

Core brief

Daily update

(12 January 2023, 3.05pm)

Topics in this Core Brief:

- Update on First Aid at Work
- Employers Pensions Contribution – Alternative Payment Policy (Recycling Employers Contributions (REC))
- Scottish Government Smokefree Hospital Grounds Legislation
- Reporting salaries correctly

Update on First Aid at Work

The Safety, Health and Wellbeing Service have reviewed and updated our guidance on First Aid at Work which can be accessed at:

<https://www.nhsggc.scot/downloads/first-aid-guidance/>

In addition to this we are also now able to advise that the new contract for training staff in First Aid at Work and Emergency First Aid at Work has been awarded.

We would ask that Services review their arrangements for first aid, taking account of the revised guidance. Managers should then complete the training request and forward to ggc.healthsafetyfirstaid@ggc.scot.nhs.uk to advise of any training requirements. This email should also be used for any queries with regards to First Aid at Work.

The Safety, Health and Wellbeing Service will also be contacting managers who have staff awaiting training to confirm the level of training required and training dates that are available.

Employers Pensions Contribution – Alternative Payment Policy (Recycling Employers Contributions (REC))

The Scottish Government has introduced a new Policy to introduce an option for employees who are current or deferred members of the NHS Pension Scheme to have a flexible approach to managing their pension.

The Scottish Government and NHS Scotland recognise that a number of employees are disproportionately impacted by additional tax charges and may find their future benefits are affected. This is because employees are or may be affected by the Annual Allowance (AA).

In light of this, this new Policy includes a Recycling Employers Contributions (REC Payment) scheme that will allow those employees who believe they may be impacted by the AA tax charge an alternative option to their current NHS pension arrangement. The scheme is time limited until 31st March 2023 and applications should be submitted no later than 28th February 2023.



Details of the Scheme, including application form, frequently asked questions and an information presentation is available to view at [Pay and Conditions of Service - NHSGGC](#) – scroll down to NHS Scotland Staff Policy on REC.

To apply to the Scheme you should complete the application at the link above, and submit this with all required documentation to RECPayment@ggc.scot.nhs.uk. If you have any specific queries in relation to this, please contact us through this email address.

Neither NHS Greater Glasgow and Clyde nor SPPA can provide financial advice, therefore employees who believe they may be impacted by the AA tax charge are encouraged to seek independent financial advice prior to applying for the REC payment.



Scottish Government Smokefree Hospital Grounds Legislation

As communicated in previous Core Briefs, from the 5 September 2022, it became an offence for anyone to smoke within 15 metres of an NHS hospital building. This applies to everyone, including staff, patients and visitors to our NHS hospital sites. Signage is now in place across all NHSGGC hospital sites which highlights this to anyone coming on to hospital grounds.

You may have already started to see posters across our NHS hospital buildings and we now have business cards which can be used to advise patients and visitors within the 15 metre perimeter of this legislation. Business cards can be ordered by Acute teams via the [Public Health Resource Directory](#) (Code: C00058)

To support you with any questions which may arise from these recent changes, a list of FAQs for staff and patients/visitors has been produced. To view the FAQs, click the links below:

Staff [New Smoke-free Perimeter - Information for Staff - NHSGGC](#)

Patients/Visitors [Hospital Building Smoke-Free Perimeter - NHSGGC](#)

Staff support to stop smoking – Smoke Free App

In light of these recent changes, the Quit Your Way (QYW) team would like to remind staff of the support available from QYW to stop smoking.

All NHSGGC employees can access stop smoking support and free stop smoking medications via the QYW staff service. You can refer yourself to this service by emailing: Quityourway.smokefreestaff@ggc.scot.nhs.uk. Alternatively, you can access support in your local area by calling 0800 84 84 84 or visiting www.quityourway.scot.

We understand that due to working patterns, it may be more difficult for staff to access the service. That's why in addition to the support above, the QYW team have over 90 free 12 week licences available for the Smoke Free App. This app helps with stopping smoking, cravings, getting through difficult situations, being around smokers and recovering from lapse. It also offers 24/7 access to NCSCT certified stop

smoking advisors. If you're interested in using the app, fill in the form below and the QYW team will get in touch on how to access the app and the additional support available through QYW.

[Access to the Smoke Free App for NHSGGC Employees](#)

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



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](#)