

Monday 26 August 2024

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**Microsoft Conditional Access Security policy** Tomorrow (Tuesday 27 August) we will roll out this national security policy. It is designed to ensure corporate data is protected when accessed on personal devices (that is, not issued by the organisation) such as mobile phones, laptops, Macs, etc. This new policy **will not** prevent you using a personal device to use applications such as Outlook, Teams, or OneDrive, but **it will** bring into force certain restrictions when using personal/non NHSG issued devices. Depending on the device you have, the restrictions are as follows:

- You will not be able to print any documents from any NHSG Microsoft 365 application on a personal device.
- Any data contained within an NHSG M365 application cannot be downloaded or saved on the non NHSG device
- For personal mobile phones, the Outlook and Teams apps must be installed. Access via the generic 'mail' app will no longer work
- For personal laptops, the app installations of Outlook and Teams will no longer work. These must be accessed via office.com using MS Edge as the browser

The following sway presentation [Microsoft 365 Changes \(cloud.microsoft\)](#) provides more detail. Please direct any queries to [gram.office365@nhs.scot](mailto:gram.office365@nhs.scot)

**ICYMI - Reduced Working Week – FAQ update** Following last week's item, providing further guidance on implementing the Reduced Working Week, [the FAQ has been updated and is available here](#) (intranet link, networked devices only).

**Electronic payslips - information on staff absence periods** We've been sharing information about the roll out of electronic payslips (see the brief from 22 August for more). We wanted to highlight what will happen if you are absent from work i.e., not on leave. For short term absences you will continue to receive an electronic payslip, as you will be able to pick these up on your return to work. If, however, you are unfortunate enough to be off for a longer period of sick leave – 28 days or more - then you will revert to paper payslips for the duration of the absence. These will be sent to your home address, so please ensure your correct and current home address is held on your payroll record – you will see this on your e-payslip. You will automatically revert to an e-payslip when you return to work (this may be delayed until the following pay period due to the way in which HR Service Centre Payroll Team receive absence information).

For absences other than maternity leave or a career break, e.g., planned or unplanned long-term sick leave (over 28 days) or suspension, it is a line manager's responsibility to inform payroll, [using this form](#) on behalf of their staff member to ensure that they continue to receive a payslip. This form should also be used to advise of the staff member returning to the workplace to get e-payslips reinstated.

Payroll closed on Wednesday 21 August for August's pay run, so any amendments not received in time for this month will be made for September's pay day. Again, please contact [gram.epayslip@nhs.scot](mailto:gram.epayslip@nhs.scot) if you have any queries.

**August payday/release of electronic payslips** If you are paid monthly, the next payday is this Friday (30 August). Electronic payslips (e-payslips) will be available to view from Wednesday (28 August). Remember, we are rolling out e-payslips to the whole organisation as part of our Value & Sustainability work. [More information about this is available on the intranet here](#) (networked devices only). Information on roll out to staff in the Phase 2 cohort in Facilities and Estates will be shared in early September.

**Launch of Grampian wide capacity assessment pathway** Next Monday (2 September) a new pathway for capacity assessments for protection-based decisions will 'go live' across Grampian. This will be of particular interest to colleagues who work in primary care, mental health, substance misuse, and learning disability services. The pathway applies to adults (16+) in community settings where there is a safety or risk concern. It is designed to ensure timely and safe assessments of mental capacity to support keeping individuals at risk safe. The pathway is not for use in acute/general hospital settings or immediate emergency situations and does not apply to those under the age of 16.

It was developed by a local group of health and social care professionals; psychiatry, psychology, primary care, mental health nursing and senior social work colleagues. It has been endorsed by key professional groups for use in Grampian. All the information you need is available on Grampian Guidance via this link: [Adult Support and Protection - Capacity Pathway for Protection Decisions.pdf \(sharepoint.com\)](#). A short video presentation is also available here: [\(533\) Pathway for Capacity Assessments for Protection Based Decisions - YouTube](#)

If you need support or guidance regarding the new pathway, please contact [gram.publicprotection@nhs.scot](mailto:gram.publicprotection@nhs.scot)

**Loop – coming soon!** The Loop app, an upgraded version of Employee OnLine (EOL), will soon be coming to NHS Grampian. For use by all current EOL users, including those electronically rostered using Optima, and NMAHP bank workers, you will still be able to view your roster; request annual leave and rostered days off (if these are used in your area); and for bank workers, you can view and book bank shifts. However, with Loop, you can do this from your smartphone. Desktop access is available but will not have the same functionality.

We have approximately 9,000 individual users to move across from EOL to Loop, so this transition will come in phases. Please **do not** download Loop until you are notified it is your turn. This means we can provide suitable support to all new users and ensure you are properly registered as an NHS Grampian user.

We will contact relevant users by the end of 2024 to confirm when Loop will be available in their area and to provide further details. Full support for relevant users will be available once Loop is launched.

**Pause for thought** What have you learned about yourself recently that will support you and others this week?

**Tune of the day** Today's request is [Oh Lori](#) by the Alessi Brothers, dedicated to Lori Barber who is swapping the Haematology for the Pathology Laboratory to further her career as Trainee Biomedical Scientist, with the very best wishes of all her colleagues! (EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via [gram.communications@nhs.scot](mailto:gram.communications@nhs.scot)