

Core Brief



Daily update
(27 February 2024, 10am)

Topics in this Core Brief:

- Freedom of Information – new procedures
- Patient Feedback and Involvement lunchtime learning sessions - new dates announced!
- Let's talk about... Staff Wellbeing Webinars: February-April 2024

Remember, for all your latest news stories, visit our new Staffnet Hub:
[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)

Freedom of Information – new procedures

NHSGGC is required to comply with the Freedom of Information (Scotland) Act 2002 (FOI), which legally requires us to respond to information requests from the public within 20 working days. Many staff across acute, partnership and corporate sites have a critical role to play in supporting this requirement by locating, preparing and providing information to the FOI team.

A [revised procedure](#) has been approved by the Corporate Management Team to ensure that everyone involved in the process is clear on what they are required to do and by when in order to help NHSGGC meet its legal timescales in responding to information requests. All staff are encouraged to familiarise themselves with this procedure should they be required to assist their management team.

Staff are also encouraged to complete the [LearnPro Module on Freedom of Information](#).

A new FOI Manager, (Jacquelina Yesildogan), joined us in January and both she and her team will continue to offer expert support and advice across NHSGGC. Should any staff have any questions about Freedom of Information then they are welcome to contact the team on: FOI@GGC.SCOT.NHS.UK.

Patient Feedback and Involvement lunchtime learning sessions - new dates announced!

Are you interested in gathering feedback? Planning a change and want to engage with people using your service? If you are short on time or don't know where to start our 40-minute introductory sessions are designed for you!

We share hints and tips to help you get started as well as links to useful tools and resources. You'll also find out how the Patient Experience Public Involvement (PEPI) Team can support you with patient feedback and engagement activities. To register please use the links below - you can attend as many sessions as you wish. We look forward to seeing you there!

Designing Survey Questions

Tuesday, 5 March 2024 12.00pm -12.40pm

Register here: [Designing survey questions](#)

Using MS Forms for surveys

Thursday 7 March 2024 12:00pm – 12:40pm

Register here: [MS Forms for surveys](#)

How to use your feedback?

Tuesday 12 March 2024, 12:00pm – 12:40pm

Register here: [How to use your feedback?](#)

Public Partners and Lived Experience for feedback

Thursday 14 March 2024, 12:00pm-12:40pm

Register here: [Public Partners and Lived Experience for feedback](#)

The PEPI team help staff to engage with patients, relatives, carers and communities. To find out more visit our webpage: [Public Involvement Staff Resources - NHSGGC](#)

Let's talk about... Staff Wellbeing Webinars: February-April 2024

The *Let's talk about... Staff Wellbeing* webinar series continues to focus on various topics which we know are important to personal health and wellbeing and are delivered in a format that allows colleagues to take away top tips and share with others.

We would like to thank colleagues for your very positive feedback.

All NHSGGC and HSCP staff are welcome to come along. Webinars are open to all staff with easy booking access for the sessions you are interested in.

Date	Time	Webinar	Booking
29 February	10.00am – 10.30am	Let's talk about... physical activity	Book here
20 March	2.30pm – 2.50pm	Let's talk about... peer support	Book here
25 April	12.00pm – 12.30pm	Let's talk about... alcohol and drugs	Book here

All pre-recorded webinars can be watched on SharePoint: GGC - Let's talk about... [Staff Wellbeing Webinars - Home \(sharepoint.com\)](#).

Please share this information with your colleagues/teams/services to support all staff wellbeing.



Getting the right care this winter is as easy as ABC

A

Ask yourself
Do I need to go out?
For information on treating minor illnesses and injuries from home, go to **NHS inform** or download the **NHS 24 App**.

B

Be aware
There is help on your doorstep.
Your local **GP, pharmacy** or **optician** offer a range of services.

C

Call 111
If it's urgent, or you're unsure, call **NHS 24** on **111**.
They'll get you the care you need.

Unless it's an emergency think ABC before visiting A&E.
For more information: www.nhsggc.scot/rcrp



Staff are reminded to make sure their [personal contact details are up to date on eESS](#)

It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on the [website](#)