

# Core brief

**Daily update**  
**(9 August 2023, 3.30pm)**

Topics in this Core Brief:

- NHSGGC Protocol for managing visits
- Reporting salaries correctly
- Transport update

**Have you seen the latest stories on our [Staffnet Hub](#), including:**

- [Meta Engage Deployment – Acceptance of Terms & Conditions of Use of IT](#)
- [GGC Medicines Update](#)
- [South Asian Heritage Month](#)

## **NHSGGC Protocol for managing visits**

NHS Greater Glasgow and Clyde regularly receives requests from individuals external to the organisation to visit our premises and services for publicity purposes and to mark official openings.

As a public sector organisation we engage with politicians on a regular basis. We receive regular requests to visit our services as we are accountable for activities undertaken within our organisation.

The purpose of the NHSGGC Protocol for Managing Visits is to provide clear guidance on the arrangements for managing and approving visits to NHSGGC premises.

If you wish to arrange a visit to your service or if you receive a request from a VIP visitor to visit NHSGGC premises, including via charity organisations, you must notify Corporate Communications as soon as the request is received, view our [Protocol for Managing Visits](#) for more information and contact details.

## 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>

## Transport update

### M8 Roadworks – Junction 25

Amey will be resuming bridge maintenance on the eastbound M8 from junction 25 (Cardonald) to junction 25a (Braehead) from 17 August to 24 September. This will involve lane closures of the east and westbound lanes, as well as some overnight closures. It is expected this will lead to additional congestion at peak times for

access to Queen Elizabeth University Hospitals. Please plan ahead and allow more time for travel. More information is available from [Amey](#).

## World Pipe Band Championship

The World Pipe Band Championship will take place at Glasgow Green on 18 and 19 August. For information on local road closures and diversions, please visit [Glasgow City Council](#).

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



<p><b>Occupational Health</b></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> 	<p><b>Peer Support</b></p> <p>Peer Supporters help staff by giving them the time and safe space to talk and by providing a friendly ear to listen. This can help make sense of recent experiences, can give a sense of control and help manage difficult situations.</p> 	<p><b>Chaplaincy Service</b></p> <p>The service is there to provide compassionate, person-centred spiritual and wellbeing support to staff from all backgrounds, faiths or beliefs.</p> 
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\*\*\*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](#)**