

Core brief

Daily update

(17 January 2024, 2.40pm)

Topics in this Core Brief:

- Office 365 security – If you access NHSGGC data on your personal device, this message contains details of important changes that are coming
- Bullying and harassment helpline
- Long service badges

Remember, for all your latest news stories, visit our new Staffnet Hub:
[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)

Office 365 Security – If you access NHSGGC data on your personal device, this message contains details of important changes that are coming

eHealth plans to implement some additional security features for Office 365 (Outlook, Excel, Word, etc). These features will help protect the data held within NHSGGC and add to the protection staff receive against cyber security attacks and incidents. Most staff will see little or no changes to their experience, however, staff who access Office 365 from devices such as home PCs and personal mobile phones will see that additional security checks are in place and some limitations imposed on how NHSGGC's data can be accessed and processed.

More details on these changes and how this may affect you can be found here:

<https://scottish.sharepoint.com/sites/GGC-eHealth/SitePages/M365-Management.aspx?ct=1689326663176&or=OWA-NT&ga=1&LOF=1&CID=104bc07f-c2ee-c6d9-6ec1-28c3bb17855d&WSL=1#secure-access-from-personal-devices>

The implementation is currently planned for week beginning 29 January. Further communications will be issued prior to the implementation.

Bullying and harassment helpline

Human Resources Support and Advice Unit (HRSAU) has launched a telephone line to provide additional help to any staff member wishing to raise concerns about bullying or harassment. This service was created, following feedback from the [staff led equalities groups](#), that when reporting these kinds of issues, staff members often need support beyond the traditional HR advice provided via the HRSAU. The helpline ensures that, as well as staff receiving advice on HR policy and processes, there is also dedicated support provided and sign-posting to other support services staff can be directed to during what can be a difficult time. You can access the new helpline by calling 0141 201 8545.

Other services available to support any member of staff who feels they are being bullied or harassed include:

- **Line Management**
- **Bully and Harassment Confidential Contacts – selected from areas and roles across NHSGGC.**
- **HR Support and Advice Unit - [HR Self Service Portal](#) or calling 0141 278 2700 (Option 2) if your enquiry is urgent or you would prefer to talk to an HR Assistant**
[Contact HR Support and Advice Unit - NHSGGC](#)
- **Trade Union/ Professional Body Representative**
- **Speak Up Campaign - [Speak Up! - NHSGGC](#)**
- **Spiritual Care Services - [Spiritual Care and Chaplaincy Service - NHSGGC](#)**
- **Occupational Health Services - [Mental Health and Wellbeing - NHSGGC](#)**

An information note is also available on HR Connect which provides some further [employee support relating to bullying, harassment and discrimination at work](#).



Long service badges

We have made some changes to our Long Service Staff Recognition Scheme, which means going forward, anyone who has had continuous, uninterrupted service within NHSGGC will automatically be sent their badge, you no longer have to apply.

We have four specially designed pin badges to recognise and celebrate the service milestones of 20 years, 30 years, 40 years and 50 years. As long as you are currently on the NHSGGC payroll you will receive your badge.

We know many of our staff have accumulated years from other Boards or Trusts within the UK and while we don't have that data, these years' service still count, so you can still apply for your 20, 30, 40 or 50 year badge by filling out the form on [Staffnet](#).



Getting the right care this winter is as easy as ABC

<h3>A</h3> <h4>Ask yourself</h4> <p>Do I need to go out? For information on treating minor illnesses and injuries from home, go to NHS inform or download the NHS 24 App.</p>	<h3>B</h3> <h4>Be aware</h4> <p>There is help on your doorstep. Your local GP, pharmacy or optician offer a range of services.</p>	<h3>C</h3> <h4>Call 111</h4> <p>If it's urgent, or you're unsure, call NHS 24 on 111. They'll get you the care you need.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

Unless it's an emergency think ABC before visiting A&E.
For more information: www.nhsggc.scot/rcrp



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 [website](#)