

Core brief

Daily update

(28 September 2023, 12.25pm)

Topics in this Core Brief:

- Festive Pay Dates
- HEPMA Planned System Upgrade and Downtime

Have you seen the latest NHSGGC staff and patient news stories on the [Communications and Public Engagement](#) pages:

- [Patient feedback and involvement lunchtime learning sessions](#)
- [Kidney transplant patient thanks NHSGGC... by jumping out of plane!](#)
- [New Active Staff class at GRI](#)

Don't forget, all your latest news is available on the [Staffnet Hub](#).

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

This year, in order to accommodate staff being paid their December salary before Christmas, it has been necessary to change to the normal pay date for November 2023, with the pay dates now being:

Month	Change	Period	Pay Date
November 2023	Forward one week	4 weeks	Thursday 23 November 2023
December 2023	Forward one week	4 weeks	Thursday 21 December 2023
January 2024	None	5 weeks	Thursday 25 January 2024

Weekly Pays

In keeping with previous years, all substantive staff will receive three weeks' pay on **Friday 22 December 2023**. The first pay in January will be on **Friday 12 January 2024**.

Revised timetables will apply during this period to allow bank staff to be paid for authorised shifts on **22 December 2023, 29 December 2023 and 5 January 2024**.

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

Staff in Receipt of Income Related Benefits

In keeping previous years, and also HMRC guidance for staff in receipt of income related benefits such as Universal Credit or Careers Allowance, the following will be notified to HMRC:

- For monthly paid staff – the standard monthly pay dates for November and December, rather than the earlier “physical” pay dates.
- For weekly paid staff – two weeks holiday pay for Week 38.

Staff who have money worries can access our 'All About Money' webpage: [All About Money - NHSGGC](#), and staff can also access our financial inclusion partner services for holistic advice on any forms of financial assistance to which they may be entitled, including any social security benefits, grants, help with home energy costs, etc.

The most appropriate financial inclusion service provider for your local area can be located using the NHSGGC Health and Wellbeing Directory and selecting 'Money Advice' from this list of topics and filtering by geographical area: [Public Health Service Directory - Home \(nhsggc.org.uk\)](#).

****Advance Notice** - HEPMA Planned System Upgrade and Downtime on Tuesday 3 October from 00:15 to 06:15**

Please note - the HEPMA system will be unavailable to all users (prescribers and medicines administrators) from 00:15 to 06:15 on Tuesday 3 October 2023 (six hours downtime) to enable a planned essential system upgrade.

Full details of the upgrade and downtime and the actions required by HEPMA system users are available on Staffnet [here](#).

MS Teams Briefing / Q&A / Support sessions for staff will be available as follows:

Tuesday 26 September at 2000 - [Click here to join the meeting](#)

Wednesday 27 September at 1100 - [Click here to join the meeting](#)

Thursday 28 September at 1600 - [Click here to join the meeting](#)

Friday 29 September at 2000 - [Click here to join the meeting](#)

Monday 2 October at 1100 – [Click here to join the meeting](#)

Monday 2 October at 1600 – [Click here to join the meeting](#)

Monday 2 October at 2000 - [Click here to join the meeting](#)

In meantime, please direct any queries arising to nhsggc.hepma@ggc.scot.nhs.uk.

If something isn't right, let's talk about...
Whistleblowing



Whistleblowing

This is a way you can formally raise concerns about an issue that is in the public interest, such as patient safety or suspected malpractice.
You can find out more information about the whistleblowing process by visiting National Whistleblowing Standards | INWO (spsa.org.uk).
To submit a formal whistleblowing concern, please email ggc.whistleblowing@ggc.scot.nhs.uk.



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](#)