

Core brief

Daily update

(6 December 2021, 1.30pm)

Topics in this Core Brief:

- Christmas and New Year pay arrangements
- East Dunbartonshire Perinatal Mental Health Services
- Festive online safety checklist
- COVID-19 Key theme - face coverings and face masks
- M8 Kingston complex

Christmas and New Year pay arrangements

We know that many colleagues are working overtime in the bid to respond to the COVID-19 situation and we are grateful to everyone for their efforts. It is important to ensure that unsocial hours or overtime are paid to staff promptly and we would ask managers and staff to work together to ensure that shift information is recorded and authorised accurately and timeously on SSTS – particularly given the earlier pay arrangements detailed below.

Monthly paid staff

In keeping with previous years, the December monthly pay date has been brought forward to **Thursday 23 December 2021**.

The January monthly pay date will remain the same and will be paid on Thursday **27 January 2022**.

Given the earlier payroll closures associated with these pay dates, please note the following revised submission dates for monthly paid staff:

Month	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
9	Thurs 31 Dec	Mon 6 Dec	By 5pm on Thurs 16 Dec	By 5pm on Mon 6 Dec	By 5pm on Tues 7 Dec	By 5pm on Fri 10 Dec
10	Sun 31 Jan	Mon 10 Jan	By 5pm on Thurs 20 Jan	By 5pm on Mon 10 Jan	By 5pm on Tues 11 Jan	By 5pm on Fri 14 Jan

Weekly paid staff

As with previous years, weekly paid staff will be paid three weekly wages on **Friday 24 December 2021**, and then paid for the first time in January on **Friday 14 January 2021**.

Given the earlier payroll closures associated with this dates, please note the following revised submission dates for weekly paid staff:

Week	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
38	Sun	Fri 10 Dec	By 5pm on	By 1pm on	By 1pm on	By 5pm on Fri
39	19 Dec		Tues	Mon 20 Dec	Mon 20 Dec	10 Dec
40	Sun 20 Dec Sun 27 Dec		21 Dec			

Important points

To try to make sure that staff are paid correctly, please ensure that all Payroll, Expenses, SSTS and eESS information is submitted and authorised timeously over this busy period.

If multiple months of paper expense claims are submitted in December, then only the current month can be paid due to the earlier payroll closures.

East Dunbartonshire Perinatal Mental Health Service

East Dunbartonshire Perinatal Mental Health Service has developed a collaborative approach to support mothers and families' wellbeing and mental health in the perinatal period.

Noticing a need for an enhanced universal service to perinatal mental health, a steering group was set up involving various services across East Dunbartonshire HSCP including:

- Primary Care Mental Health
- Health Visiting Services
- Public Health Improvement Team.

This collaboration of services developed a tiered response to supporting mothers and families within the perinatal period.

The Primary Care Mental Health Team arranged for local Health Visitors to be trained in the Dr Chris Williams 'Enjoy your Baby' Programme. We are now able to offer a range of options to mothers and families who may be suffering from mild/moderate mental health issues during the perinatal period.

Evidence suggests that peer support is best therefore during COVID-19 restrictions the steering group set up the 'Enjoy your Baby' service. This service allows mothers to come together for five weeks (virtually) to follow the Dr Chris Williams 'Enjoy your Baby' Programme. These five sessions are jointly delivered by a Primary Care Mental Health Practitioner and a Health Visitor. Where support is preferred on a one to one basis, this is also provided.

For women and partners who may need more specialist perinatal support, extra funding for the Steering Group enabled engagement with The Cross reach Bluebell Service who are now providing a specialist counselling service to mothers and families across East Dunbartonshire.

Festive online safety checklist

In the run up to Christmas there may be an increase in cyber-attacks, we should all be aware of these and take some simple steps to help prevent becoming a cyber target.

The Scottish Business Resilience Centre (SBRC) and Police Scotland have issued their Christmas message which brings you basic guidance and best practice on a range of topics, such as - online shopping, the use of phones and tablets, mobile apps, pre-owned mobile devices, Wi-Fi hotspots and much more.



You are encouraged to read the [attached information](#) and consider the advice both at work and at home.

COVID-19 Key theme - Face coverings and face masks

Staff in non-clinical areas and offices must wear a face covering in common areas like stairwells, reception areas and corridors. But if you wear your face covering incorrectly, you could actually be putting yourself more at risk.

Please ensure you and your family and friends know how to wear a face covering properly.

When wearing a face covering:

Do's



Don't



Face Masks:

All staff in hospitals and care homes who interact with patients or residents are required to wear a medical face mask throughout their shift including when away from patients, unless unable to wear one for medical reasons.

While within two metres when giving patient direct general care, staff should wear a hospital issued fluid resistant surgical mask (FRSM), apron and gloves and undertake a risk assessment to determine if eye protection is required.

Compliance with good hand hygiene is essential at all times, wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering or mask, and Physical distancing continues to be critical in all settings at all times.

[Click here for more information](#) - Please ensure all staff are briefed on this information and have the opportunity to ask questions. It is essential that staff understand the control measures in place in their area of work.

M8 Kingston complex

A series of overnight lane and junction closures affecting various sections of the M8 and surrounding roads, including access to the Kingston Bridge will be in place until January 22 2022. These closures will generally be in place overnight from 2000-0600 each night.

More information is [available here](#).



Lateral Flow Tests - Available to all staff working on site

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.org.uk/lfd-stafftesting

Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhsggc.org.uk/covid19. If you have any questions about the current situation please check the FAQs first. If you have any further questions, please email: HR.Support@ggc.scot.nhs.uk.

***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](#)**