

# Core brief

**Daily update  
(24 March 2022, 3pm)**

Topics in this Core Brief:

- Please keep testing – Additional LFD kits order process
- Workplace Pensions
- Current visiting position - update
- Our postal services provider is changing
- ePayroll system downtime

## **Please Keep Testing – Additional LFD kits order process**

Due to continued high levels of COVID-19 in the community, can we please remind all staff of the importance of continuing with twice-weekly LFD tests and recording results, in order to ensure the safety of our patients and colleagues.

Please record your results at: <http://www.covidtestingportal.scot/> A user guide is also available here: [Scottish Covid Testing Portal User Guide FAQ](#)

If you need new or replacement kits, please contact your line manager. Services can order additional LFD kits through PECOS using code GVLFYT1C BOX/20 0G20.

## **Workplace Pensions - You will be automatically re-enrolled on 31 March 2022**

Under changes to workplace pension arrangements introduced by the UK Government, NHSGGC, along with other employers, require to ensure all staff who are not members of a workplace pension scheme are automatically enrolled into one, and then to review this on a three yearly basis.

The Board's original staging date for automatic enrolment was 31 March 2013. As we are now approaching our next re-enrolment date of **31 March 2022**, we are required to review the workplace pension status of our workforce.

It has always been the case that staff may join a Pension Scheme at any time, so if you wish to join now please contact your local payroll contact (details are on your pay slip).

What this may mean for you

**If you are not currently a member of a pension scheme** we will automatically re-enrol you on 31 March 2022 provided you meet the following criteria:

- Earn over £10,000 a year (£833 a month or £192 per week)
- Are aged 22 or over; and
- Are under State Pension age.

The majority of staff will be enrolled into the NHS Scheme however some of our workforce will not be eligible to join the NHS Pension Scheme and those will be considered for the National Employment Savings Trust (NEST).

Eligible staff will be written to in early April confirming that they are being automatically re-enrolled. This letter will confirm the scheme into which you are being enrolled and will provide some additional information including how to opt out if you do not wish to remain a scheme member. Please look out for this letter as if you wish to opt out and ensure that pension payments are not deducted from your April salary then you need to take action.

If you are already an NHS Pension Scheme Member you do not need to do anything - you will remain in the NHS Scheme. For full information on your pension scheme, visit <https://pensions.gov.scot/>

If you are not eligible to join the NHS Pension Scheme and are already a NEST Pension Scheme Member you do not need to do anything - you will remain in NEST. For full information on your pension scheme, visit [www.nestpensions.org.uk](http://www.nestpensions.org.uk)

If you hold an HMRC certificate confirming entitlement to protection of fixed or enhanced Life Time Allowance (LTA) you do not need to be automatically re-enrolled, however the Board may not be aware that you hold this protection arrangement. Therefore, in order to avoid being part of this process, you must provide a copy of your certificate to the Payroll Department.

#### **Further Information:**

[Click here](#) to view the Factsheet on Automatic Re-enrolment.

If you are a member of a Trade Union or Staff Organisation, you may wish to seek further information from your local representative.

For information on pensions and saving for later life visit: [www.direct.gov.uk/workplacepension](http://www.direct.gov.uk/workplacepension) (Microsoft Edge)

#### **Current visiting position - update**

The Visiting Review Team met this week to review and consider NHSGGC's current visiting position. Based on comprehensive discussion with key stakeholders it was agreed to continue with the current position with no additional changes to current visiting arrangements. Guidance about these is available from our [website](#).

This will be kept under review with a plan to formally reassess the situation next week. An update will be provided via Core Brief.

#### **Essential visits - reminder**

It appears, from feedback shared by family members, that there may be some confusion about the management of essential visits at a local level. Where it is risk assessed as necessary to restrict visiting, **essential visits will continue.**

Some examples of the type of situations where 'essential visiting' should be supported are:

- A person receiving end-of-life care – we expect this to be defined as flexibly and compassionately as possible, to support patients at the end of life spending meaningful time with their loved ones in their final days, weeks, or months
- To support someone with a mental health issue, or dementia, or a learning disability or autism, where not being present would cause the patient to be distressed
- Carers, those providing essential care or emotional support, or spiritual care
- In general situations when someone is receiving information about life-changing illness or treatments

- In these and other similar situations where support from another person is essential for advocacy and wellbeing.

Please note these examples are intended to be illustrative rather than exhaustive.

Staff should take as flexible, person centred, and compassionate an approach as possible in applying this guidance - family support should be facilitated in any situation where you assess that it is important to involve them or carers for ethical, safety, or other reasons.

Individual healthcare professionals and clinical teams should feel empowered to make the right decision to meet the needs of the individual patient and their family in any given circumstance. **If in doubt, the default position should be to err on the side of compassion and facilitate family contact.**

Further guidance about [essential visits](#) is available on the NHSGGC website, along with a [patient information leaflet](#).

### **Our postal services provider is changing**

From 1 April 2022, NHSGGC will change its Postal Service provider to Royal Mail.

A part of this service will involve reducing our usage of A4 sized envelopes and replacing them with C5 and DL sized envelopes unless there is a reason which would prevent the use of these smaller sized envelopes. **We would now encourage everyone to order and use Pecos code '712088' for their C5 envelopes and Pecos Code '712099' for their DL envelopes.**

By replacing A4 envelopes, your letters will now need to be folded in accordance with the new envelope sizes; 14 Sheets of Paper can be folded and will fit into a C5 envelope. More information on DL sized envelopes will be shared. **These two recommended envelopes are 'Windowed' and as such when folding your letters, it is important to make sure that the full address is visible in the window.**

The new service will work like the current service, with the only notable difference being who picks up the mail. For those who will be directly involved in the day-to-day management of our post, full training will be provided.

If you have any concerns, please contact your local site facilities manager in the first instance or contact the NHSGGC Procurement Customer Services Desk.

All relevant information will be communicated weekly from now until the 'go-live' date of 1 April 2022.

### **ePayroll system downtime**

Due to the Financial year end, the ePayroll system will be unavailable from 9pm on Thursday 24 March for approximately 7 days.

#### Viewing ePayslips – March 22

It is advisable that you access your ePayslips prior to the system downtime as copy payslips will not be available during this time. The ePayslips facility will resume in the new Financial year, when you will be able to access your ePayslips from the previous 3 years.

- Monthly paid employees will be able to view their ePayslips from 10am on Wednesday 23 March until 9pm on Thursday 24 March.
- Weekly paid employees expecting a pay for week 51 (payday Friday 25 March) will be able to view their ePayslips as normal on Wednesday 23 of March until 9pm on Thursday 24 March.

- Weekly employees expecting a pay for week 52 (payday 1st April) will be able to view their ePayslips as normal on Wednesday 30 March. Normal Service should resume thereafter.

**Lateral Flow Tests - Available to all staff working on site**

Speak to your line manager about where to collect your test kit, then:

|   |   |   |
|---|---|---|
|  |  |  |
| <b>Register</b><br>your kit   | <b>Test</b><br>twice per week   | <b>Record</b><br>your results   |

**Keep your colleagues and patients safe from COVID-19**

**Help stop the spread!**

Visit: [www.nhsggc.org.uk/lfd-stafftesting](http://www.nhsggc.org.uk/lfd-stafftesting)

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: [HR.Support@ggc.scot.nhs.uk](mailto:HR.Support@ggc.scot.nhs.uk).

\*\*\*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**