

# Core brief

**Daily update**  
**(21 November 2022, 12.00pm)**

Topics in this Core Brief:

- School strike action
- Christmas and New Year Pay Arrangements
- Upcoming Postal Disruption
- Disability History Month 2022

## **School strike action**

We have received notification that primary and secondary schools and some council-run nurseries across NHSGGC (including Glasgow City, Renfrewshire and East Renfrewshire) and other Health Board areas will close as a result of strike action on Thursday 24 November. If staff haven't received notification direct from your local council, please check with them to see if your child's school is affected.

For staff who are affected, please ensure that you put appropriate arrangements in place. Requests for annual leave and/or other potential leave arrangements should be considered through local teams as part of wider service planning and agreed in advance. Please speak with your line manager should you require any support.

## **Christmas and New Year Pay Arrangements**

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.

With this in mind, please see below details of the earlier deadlines for December and January.

### **Monthly Paid Staff**

In keeping with previous years, the December monthly pay date has been brought forward to **Thursday 22 December 2022**.

There is no change to the January monthly pay date of **Thursday 26 January 2023**.

Given the earlier payroll closures associated with these pay dates, please note the following revised submission dates for monthly paid staff:

Month	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
9	31/12/22	05/12/22	15/12/22	05/12/22	06/12/22	09/12/22
10	31/01/23	10/01/23	19/01/23	09/01/23	10/01/23	13/01/23

### Weekly Paid Staff

In keeping with previous years, weekly paid staff will be paid three weekly wages on **Friday 23 December 2022**, and then paid for the first time in January on **Friday 13 January 2023**.

Given the earlier payroll closures associated with this dates, please note the following revised submission dates for weekly paid staff:

Week	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
38	18/12/22					
39	25/12/22	19/12/22	20/12/22	19/12/22	19/12/22	19/12/22
40	01/01/23					

### Important Points

To try to make sure that staff are paid correctly, please ensure that all Payroll, Expenses, SSTS and eESS information is submitted and authorised timeously over this busy period.

If multiple months of paper expense claims are submitted in December, then only the current month can be paid due to the earlier payroll closures.

### Upcoming Postal Disruption

Royal Mail have confirmed that there will be strike action taking place on the following dates: **Thursday 24, Friday 25, Wednesday 30 November and Thursday 1 December**.

While talks between Royal Mail and the Communication Workers Union (CWU) continue in an attempt to avert industrial action, NHSGGC staff are asked to send post items as early as possible in advance of the strike dates in order to minimise potential disruption.

### Disability History Month 2022

Thank you to everyone for the interest and support already shown for NHS Greater Glasgow and Clyde Disability History Month, which runs between the 16 November and the 16 December 2022.

We have a range of exciting activities underway throughout this month and we would love to see you there.

This week we have the following activities taking place:

#### What does Disability look like? - Kate Ocker, Research Nurse and Chair of Staff Disability Forum

- Tuesday 22 November 12:30pm – 1:15pm  
[MS Teams Link to Session 22nd November](#)

“Celebrate Difference” by D&A



The poster features a yellow background with a black triangle containing the text 'UK DISABILITY HISTORY MONTH'. In the top right corner is the SDF logo. The main text reads: 'Join NHSGGC and the Staff Disability Forum in celebrating UK Disability History Month from the 16<sup>th</sup> November 2022 – 16<sup>th</sup> December 2022. This month gives us the chance to acknowledge our workforce who live with a disability, celebrate their successes and the contributions they make to the NHS and to the wider communities we serve. This month is also an opportunity to educate one another on the inequalities experienced by some of our workforce and inspire all of us to maintain and continue to develop an inclusive and diverse culture which is supportive and welcoming for all.' At the bottom, it says 'Please use the QR code to find our schedule of events for UK Disability History Month at NHSGGC.' and includes a QR code.


- [D&A Disability History Month Webinar 2022 Registration, Thu 24 Nov 2022 at 12:30 | Eventbrite](#)





### Staff Disability Forum Stalls

- Royal Alexandra Hospital - Thursday 24 November 12pm – 2pm

We would love it if you joined us. Further information on each event, dates and timings can be found on the website at [Staff Disability Forum - NHSGGC](#).

**If something isn't right, talk to...  
Management and Peer Support**



Managers and Leaders	Confidential Contacts	HR Support and Advice Unit	Report via Datix
<p>If you have an issue, your line manager is there to support you. Please speak to your immediate line manager or another member of the management team, who will be able to support you.</p> 	<p>Our team of confidential contacts will listen to your concerns and help you to determine the best course of action to resolve the issue and escalate your concerns.</p> 	<p>The unit is there to support all staff. Call <b>0141 278 2700</b> Monday to Friday from 9am - 5pm.</p> <p>You can also raise a query through the self-service portal at <a href="https://nhsnss.service-now.com/ggc_hr">https://nhsnss.service-now.com/ggc_hr</a></p> 	<p>It is vital that we all play a role to report all incidents and near misses no matter how small we think they might be.</p> <p>Visit: <a href="http://datix.xggc.scot.nhs.uk/datix/live/index.php">http://datix.xggc.scot.nhs.uk/datix/live/index.php</a></p> 

Please keep up-to-date with the latest guidance on our dedicated web pages at: [www.nhsggc.scot](http://www.nhsggc.scot). If you have any questions about the current situation please check the FAQs first. If you have any further questions, please visit the [HR Self Service Portal](#).

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