

Core brief

Daily update

(2 March 2023, 4.00pm)

Topics in this Core Brief:

- Patient Feedback and Involvement Lunchtime Learning Sessions - new dates announced!
- Reporting salaries correctly
- Home Energy Scotland – free online workshop
- Feel Great with Active Staff!

Patient Feedback and Involvement Lunchtime Learning Sessions - new dates announced!

Are you interested in gathering feedback? Planning a change and want to engage with people using your service? If you are short on time or don't know where to start our 40-minute introductory sessions are designed for you!



We share hints and tips to help you get started as well as links to useful tools and resources. You'll also find out how the Patient Experience Public Involvement (PEPI) Team can support you with patient feedback and engagement activities. To register please use the links below - you can attend as many sessions as you wish. We look forward to seeing you there!

Tips for designing patient feedback survey questions

Thursday 16 March 2023, 12.00-12.40pm

Register here: [Webinar registration](#) | [Microsoft Teams](#)

Methods for capturing and using patient feedback

Tuesday 21 March 2023, 12.00-12.40pm

Register here: [Webinar registration](#) | [Microsoft Teams](#)

Confidentiality and consent for patient feedback and engagement activities

Thursday 23 March 2023, 12.00-12.40pm

Register here: [Webinar registration](#) | [Microsoft Teams](#)

The PEPI team help staff to engage with patients, relatives, carers and communities. To find out more visit our webpage: [Public Involvement Staff Resources - NHSGGC](#).

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

Home Energy Scotland – free online workshop



A Healthier Place to Work

Home Energy Scotlandy, in Partnership with NHSGGC, are offering a free online workshop for all NHSGGC/HSCP staff which will take place on **Thursday 23 March.**

The workshop has been designed to help us stay in control of our future energy bills as well as reduce our impact on the environment. Learn new practical tips and hints and test your own understanding of energy saving. We will also highlight what financial support is available.



Q&A/Drop in Sessions:

Morning Session 10:15-11:00

Afternoon Session 14:15-15:00

To register for either session, [click here](#).

This information is brought to you by the Staff Health Strategy.

Feel Great with Active Staff!

The Active Staff programme delivers a varied and FREE programme of activities just for you, our valued NHSGGC/HSCP staff! These are developed around the varying fitness, mobility and availability of our staff. Over 5,000 places were enjoyed last year - let's improve that in 2023!



There are over 10 different kinds of activities to choose from. Outdoor exercise classes and monthly Guided Health Walks or online classes such as Yoga, Boxercise and Stretch/Mobility. We have also listened to your request to trial a Static Bike class and lunchtime stretch Pilates.

Our outdoor exercise classes are guided by our fantastic instructors across various sites: Gartnavel Hospital, Stobhill Hospital, Eastwood Health and Care Centre, New Victoria Hospital and Royal Alexandra Hospital.

We offer a range of early morning, afternoon, evening and weekend virtual classes so that you can find a time that suits you best, these are held on MS Teams.

Check out our current programme and join the fun by [clicking here!](#)

Active Staff is supported by NHSGGC Endowment funding and delivered as part of our Staff Health Strategy.

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 (spsa.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](#)