

# Core brief

## Daily update

(6 June 2022, 12.55pm)

Topics in this Core Brief:

- HR Self-Service Portal
- KSF PDP&R Managers/Reviewers – Action Planning
- Reporting salaries correctly
- iMatter 2022 – Every Voice Matters
- What Matters to You? Day – Save the Date – 9 June 2022  
Carers Week 6 – 12 June 2022

## HR Self-Service Portal

HR Self-Service Portal is launching today (6 June 2022) for the following areas who are part of Implementation Group 1:

Clyde Sector | Diagnostic Services | North Sector | Regional Services | Inverclyde HSCP | Glasgow City HSCP

This innovative new portal will change the way that staff connect with the HR Support and Advice Unit (HRSAU), Learning and Education (L&E) and eESS teams within NHSGGC.

### How do I access the portal?

Instead of contacting us via e-mail, you will use the HR Self-Service portal. Within the portal, you will be able to view the progress of requests and access additional resources, FAQ's, user guides and case studies. This will streamline communications enabling us to provide you with quicker and more efficient service. You will still be able to contact all teams via the phone for urgent enquiries on 0141 278 2700.

The link to the HR Self Service Portal will soon be available on HR Connect or you can access it via the below link:

[https://nhsnss.service-now.com/ggc\\_hr](https://nhsnss.service-now.com/ggc_hr)

Please note that from Monday 6 June 2022 the link and system will only be accessible to those in **Implementation Group 1**.

Please ensure that you add the link to your Favourites for easy access.

User videos have also been created in order to provide a clear demonstration of how to log an enquiry or request for HR support (case management). The videos can be accessed via the links below:

How to submit an enquiry:

[Click here to view the 'Submitting an Enquiry' video](#)

[Click here to view the 'Request for HR Support' Video](#)

## **KSF PDP&R Managers/Reviewers – Action Planning**

A planned, person centred approach is key in ensuring a good quality Personal Development Plan (PDP) & Review conversations with staff. To begin the action planning process within your area:

- Please use the dashboards on TURAS Appraisal to check the progress of all staff that you are the Manager/Reviewer for.
- Agree dates to meet staff whose review is due or coming up for renewal. This could be a separate meeting or linked to an existing planned conversation. A useful tip is to spread out the dates to allow for preparation and a person centred approach. The Learnpro module GGC166: NHS Knowledge and Skills Framework (under the CPD tab) can help with preparation and covers all aspects of the KSF PDP & Review process.
- Have that quality PDP&R conversation, ensuring it is captured on TURAS Appraisal. Please take the opportunity to consider any wellbeing support your staff may require.

**Further resources and supports on all aspects of PDP & Review are available on HR Connect - [NHSGGC : Personal Development Planning and Review](#)**

### **Reporting salaries correctly**

Getting staff salaries right is extremely important to us all. During this time when we all face rises in things such as fuel, energy, and national insurance contributions impacting on our living costs it's really important that we do all we can to ensure staff salaries are processed correctly.

If you complete SSTS or eESS, or are a manager responsible for staff salaries, then we want your help in ensuring that our 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 on particular transactions or queries you can contact the teams at:

**eESS:** Recording changes to location, band, hours, etc.: [eESS@ggc.scot.nhs.uk](mailto:eESS@ggc.scot.nhs.uk)

**SSTS:** Recording leave, absence, overtime etc.: [ssts.team@ggc.scot.nhs.uk](mailto:ssts.team@ggc.scot.nhs.uk)

**Payroll:** Other payments and general support and guidance: [GGCPayrollQueries@ggc.scot.nhs.uk](mailto:GGCPayrollQueries@ggc.scot.nhs.uk)

# Why iMatter?

Because your voice matters

If you work in Women & Childrens, South Sector, Board Nurse Directorate, West Dunbartonshire HSCP, Diagnostics, Regional Services East Renfrewshire HSCP or eHealth - the survey officially opens in...

## Open now!

The survey will be open for three weeks to allow everyone an opportunity to take part.

For further information, visit [HR Connect](#) or email us at: [imatter@ggc.scot.nhs.uk](mailto:imatter@ggc.scot.nhs.uk)



### iMatter 2022 – every voice matters

**Thank you to everyone** who has already taken the time to complete the **iMatter** survey so far. iMatter makes a positive difference to our workplace and to patient care. This is a great opportunity for colleague to share views and influence positive change.

**Cohort One** iMatter survey is underway with a positive **67%** so far, with 5 days to go, and **Cohort Two is sitting at 30%, having just launched last week** (look out for reminders today) Teams in **Cohort Three** start the survey soon. See below for details.

Cohort One	Cohort Two	Cohort Three
67% response rate so far <b>**FINAL DAY**</b>	30% response rate so far	Survey coming 13 <sup>th</sup> June <b>**STARTING NEXT WEEK**</b>
Chief Executives Office	Women & Childrens	Estates and Facilities
Acute SMT	South Sector	Glasgow City HSCP
Human Resources & Organisational Development	Board Nurse Directorate	Renfrewshire HSCP
Corporate Communications and Public Engagement	West Dunbartonshire HSCP	Finance
Public Health	Diagnostics	Clyde Sector
Specialist Children's Services	Regional Services	Board Medical Directorate
Oral Health	eHealth	Board Admin
East Dunbartonshire HSCP	North Sector	Inverclyde HSCP
		Out of Hours
		East Renfrewshire HSCP

This is an excellent opportunity for you to feedback regarding your employee experience at NHSGGC and is designed to help continuously improve your overall staff experience.

Please be assured that your responses are anonymous and all feedback received will be treated in strictest confidence. Results and general themes will be communicated with staff in the coming months, with action plans based on your feedback developed between June and September.

Please share your views, and help to continuously build a better workplace.

## **What Matters to You? Day – Save the date - Thursday 9 June 2022**

International “What Matters to You (WMTY)?” Day is on **Thursday 9 June 2022**.

WMTY Day is an international event aimed at encouraging and supporting more meaningful conversations between staff who provide health and social care and the people, families and carers who receive it.

Asking “What matters to you?” is about listening and understanding what matters to someone within the larger context of their life. When people are involved in decisions about their own health and care, it can greatly improve their outcomes.

On WMTY Day this year, NHSGGC’s WMTY Day Planning Group encourage you to have a meaningful conversation with someone about **what matters to them**.

This could be a:

- patient, resident, or service user
- family member
- colleague.

In this [Care Opinion story](#), a patient shares with us the difference that this WMTY approach can make.

Resources (such as stickers, posters, and pledge templates) will be available for the day.

Further details will follow this week. In the meantime, please email: [person.centred@ggc.scot.nhs.uk](mailto:person.centred@ggc.scot.nhs.uk) with any questions.

## **Carers Week 6<sup>th</sup> – 12<sup>th</sup> June 2022**

We are celebrating Carers Week from the 6<sup>th</sup>-12<sup>th</sup> June! This week is dedicated to people across the country who provide support to friends, family and neighbours who couldn’t manage otherwise. It is also an opportunity to engage with both staff and the general public to ensure that people know about the help and support that is available to all unpaid carers.

To celebrate this week, year NHSGGC are hosting a range of events covering different aspects of the carer experience. Topics include self-care when looking after someone, death cafes, having conversations that matter, preparing for hospital and preparing for the future. More details and links to book can be found at <https://www.nhsggc.scot/your-health/planning-for-care/events/>

As a reminder, staff can refer any carer to support services via the **Carers Information Line 0141 353 6504**. All they require is a name, contact number and post code to direct the referral to the relevant local service. Carers can also self-refer using the same number. More information can be found at <https://www.nhsggc.scot/carers/>

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