

Core brief

Daily update
(13 April 2023, 4.30pm)

Topics in this Core Brief:

- Cabinet Secretary for NHS Recovery, Health and Social Care, Michael Matheson MSP shares a message of thanks
- NHSGGC Protocol for managing visits
- Two weeks left to enter the RCN Nursing Awards 2023
- Reporting salaries correctly

Cabinet Secretary for NHS Recovery, Health and Social Care, Michael Matheson MSP shares a message of thanks

Following a recent visit to Clydebank Health and Care Centre, new Cabinet Secretary for NHS Recovery, Health and Social Care, Michael Matheson MSP has shared a [video message](#) for all staff to introduce himself and thank them for their dedication during this challenging period.



NHSGGC Protocol for managing visits

NHS Greater Glasgow and Clyde regularly receives requests from individuals external to the organisation to visit our premises and services for publicity purposes and to mark official openings.

As a public sector organisation we engage with politicians on a regular basis. We receive regular requests to visit our services as we are accountable for activities undertaken within our organisation.

The purpose of the NHSGGC Protocol for Managing Visits is to provide clear guidance on the arrangements for managing and approving visits to NHSGGC premises.

If you wish to arrange a visit to your service or if you receive a request from a VIP visitor to visit NHSGGC premises, including via charity organisations, you must notify Corporate Communications as soon as the request is received, view our [Protocol for Managing Visits](#) for more information and contact details.

Two weeks left to enter the RCN Nursing Awards 2023



The RCN Nursing Awards invites nurses, students and nursing support workers to share their innovations and expertise and celebrate their contribution to improving care.

Entries are open to individuals and teams in 15 categories covering the diversity of nursing. Colleagues can nominate a nurse that they think deserves recognition or nurses can share their own practice.

The Patient's Choice category will give the public an opportunity to nominate a nurse or nursing support worker who has made a difference to their lives. The winner will be decided by public vote.

The deadline for entries is 28 April. You do not need to be an RCN member to enter and all categories are open to entrants from across the UK.

To enter visit: www.rcni.com/nurse-awards/enter-now

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

If something isn't right, let's talk about...
Whistleblowing



Whistleblowing

This is a way you can formally raise concerns about an issue that is in the public interest, such as patient safety or suspected malpractice.

You can find out more information about the whistleblowing process by visiting National Whistleblowing Standards | INWO (spso.org.uk).

To submit a formal whistleblowing concern, please email ggc.whistleblowing@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](#)