

# Core brief

Friday, 31 May 2019

## Introduction

This issue brings you news about the business travel policy and the digital maturity staff survey. It also reminds staff to get their Chairman's awards nominations in!

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## Business Travel Policy

All staff should make themselves aware of the changes to the Business Travel Policy which comes into effect in a few weeks.

From 1 July staff will no longer be able to arrange their own travel when the cost exceeds £50, (excluding bus & taxi journeys) All travel will need to go through the purchasing department travel team ([contact details available on StaffNet](#))

You will no longer have an option to claim back expenses for travel exceeding £50.

All travel must now be booked electronically. Paper copies will no longer be accepted. [Click here to access the travel form.](#)

## Digital Maturity Staff Survey

The Board is working to support an NHSScotland Digital Maturity Assessment exercise and is seeking your support in completing a staff survey to allow us to gain an understanding on where we are on our journey.

The views of staff are very important given the efforts made by everyone to use and improve digital working for the benefit of our patients, staff and all our health and social care partners. It would be appreciated if you could find time to complete the survey by Wednesday 19 June.

<https://digitalcarematurity.scot/staff-survey?render=5cf4e37d31566>

The survey is completely anonymous and should take no longer than 10 minutes to complete. You can also skip questions that are not relevant to your role.

Many thanks for taking the time to complete this important survey.

If you have any questions or clarifications about the Digital Maturity Assessment process in general or in relation to the staff questionnaire please email: [Kim.Fee@ggc.scot.nhs.uk](mailto:Kim.Fee@ggc.scot.nhs.uk)



# Nominate NOW



The Chairman's Awards celebrates innovation and the outstanding difference made by our staff who go that extra mile for their patients



To nominate your  
NHS Hero visit:

[www.nhsggc.org.uk/chairmansawards](http://www.nhsggc.org.uk/chairmansawards)

Closing date for nominations is 31 July

Are your contact details up-to-date? [Click here](#) to check