

Tuesday 30 July 2024

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**Warm weather and heat stress** All the information you need to manage and prevent heat stress in the workplace is available on the health and safety Sharepoint site here: [Heat Stress \(sharepoint.com\)](#).

**Microsoft Conditional Access Security policy – coming soon!** On 27 August 2024, we will apply the national Microsoft Conditional Access Security (MCAS) policy. This will bring into force certain restrictions when using personal/non NHSG issued devices. Depending on the device you have these restrictions include:

- You will not be able to print any documents on 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 mobile phones, the Outlook and Teams apps must be installed. Access via the generic 'mail' app will no longer work
- For laptops, the app installs of Outlook and Teams will no longer work. These must be accessed via office.com using MS Edge as the browser

[This Frequently Asked Questions document has more information.](#)

**eESS updates** We have some important updates from the eESS team:

- Basic detail changes – information for all staff

You should submit any basic changes to your name, title, marital status, and/or address [using this form](#) (also available on the eESS intranet page: [Pages - DocumentationCompletionGuidance \(scot.nhs.uk\)](#).) Forms must be completed by individuals; they cannot be completed by managers on their behalf.

Once this is submitted to eESS, there is no requirement to email other teams e.g., payroll, car leasing and expenses, central rostering separately.

If you are registered with a professional body, please remember you should use the same name for your employer and for the relevant registration body.

- Hierarchy Changes – Information for Managers

Managers should send any changes to the eESS Managerial Hierarchy through the appropriate form [available on the eESS Intranet Page](#) (networked devices only)

On eESS, each employee has one line manager recorded. This manager should be the authoriser for any changes and terminations completed through the system and must be an authorised signatory as per the Operational Scheme of Delegation.

When an employee transfers from one area to another, it is the responsibility of the new manager to update the hierarchy via the eESS Team. Once this has been completed by the eESS team, the manager can then apply any changes required to the employee's details. This includes updating the Sub-Department, Location and any Payroll changes such as a change in hours or banding. Payroll changes should be actioned by the appropriate processing deadline, so please ensure this process is followed in advance of the employee commencing in the new department where possible.

Junior and Senior Medical Staff excluding GPs do not sit under the normal managerial hierarchy until a termination is required. Requests to change the hierarchy for either of the mentioned category of medical staff will only be applied to process a termination transaction.

If you have any queries on either of the above, please contact [gram.eesssupport@nhs.scot](mailto:gram.eesssupport@nhs.scot)

**Check names and addresses when sending out information.** Are you sure you have the right name and address (or email address)? It's more common that you might think for two people with the same name to be open to a service or to another part of the NHS. When sending information out, check names and addresses using more than one identifier (for instance name and CHI) and don't re-use old correspondence - people move or change email providers so it's important to look up their details each time you contact them.

**Paediatric MTC education session** The next event in this series will take place on Thursday 8 August between 12-1pm. The topic this time is human factors. To request the joining link, please email [gram.nosmtc@nhs.scot](mailto:gram.nosmtc@nhs.scot)

**Tune of the day** Our first tune today is dedicated to Linda Allan. She is retiring from the genetics service after 27 years with the team and she will be hugely missed by colleagues and service users alike. The team have asked us to play [Footloose](#) for Linda and to remind her not to overdo the gardening!

Meanwhile, my spies tell me Elaine Stirton, a nurse specialist in the tissue viability team, recently celebrated a big birthday. I may need to get better spies as I don't know when, or which birthday, but I do know her colleagues have asked for [Don't Stop](#) by Fleetwood Mac (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)