

Core brief

Daily update

(28 February 2023, 1.50pm)

Topics in this Core Brief:

- Adult Disability Payment - DS1500/BASRiS Forms
- Leading to Change programme survey
- New standard font size for all outlook emails

Adult Disability Payment - DS1500/BASRiS Forms

Adult Disability Payment, which replaced Personal Independence Payment (PIP), launched nationally across Scotland in August 2022.

It is now vital that [BASRiS forms](#), instead of DS1500 forms, be completed to support applications for disability assistance for both children and adults under state pension age.

Failure to use the correct form impacts further on staff time and can result in delays in processing the patient's payment claim.

Completed BASRiS forms should be returned to Social Security Scotland.

For adults over state pension age please continue to use a DS1500 and return to DWP until further notice.

[When to complete a BASRiS or DS1500](#)

[BASRiS Form](#)

[Guidance for completing a BASRiS form](#)

Leading to Change programme survey

Research consultants Ekosgen are working with the Scottish Government on the Leading to Change programme and have launched a survey which looks at the role of leadership across health, social care and social work sectors including the offering from employers when it comes to training, learning and development.

The survey also focuses on the role of diversity and inclusion for leadership at all levels and potential barriers that may exist relating to training and leadership opportunities.

We would particularly encourage staff who work in Bands 2 - 4 or identify as being minority ethnic to complete the survey.

The survey should take no longer than 15 minutes to complete is entirely voluntary and your answers will be totally **confidential**.

Please click on the following link to access the survey:

<https://forms.office.com/e/66sZeE3hDw>

The deadline is Friday 3 March 2023.

New standard font size for all outlook emails

NHSGGC has a strong commitment to ensuring all the information we provide is accessible. This was recently reconfirmed by the publication of our [Clear To All Policy](#). This policy applies to communications for patients, service users and for staff.

A key element of this is ensuring that we use accessible fonts in all our written materials and communications. As part of this commitment, we're going to be setting the default font for all outlook email messages to 14pt Arial from 1 March 2023.

As part of this change, please be aware:

- While the default has been changed, you can still change the font if you have particular needs for a different font, for example making it larger. You can do this while composing an email if it is a one off. Or if you need a larger font as your default, please place a request using the [eHelp](#) icon your desktop. Select Request, Non Standard Request, enter Email under the application your request relates to and provide as much information as possible.
 - Please remember, as part of our Clear To All Policy, the minimum sized font you use should be size 12 and you should use an accessible font such as Arial.
- This change will apply to anyone accessing their outlook account either via the web browser or with the full Office desktop client. It will not apply to anyone accessing their outlook account via their own personal device.
- If you have your zoom function adjusted in outlook, the increase to 14pt may make your text very large. You may wish to consider reducing it by adjusting via the - + scale at the bottom right of the outlook screen.

- If you find that you are having to scroll along emails, please ensure that your outlook window is maximised by pressing the double box icon in the top right of the screen. Alternatively, you can change the position of your Reading Pane via the view tab at the top of outlook.

Please note, this change to Outlook does not affect GP Practices at the moment but will follow soon.



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 [StaffNet](#)