

Core brief

Daily update

(28 March 2023, 11.30am)

Topics in this Core Brief:

- Fraud Prevention
- New Dates May-August - Peer Support one day course
- Showcasing the role of Administration staff
- Better Workplace – Ple-eESS update your eESS

Fraud Prevention

The Board is committed to taking all reasonable steps to prevent and identify fraud, and where fraud is identified, take appropriate action. There is a Fraud section on Staffnet which contains information and advice to promote staff awareness of fraud and how to prevent it and provide advice [Fraud Pages \(scot.nhs.uk\)](https://www.scot.nhs.uk/fraud)

What to do if you think that fraud has occurred, or is about to occur:

Report it to one of the following:

- your manager, who will raise the matter with the Fraud Liaison Officer (FLO) and Human Resources (HR)
- if your concerns involve your manager, you should contact the FLO or HR directly.
- if you do not wish to speak to anyone within NHSGGC, you can still raise your concerns directly with CFS via the telephone Hotline, or on the CFS website.

Contact details for reporting fraud

- Fraud Liaison Officer - 0141 201 4530, janet.richardson@ggc.scot.nhs.uk
- NHS Counter Fraud Services: CFS Hotline, 08000 15 16 28 Website: www.cfs.scot.nhs.uk

Further contact information can be found on Staffnet at [Fraud Contact List \(scot.nhs.uk\)](#)

Fraud Policy

The Board's Fraud Policy is available at [NHSGGC Fraud Policy - Approved December 2022](#)

New Dates May-August - Peer Support one day course

May to August dates are now available for colleagues who wish to explore the role and requirements of a Peer Supporter in NHSGGC and have the support of their line manager to implement peer support in their local team.

Dates and booking links are noted below. Delegates should note the following prerequisites for completion before the training day:

1. Delegates to complete the online module '**Looking after Yourself and Others**' (NHS staff). The module is packed with essential hints and tips on how to look after your wellbeing and the wellbeing of others. It is available for NHS staff on Learnpro, module GCC 277 and for HSCP social care staff, on their Local Authority learning platforms. or '**Introduction to Psychological Wellbeing and Peer Support**' (Local Authority Staff)
2. Delegates to discuss with their line manager aims for peer support and staff wellbeing in their team and / or service. Post course, delegates will be asked to agree with their line manager an action plan to implement local peer support and identify the time and resources to do this.

Date	Venue	Booking Link
Wednesday 3 rd May	Conference Room 16A, Level 2, VI ACH	Click here to book
Thursday 18 th May	Meeting Room 1 Vale of Leven Hospital	Click here to book
Wednesday 31 st May	Training Room 6 Stobhill ACH	Click here to book
Monday 12th June	Training Room, 1st Floor Education Centre, IRH	Click here to book
Wednesday 28th June	Conference Room 16B, Level 2, VI ACH	Click here to book
Monday 17th July	Training Rooms 4&5 Stobhill ACH	Click here to book
Wednesday 16th Aug	Conference Room 16B, Level 2, VI ACH	Click here to book

For any questions, please feel free to contact peer.support@ggc.scot.nhs.uk.

Showcasing the role of Administration Staff

Mark Davidson, Intensive Care Consultant & Clinical Director of the Paediatric Cardiac Service at the Children's Hospital has provided a video showcasing the phenomenal work the Administration staff do on a daily basis and how much he values their hard work and dedication that allows him and the team to run a smooth and efficient Service.

Please click on the link below to hear the wonderful things Mark has to say about our Administration staff.

 [Mark Davidson CD, Paediatric Cardiac Services.mp4](#)

You can also view all the videos and also get up to date information on our Professional Administration Transformation Programme through our SharePoint [GGC - Professional Administration Transformation Programme - Home](#) If you would like more information on our PAT programme or to be involved in making a short video, please contact your sector Administration Governance Manager.

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. This helps us to 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 and your colleagues.

Ple-eESS support 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).

You can also update your personal contact details or emergency contacts in the same section of eESS, if these have changed since you last updated your information.

All HR, L&E and eESS enquiries and requests should be submitted via the new HR Self Service Portal. You can contact the teams on 0141 278 2700 for any urgent enquiries. The link to the HR Self Service Portal can be accessed via the following link: https://nhsnss.service-now.com/ggc_hr

If you're not sure of your login or password for eESS, click on Login Assistance underneath the Login button on the main page using this [link](#). You are also able to view the guidance to use eESS [here](#) which includes a short eLearning demo.

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



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