

# Core brief

## Daily update

(26 October 2022, 4.35pm)

Topics in this Core Brief:

- Lateral Flow Device testing kits
- Festive Pay Dates
- NHSGGC/HSCP Staff Survey - SG Mental Health & Wellbeing Workforce Strategy Engagement
- Reporting salaries correctly
- Meet your administration colleagues – updated links

### Lateral Flow Device testing kits

Thank you to all staff who have come forward to test and keep safe using LFD (Lateral Flow Device) test kits.

With the pause to COVID testing requirements, there is no longer a need for staff who do not have symptoms of COVID-19 to keep regularly testing using Lateral Flow Device kits. This applies to staff in both patient facing and non-patient facing roles.

However, those staff who do work with patients and service users in face-to-face settings and who have symptoms of a respiratory infection, a high temperature or do not feel well enough to attend work, are advised to take an LFD test, as soon as they feel unwell and report the results to their line manager.

All other staff should follow the '[Stay at Home](#)' guidance for the general population.

The best way to protect yourself this winter is to book your flu vaccination and COVID-19 booster (if applicable).

Staff can arrange an appointment at any centre if you work in Greater Glasgow and Clyde and you live elsewhere. It is very simple to book via [www.nhsinform.scot/wintervaccines](http://www.nhsinform.scot/wintervaccines) or by calling 0800 030 8013 and you can choose from a number of venues which are listed on our website: [NHSGGC - Autumn/Winter Vaccination 2022 - NHS Greater Glasgow & Clyde](#).

Staff who are just receiving the flu vaccination can do so easily at one of our community pharmacies. [You can find a list of pharmacies administering the flu vaccine at: NHS Community Pharmacy Website \(scot.nhs.uk\)](#).

### Festive Pay Dates

As we're approaching that time of year, this is to give advance notification of the earlier pay dates over the Christmas period to allow you to plan ahead.

### Monthly Pays

The December pay date has been brought forward to **Thursday 22 December 2022** - those in receipt of Universal Credit should note that HMRC will be notified of the normal pay date of Thursday 29 December 2022.

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

### Weekly Pays

In keeping with previous years, all substantive staff will receive three weeks pay on **Friday 23 December 2022** - those in receipt of Universal Credit should note that HMRC will be notified that this pay includes two weeks holiday pay.

The first pay in January will be on **Friday 13 January 2023**

Revised timetables will apply during this period to allow bank staff to be paid for authorised shifts on **23 December 2022, 30 December 2022 and 6 January 2023**

Further communications will be issued nearer the time detailing the revised timetables for these arrangements.

### NHSGGC/HSCP Staff Survey - SG Mental Health & Wellbeing Workforce Strategy Engagement

The Scottish Government Mental Health & Wellbeing Workforce Advisory Group (MHWAG) are proposing a Workforce Strategy based on five pillars **Plan / Attract / Train / Employ / Nurture**. It is anticipated that this strategy will be published spring 2023.

MHWAG have posed a series of questions to gather stakeholder feedback. As this strategy involves your core workforce and business - it is crucial that NHSGGC and HSCP staff get a chance to participate, contribute and shape this strategy.

A multi-disciplinary Short Life Working Group (SLWG) has been convened to support and assist NHSGGC and HSCP stakeholder communication and engagement. The SLWG have developed a survey containing the key questions on the five Pillars **Plan/ Attract / Train / Employ / Nurture**.

To take part in the survey, visit: <https://link.webpolsurveys.com/S/ADB57AB3EE18B117>

### 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>

### Meet your administration colleagues – updated links

Some people had issues accessing the videos issued in yesterday's Core Brief as part of the Professional Administration Transformation Programme. To view the videos please click on the links below.

[Catherine McAreavey](#), Medical Secretary from the Woman and Children's Sector  
[Anne Marie McLaughlin](#), Admin/Waiting List Manager from the Clyde Sector.

If something isn't right, talk to...  
**Health, Wellbeing and Spiritual Support**



<b>Chaplaincy Service</b>	<b>Occupational Health</b>
<p>The service is there to provide compassionate, person-centred spiritual and wellbeing support to staff from all backgrounds, faiths or beliefs.</p> 	<p>If you are experiencing health and wellbeing issues, our occupational health team, including our clinical psychologists will support you when you need it most.</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](#)**