

Core brief

Daily update

(20 July 2022, 2.20pm)

Topics in this Core Brief:

- Better workplace – ple-eESS update your eESS
- Reporting salaries correctly
- Safety Alert Policy
- RCN Scotland Nurse of the Year Awards - deadline extended

Better Workplace – ple-eESS update your eESS

Equality, Diversity and Inclusion continues to be a priority for all of us in NHS Greater Glasgow and Clyde.

As part of this, we collect data on all [protected characteristics](#) to ensure we make the right provisions for our diverse workforce.

Up to date data helps us understand the demographics and diversity of our workforce, enabling us to identify strengths and continuous improvement opportunities, and ensuring the right resources, facilities and support are available for you.

Ple-eESS support us by accessing and updating your personal data on eESS [here](#), select “Personal Information”, then click “Update” in the ‘Basic Details’ section and a screen will open with options to add your equalities data. Please remember your manager will NOT have access to these protected characteristics. All information provided is secured confidentially in adherence to General Data Protection Regulation (GDPR).

If you would like additional support to update your eESS please contact by email here eESS@ggc.scot.nhs.uk, or telephone 0141 278 2700 (Option 5), or view the guidance [here](#) (“Getting started” tab).

Your data will help us all build a Better Workplace together, thank you for your continued support.

“Our organisation has a legal duty to provide and maintain a safe place of work. Discrimination in the workplace makes it unsafe for workers and service users. I believe that equalities data serves as the foundation for our organisation’s workforce planning and development work.

In order to do this effectively, NHSGGC requires reliable equalities data. The data allows us to plan and design policies that ensure the workplace is a great environment for all employees.

eESS is the system that our organisation uses to capture equalities data. You can do your part to improve the experiences of the workforce by updating your personal data through eESS. Remember it is eESSy! ”

Oudwin Griffith, Senior Clinical Nurse Specialist and Chair of the BME Staff Network

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 our 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 on particular transactions or queries you can contact the teams at:

eESS: Recording changes to location, band, hours, etc.: eESS@ggc.scot.nhs.uk

SSTS: Recording leave, absence, overtime etc.: ssts.team@ggc.scot.nhs.uk

Payroll: Other payments and general support and guidance: GGCPayrollQueries@ggc.scot.nhs.uk

Safety Alert Policy

The NGS GGC Safety Alert Policy has been reviewed. The new policy and supporting guidance can be found on the Occupational Health & Safety pages of HR Connect - [Alerts - NHS GGC](#) Should you require to complete a Safety Alert you can find the template and supporting guidance on StaffNet - [Safety Alert Process \(scot.nhs.uk\)](#)

RCN Scotland Nurse of the Year Awards 2022

The deadline for entries into the RCN Nurse of the Year Awards has been extended to **14 August**.

There are 12 awards in total which are designed to raise the profile of nursing and to recognise, highlight and celebrate the dedication and outstanding professional care of nursing staff across Scotland.

To submit your nomination go to: www.rcn.org.uk/scotland

Lateral Flow Tests - available to staff who work with patients and service users in face-to-face settings

Speak to your line manager about where to collect your test kit, then:

		
Register your kit	Test twice per week	Record your results

Keep your colleagues and patients safe from COVID-19
Help stop the spread!

Visit: www.nhsggc.scot/staff-recruitment/lft-staff

Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhs.gov.uk. If you have any questions about the current situation please check the FAQs first. If you have any further questions, please email: HR.Support@ggc.scot.nhs.uk

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).

Are your contact details up-to-date? [Click here](#) to check