

# Core brief

## Daily update

(27 November 2023, 3.25pm)

Topics in this Core Brief:

- Security – please help to keep our workplaces safe
- Earlier Payroll Cut Off Dates
- Directing women online to register for their first midwife appointment
- Exit Interviews
- NHS Credit Union 25 Years

## Security – please help to keep our workplaces safe

It is everyone's responsibility to take security seriously.

At all times, staff should please remain vigilant for anyone or anything that looks out of place or suspicious. If anything or anyone looks, or is acting suspiciously, staff should request support from site security and report any such incident to the relevant security team or your line manager.

In order to help us keep our sites and facilities safe, staff are reminded of the importance of wearing your ID badges at all times. It is the responsibility of every employee to ensure you have the appropriate ID. Wearing your official ID badge is essential, so if you do not have one, please contact your local facilities team to make arrangements to get one.

Many NHSGGC staff also wear the yellow "Hello my name is" badge. Please remember that this is not a security ID badge and you are also required to wear the official photo ID badge.

If you would like to find out more, there is a lot of good information on the 'Security & Threat' LearnPro module which all staff should complete. Thank you for your cooperation.

## Earlier Payroll Cut Off Dates

We previously advised that to accommodate staff being paid before Christmas, there would be an earlier monthly pay date of **Thursday 21 December 2023**.

Please now note the earlier payroll cut-off dates below that are required to support this:

SSTS absences - 4 December

SSTS hours - 5 December

Paper expense claims - 5 December

eESS changes - 8 December

On line expenses claims - 13 December

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 - the simplest way to do this is by making sure that all expense claims, leave, absence, overtime and changes to pay are recorded and authorised on time and accurately through the appropriate systems in advance of these payroll deadlines.

### **Directing women online to register for their first midwife appointment**

From today, NHS Greater Glasgow and Clyde is directing all pregnant women to register online for their first midwife appointment.

Anyone requiring antenatal services is being asked to visit

[www.nhsggc.scot/meetyourmidwife](http://www.nhsggc.scot/meetyourmidwife). After they have completed a simple online form, they will receive their first appointment with their midwife via post.



Previously women would need to call the Central Booking Office phone line to register. While this line will remain active for now, we're calling on staff and partners to direct patients to the online page, where possible.

Director of Midwifery, Dr Mary Ross-Davie, said: "When expecting a baby, registering for their first midwife appointment should be one of the first things that a pregnant woman does, but often there is a misconception that registering shouldn't happen until closer to the 12-week mark. By going digital with our registration process, we're becoming more easily accessible and hope to encourage more women to reach out to us as soon as they find out that they're pregnant. We're calling on NHSGGC staff, GPs and partners to help drive this message with their patients also."

### **Exit Interviews**

A refreshed exit interview process was introduced within NHS Greater Glasgow and Clyde, in August 2023, which allows an opportunity for employees and managers to have a meaningful discussion and complete an exit interview

questionnaire. The refreshed process also includes the ability to transfer exit interview data in to eESS to allow reporting and analysis.

An electronic form, mirroring eESS exit interview questionnaire, is available for managers and employees to complete together and to enable a meaningful discussion regarding the employee's experience. A paper form, mirroring eESS exit interview questionnaire is also available as a contingency and for any services with limited access to PCs and/or laptops.

The exit interview page on [HR Connect: Employee Exit Interview Process](#) has now been updated providing the link to the electronic form and access to the paper form. Please note, the electronic form should be used where possible.

## **NHS Credit Union 25 Years**

On the 24 November 1998 the NHS Credit Union started in the Southern General Hospital with 600 members. The NHS Credit Union now has over 24,000 members across the NHS in Scotland and England.

Anne MacPherson, Director of Human Resources, Ann Cameron Burns, Employee Director and John Somerville, Head of Occupational

Health were delighted to join the NHS Credit Union 25 years celebrations on Friday 24 November at Trades Hall.



The event was attended by previous NHS Greater Glasgow and Clyde staff who established and supported the Credit Union over the 25 years along with representatives across Scotland and Ireland. This included Robert Rae, who established the Credit Union at the Southern General Hospital and Liz Degning previously from the Payroll Department who have been involved since the beginning.

We heard from current members who explained the importance of being a Credit Union member and how it helped them save for key events in their lives, often opening up opportunities to improve not only their lives but those of their families. NHS Greater Glasgow and Clyde will continue to support the Credit Union as it continues to grow and extend its offering to staff.

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

**Getting the right care this winter is as easy as ABC**



<p><b>A</b></p> <p><b>Ask yourself</b> Do I need to go out? For information on treating minor illnesses and injuries from home, go to <b>NHS inform</b> or download the <b>NHS 24 App</b>.</p>	<p><b>B</b></p> <p><b>Be aware</b> There is help on your doorstep. Your local <b>GP, pharmacy</b> or <b>optician</b> offer a range of services.</p>	<p><b>C</b></p> <p><b>Call 111</b> If it's urgent, or you're unsure, call <b>NHS 24</b> on <b>111</b>. They'll get you the care you need.</p>
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**Unless it's an emergency think ABC before visiting A&E.**  
For more information: [www.nhsggc.scot/rcrp](http://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](#)