **Friday 9 September**.

While talks between Royal Mail and the Communication Workers Union (CWU) continue in an attempt to avert industrial action, NHSGGC staff are asked to send post items as early as possible in advance of the strike dates in order to minimise potential disruption.

Prosthetists and Orthotists Awareness Day

Today we are celebrating our second Prosthetists and Orthotists Awareness Day (7 September). Nikki Munro, Orthotic Service Manager and Professional Lead gives us a glimpse into these fascinating services by telling us a little bit about what each profession does. From determining engineering solutions for patients with limb loss to the assessment of the whole body for biomechanical problems and solutions – this team does it all!

All Prosthetic and Orthotic services are underpinned by our fantastic administration and technical teams who ensure we provide the best possible quality of service to our users.

If you are sharing this on social media #PandOday2022 then remember to tag @NHSGGC so that we can retweet and share your information.

If you would like to find out more about our NHSGGC services, visit:

[Orthotics - NHSGGC](#)

[Paediatric Orthotics | NHS GGC](#)

[WestMARC - NHSGGC](#)

British Association of Prosthetists and Orthotists resources:

[Who are Prosthetists and Orthotists? \(bapo.com\)](#)

[Careers \(bapo.com\)](#)

Videos:

[LINK HERE](#) – Orthotist

[LINK HERE](#) – Senior Orthotist

[LINK HERE](#) – Orthotic Clinical Assistant

[LINK HERE](#) – Prosthetists and Orthotists
[LINK HERE](#) – All together

Staff Wellbeing - Let's Talk Webinars (20 minute)

Let's talk about... Our wellbeing webinar series, which starts this month and offers a selection of 20 minute webinars leading up to world Mental Health Day on Monday 10 October 2022. These sessions are open to all staff, booking not required just join the link for the session you are interested in.



These webinars focus on various topics which we know are important to the overall mental health and wellbeing of us all. Come along and find out more and get a chance to hear some top tips on how best to support our wellbeing and the wellbeing of others from our Health Psychologist, Heather Connolly.

Thursday 8 September 1600 Let's talk about: Stress and tips for coping	Click here to join the meeting
Friday 16 September 0900 Let's talk about: Sleep and tips for a better night's sleep	Click here to join the meeting
Thursday 22 September 0900 Let's talk about: Our own physical health and wellbeing	Click here to join the meeting
Thursday 29 September 1600 Let's talk about: Psychological First Aid and how it can help us and others	Click here to join the meeting

BME Staff Network Meeting - Wednesday 21 September

You might be aware, our next BME Staff Network meeting is taking place on the Wednesday 21 September, 12pm – 2pm and we would be delighted if you could attend!



This month we will be covering some key topics such as our Action Plan for 2023 and Black History Month activities taking place throughout October.

If you would like to join the network, or participate in the meeting, please get in touch by emailing ggc.bmestaffnetwork@nhs.scot and joining information will be shared with you or by using the [MS Teams Link](#). All staff members are welcome to attend.

We also have a Facebook Group: [\(2\) NHSGGC - BAME Staff Network | Facebook](#)

The BME network is a safe, supportive and confidential forum for sharing experiences, and an opportunity to influence on issues impacting on the health, wellbeing and work of BME staff.

For more information about our BME Staff Network and our next meetings please visit: [BME Staff Network - 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

Lateral Flow Tests - available to staff who work with patients and service users in face-to-face settings

Speak to your line manager about where to collect your test kit, then:



Register
your kit



Test
twice per week



Record
your results

Keep your colleagues and patients safe from COVID-19

Help stop the spread!

Visit: www.nhsggc.scot/staff-recruitment/lft-staff

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](#)**