

# Core brief

## Daily COVID-19 update (2 April 2020, 5.10pm)

Topics in this afternoon's Core Brief:

- Message from Audrey Thomson, Chair of Area Clinical Forum
- Teams
- SSTS Shift and Overtime payments
- Recycling of Employers Pension Contributions

### Message from Audrey Thomson, Chair of Area Clinical Forum

The Area Clinical Forum met virtually on 1<sup>st</sup> April to allow the Chairman, Chief Executive, Medical Director, Director of Nursing and Chief Operating Officer to update the clinical community on the current status with response to COVID-19. At the meeting, the Professional committees were able to raise a number of issues primarily around testing of staff who were isolating, PPE and routes of supply for medicines. We also acknowledged the professionalism and dedication of fellow clinicians and recorded our thanks to them as we work together to combat COVID-19. The Area Clinical Forum will continue to be updated regularly by the Corporate Management Team and able to raise any concerns from clinicians. If you have an issue to raise, I would encourage you to link in your professional advisory group in the first instance.

### Office 365 Teams is here

Microsoft Teams is a hub for team collaboration in Office 365 that integrates people, content, and tools you may need, particularly during the current situation when more of us are working from home.

eHealth has now given everyone access to Microsoft Teams, which can be used to help you stay connected to your team using a virtual office.

The use of Teams will vary depending on your job role and department so please ask your line manager or team lead what meetings and functions they would like to carry out using this tool. To access guidance on the use of Teams [click here](#).

### SSTS Shift and Overtime payments

We know that many colleagues are working overtime in the bid to respond to the COVID-19 situation and we are grateful to everyone for their efforts. It is important to ensure that unsocial hours or overtime are paid to staff promptly and would ask managers and staff to work together to ensure that shift information is recorded and authorised accurately and timeously on SSTS.

### Recycling of Employers Pension Contributions

This scheme was set up for employees who may incur an Annual Allowance tax charge on their pension savings for 2019-20. The last date for applications was 29 February 2020 and, as such, the

scheme is now closed. This is a reminder that employees were opted out of the pension scheme as part of this process, and will therefore need to choose to opt back in order to regain their pension scheme benefits. Staff choosing to opt back in should contact Payroll Services directly in writing (Payroll Services, Caledonia House, 140 Fifty Pitches Road, Cardonald, G51 4ED) or by email ([GGCPayrollQueries@ggc.scot.nhs.uk](mailto:GGCPayrollQueries@ggc.scot.nhs.uk)) to do so.

Please keep up-to-date with the latest guidance on our dedicated web pages at: [www.nhsggc.org.uk/covid19](http://www.nhsggc.org.uk/covid19). If you have any questions about the current situation please check the [FAQs](#) first. If you have any further questions, please email: [staff.covid19@ggc.scot.nhs.uk](mailto:staff.covid19@ggc.scot.nhs.uk)

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).



## Please remember to wash your hands

Follow the correct hand washing procedure  
[www.nhsinform.scot/coronavirus](http://www.nhsinform.scot/coronavirus)



The diagram illustrates the five steps of handwashing: 1. Wetting hands under a running faucet. 2. Applying soap and lathering, with arrows indicating the back of the hand and the palm of the other hand. 3. Rubbing hands together, with arrows showing the motion. 4. Rubbing the back of the hand against the palm of the other hand, with a 'G' indicating the circular motion. 5. Rinsing hands under a running faucet.

It is important to share Core Brief with colleagues who do not have access to a computer.  
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