

# Core brief

**Daily update**  
**(29 March 2022, 10am)**

Topics in this Core Brief:

- Annual leave buyback and carry over 2021/22
- Realistic Medicine – personalised care
- Occupational Health – management referrals
- Out postal services provider is changing

## **Annual leave buyback and carry over 2021-22**

Just a reminder that the Scottish Government has issued updated guidance in relation to annual leave carry over for 2021-22 and the ability to “sell back” some annual leave for health and social care staff.

Staff should continue to work with their line manager to try to take their annual leave entitlement this year, however – where this is not possible due to pressure on the service:

- Staff can sell back up to **10 days** accumulated leave from 2020-21 to be paid at time and a half.
- This is subject to criteria that staff members have to take at least their statutory minimum of 28 days (20 days annual and 8 public holidays for AFC, Exec and Senior Managers - until 31 March 2022) and 18 days of annual leave and 10 public holidays for Medical and Dental staff (for personal leave year 2021-22).
- Staff who do not wish to sell back leave will be able to carry over leave they have been unable to take due to service pressures into the 2022-23 leave year.

This is a voluntary scheme and no pressure will be put on staff to sell their leave entitlement in this way.

The process and relevant form to do this can be accessed on the [HR Connect Annual Leave page](#).

Please note that the deadline for submission for AFC Staff is **31 March 2022** and Medical and Dental Staff have to the end of their personal leave year.



**Alastair Ireland**  
**Consultant Emergency Medicine**  
**Clinical Lead Realistic Medicine**

We often talk about “personalised” or “patient-centred” care. These principles are at the core of Realistic Medicine. But the pressures that the whole system is under can mean that we struggle at times to provide the service that we feel we should. But personalised care can sometimes take only a moment. Small things matter.

Ask anyone of their experience of care and this quote from Maya Angelou often comes to mind: “I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

## NHSGGC Realistic Medicine Week 2022

**Realistic Conversations:**  
**Shared Decision Making in Practice**  
Thu 24 March | 4pm | Claire O'Neill and Dr Kirsty Boyd

**“Realistic Medicine on the edge” - Street Realistic Medicine**  
Mon 28 March | 4pm | Christine Goodall (MAV), Richard Lowrie and Kate Stock (PHOENIX)

**“Recovery, Reducing Harm and Waste, Realistic Medicine”**  
Tue 29 March | 3:30pm | Q&A with Prof Jason Leitch

**NHSGGC Grand Round**  
Wed 30 March | 12:30pm  
Dr Alastair Ireland,  
Dr Jude Marshall

**National Realistic Medicine Symposium**  
Wed 30 March | 2pm

**“A new tool box for Realistic Medicine” – designing realistic Healthcare Quality Improvement**  
Thu 31 March | 4:30pm | Prof Tom Inns

#RMGCC22 @GGCREALMED

Lee Crompton was diagnosed with an aggressive form of cancer, but found that small acts of kindness helped him considerably and gave him the strength he needed. He is now running 50 miles to raise money for Maggie's cancer Charity. [Have a listen to what he has to say ...](#)

### Realistic Medicine Week

Time is running out to book a place on the NHSGGC Realistic Medicine week seminars, [click here](#) to register for any of the sessions.

### Occupational Health – management referrals

The new process for online management referrals to the Occupational Health Service commenced on 21 March 2022 and will now be the only method for making management referrals to the service. Managers will be contacted by email from eHealth with log-in details.

If you do not receive an email from eHealth by the end of March, please send your details to [occupational.health@ggc.scot.nhs.uk](mailto:occupational.health@ggc.scot.nhs.uk) and you will be provided with the appropriate access.

Please complete all sections of the referral and ensure to add any specific questions you would like Occupational Health to address. A guidance document for submitting a referral and further information on the management referral process can be accessed by [clicking here](#).

If you have any questions please contact Occupational Health prior to submitting the referral. Send enquiries to [occupational.health@ggc.scot.nhs.uk](mailto:occupational.health@ggc.scot.nhs.uk) or telephone 0141 201 0594.

## 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.**

**All mail should now be sent 2<sup>nd</sup> class unless there is a justifiable reason to send it 1<sup>st</sup> class. This is because the timescales for 2<sup>nd</sup> class mail will be quicker than could be previously achieved.**

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.**

**Larger mail should now be franked and given to Royal Mail at the same time as they collect the C5 and DL mail. If, however, the mail cannot be franked at your site; the mail will be transported to a larger site for franking.**

**If you believe that you require either A4 envelopes or to issue mail first class please contact your local site facilities manager.**

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 continue to be provided for mail room staff.

Between now and 1 April, NHSGGC procurement and facilities heads will work in collaboration with Royal Mail to ensure that there is as little disruption to you as possible. If you have any concerns, please contact your local site facilities manager in the first instance or contact the NHSGGC Procurement Customer Services Desk.

### 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> your kit	<b>Test</b> twice per week	<b>Record</b> your results

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

**Help stop the spread!**

Visit: [www.nhsggc.org.uk/lfid-stafftesting](http://www.nhsggc.org.uk/lfid-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**