

# Core brief

**Daily update**  
**(16 February 2023, 12.50pm)**

Topics in this Core Brief:

- Notification of Contract Change Letters
- HR Self Service Portal
- Young Patients Family Fund
- Staff Disability Forum February Meeting
- GGC Medicines Update
- Reporting Salaries Correctly

## **Notification of Contract Change Letters**

To ensure that NHS Greater Glasgow and Clyde is compliant with employment legislation, managers are required to issue a variation of contract letter to employees where there has been a change to terms and conditions, such as a successful flexible working request to amend working hours.

Increasingly changes are being recorded on eESS alone, with no document being issued to the employee to record the change.

Therefore, if you are changing an employee's terms and conditions of employment, including a change of hours or location, this must be followed up with a letter to the employee confirming these changes within one month of the change.

### [Variation of Contract Change Letter](#)

## **HR Self Service Portal**

HR Self-Service Portal is available from all areas within NHS Greater Glasgow and Clyde. Therefore, the previous email addresses for HR Support & Advice Unit, L&E and eESS teams are no longer being used and are not monitored.

Telephone lines remain open and you can contact the teams on 0141 278 2700 for any urgent enquiries.

The link to the HR Self Service Portal is available on HR Connect or you can access it via the following link: [https://nhsnss.service-now.com/ggc\\_hr](https://nhsnss.service-now.com/ggc_hr)

Please ensure that you add the link to your Favourites for easy access.

User videos have also been created in order to provide a clear demonstration of how to log an enquiry or request for HR support (case management). The videos can be accessed via the links below:

How to submit an enquiry:

[Click here to view the 'Submitting an Enquiry' video](#)

[Click here to view the 'Request for HR Support' Video](#)

## Young Patients Family Fund

The Young Patients Family Fund (YFFF) is a Scottish Government Fund to support parents/primary carers and any accompanying siblings under the age of 18 with costs such as meals; travel and in some circumstances accommodation that are associated with visiting a young inpatient aged under 18 in any of our hospitals. The fund is not means tested and is open to all resident Scottish families visiting inpatients in any Scottish hospital.



This means that almost all of our babies, children and young inpatients in any of our Glasgow hospitals are eligible for support, and it's really easy for them to claim. There is a claim form to fill out (available either from our Patient Services team which is located next to Family Support Services in RHC); from cash offices, on the RHCG website, from your ward or we can email a form out). The completed form needs approval by the ward staff before going to the cash office.

Our team, based at the Royal Hospital for Children, are available to visit your unit/ward across our hospital's to help raise awareness and to provide any additional support for staff, parents and carers.

Please contact Barry Hope, Project Officer or Hayley Kirkwood, Administrator on 0141 452 4976/74 or via email at: [ggc.youngpatientsfamilyfund@ggc.scot.nhs.uk](mailto:ggc.youngpatientsfamilyfund@ggc.scot.nhs.uk) for further information.

The full terms and conditions of the fund are available [here](#).

### Staff Disability Forum February Meeting

The next main Staff Disability Forum meeting will be held via Teams on the Tuesday 21 February between 2.00pm and 3.30pm.

Please click on the following link to join the meeting: [Click here to join the meeting](#)

If you would like to be added to the Staff Disability Forum mailing list, or have any disability related queries, please email [ggc.staffdisabilityforum@ggc.scot.nhs.uk](mailto:ggc.staffdisabilityforum@ggc.scot.nhs.uk)

We also have a closed Facebook group for NHS GGC staff, including HSCP. To join, please go to [NHSGGC - Staff Disability Forum | Facebook](#)



GGC Medicines Update is a series of blogs with important medicines related messages relevant to all healthcare professionals across GGC. Please see below for new blogs and relevant updates.

### New blogs

Click on the following links to access the recently published Medicines Update blogs.

- [Proton Pump Inhibitors \(PPIs\): Adverse Effects Reported by the MHRA](#) *this is the third and last in a series of PPI blogs. Link to the first [here](#) and second blog [here](#)*
- [Safe Use of Insulin for Adults Admitted to Hospital – Summary of Blog Series](#) *this is a summary of a forthcoming blog series on the safe use of insulin for adults in hospital. Look out for the first in the series covering Medicines Reconciliation soon.*
- [New NHSGGC Guideline - Polypharmacy Review in Adults living with Moderate to Severe Frailty](#)
- [Metolazone for Adult Patients – Bioavailability of New Licensed Product Xaqua®](#)
- [Vitamin D/Calcium and Vitamin D Supplements: A Seasonal Reminder](#)

## Updates

- [MHRA Drug Safety Update January 2023](#)
- [Guideline News January 2023](#)
- [Formulary Update \(January 2023\)](#)

You can search for previously published blogs on the GGC Medicines [website](#).

If you would like to subscribe to receive Medicines Update directly via email, contact [medicines.update@ggc.scot.nhs.uk](mailto:medicines.update@ggc.scot.nhs.uk). Follow us on Twitter [@NHSGGCMeds](https://twitter.com/NHSGGCMeds)

## 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.	<a href="#">HR Portal - NHS GGC HR (service-now.com)</a>
HR Support & Advice Unit	Annual leave, maternity leave, terms & conditions of service, etc.	<a href="#">HR Portal - NHS GGC HR (service-now.com)</a>
SSTS	Recording shifts, absence, overtime etc.	<a href="mailto:ssts.team@ggc.scot.nhs.uk">ssts.team@ggc.scot.nhs.uk</a>
Central Bank	Shifts worked, annual leave requests etc.	<a href="mailto:staff.bank@ggc.scot.nhs.uk">staff.bank@ggc.scot.nhs.uk</a>
Payroll	Other payments, payroll guidance, etc.	<a href="mailto:GGCPayrollQueries@ggc.scot.nhs.uk">GGCPayrollQueries@ggc.scot.nhs.uk</a>
Expenses	New claimants, insurance certificates, etc.	<a href="mailto:eExpenses@ggc.scot.nhs.uk">eExpenses@ggc.scot.nhs.uk</a>

\*\*\*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](#)**