

# Core brief

## Daily update

(13 November 2024, 1.50pm)

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- Appeal to staff to 'Flick that Switch' and turn lights off when they leave work
- Band 5 nurses urged to apply for role re-evaluation
- Thinking of retiring – Important changes to SPPA application dates
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### **Appeal to staff to 'Flick that Switch' and turn lights off when they leave work**

Staff across NHS Greater Glasgow and Clyde are being asked to remember to 'Flick that Switch' and turn the lights off if they are last to leave their office.

Latest figures show that, in an average office with eight LED light panels in the ceiling, more than £400 a year is wasted if lights aren't turned off at night.

It may not sound much – a little more than £1 a day – but every night, countless lights in hundreds of offices across NHSGGC sites are left on when staff go home for the day. Thousands more are left on during the day when someone uses an office and then leaves for a meeting or to go to another site.

John Sanders, Lead Energy Manager for NHSGGC, said: "In an organisation the size of ours, with more than 40,000 staff, you can see how quickly that figure adds up – and remember, not all lights across NHSGGC have been converted to LED so in those areas the energy use, and the bill, will be significantly higher.

"So if you are leaving an office, please remember one simple thing:

"Save £1 – flick that switch."

In recent times the cost of living crisis has meant every household has needed to count the pennies – and NHSGGC is exactly the same.

The health board is committed to working within its means, while also providing the best possible care to our patients.

Mr Sanders said: “At home, if we were told we could save £1 every time we did something as simple as turning off a light, we’d jump at the chance.

“So please, if you are leaving an office at work, all we are asking is that you do the same.

“Think twice and flick that switch.”

The ‘Flick That Switch’ appeal is part of NHSGGC’s wider “Work Smarter, Greener, Healthier” campaign, which aims to inspire all of us to do our bit to work more efficiently, in a more environmentally friendly manner and ultimately create a healthier, sustainable service.

As part of its commitment to energy management and reducing its carbon emissions, the health board has a programme in place to upgrade all lights to LED versions, which will reduce energy usage as well as improving lighting of offices, working areas and corridors.

We are aware that many offices have automatic lights – and NHSGGC is working to fit more automatic systems to help reduce energy usage – but if you work in an office with automatic lights, and you notice the lights are not turning off, we would also encourage you to contact your local estates and facilities team.

If you have an idea that would contribute to the Work Smarter, Greener, Healthier ethos, we would like to hear from you. Remember, even small changes can make a big difference so to submit your ideas, and to find out more about this important initiative, go to [Working Smarter, Greener and Healthier - NHSGGC](#)

For more on NHSGGC’s commitment to net zero and sustainability goals, and how you can help make a difference, go to the [NHSGGC website](#) or visit [Staffnet](#).

### **Band 5 nurses urged to apply for role re-evaluation**

Band 5 nursing staff who believe they are working at a higher level are encouraged to apply to have their pay banding re-evaluated now.

The application includes questions about all aspects of your job including the skills and knowledge required, your responsibilities and working environment.

Nurses are asked to discuss their applications with their manager before making the initial submission.

Line managers should discuss and agree the job information that Band 5 nurses intend to submit. Following the initial draft submission, line managers will be asked to confirm the job evidence is accurate and notify the Band 5 nurse that their application can be formally submitted to be evaluated.

To ensure consistency of the application process, a National online digital portal/app has been developed, hosting an online application form. You can access the portal/app from any device, but you will need your NHS email address and sign-in details.

Successful applicants will see their role upgraded to Agenda for Change Band 6.

Full information on the process is available on the Scottish Terms and Conditions (STAC) website: [STAC Agenda for Change Review](#).

Further information is also available on [Staffnet](#).

### **Thinking of retiring – Important changes to SPPA application dates**

Due to the volume of pension applications they are receiving, SPPA have advised NHS employers that they are now having to increase their current submission timescales in order to give sufficient time for pensions to be calculated and paid on time for members.

SPPA process applications strictly in order of the date they are received and as such have informed us that they now require completed applications four months in advance of the intended date of retirement, and have no ability to fast track applications received out with this timescale.

On receipt of pension applications our Payroll Team undertake the required remuneration calculations before sending to the SPPA for them to commence their process and carry out their pension calculations. Due to the complexity of the remuneration calculations, along with the timing of the standard payroll cycle and the volume of pension applications received, this can take up to two months to complete.

This means that in order to avoid any delays in receiving your pension, **you must now submit the required forms to payroll at least six months prior to your intended date of retirement.**

## Planning ahead:



If you are thinking of retiring, it's vital that you plan ahead in order to avoid any delays. Guidance for you and your manager can be found at: [Retirement and leaving employment - NHSGGC](#)

Please be aware that any untaken annual leave entitlement at your date of retirement will extend your pensionable service with the Board. If this is notified after your pension application form has been completed by Payroll not only will this change the date your pension is paid from, it will also result in new remuneration calculations being required, which may cause a delay in your pension being paid.

You and your manager should therefore ensure that the retirement date given on your pension form reflects any periods of annual leave and phased retirement that you are due.

Guidance for managers on how to update eESS with leaving details can be found at: [227 – Termination \(single assignment\) – NHS Scotland eESS and Recruitment systems](#). This should be done as soon as possible after the submission of pension forms to allow your payroll record to be updated.

## Carers Rights Day 2024 – 21 November 2024

To highlight Carers Rights Day, we are running an information session for staff across all sectors to ensure that people know about the help and support that is available to all unpaid carers.



The session is open to any Health and Social Care practitioner but will be particularly useful to staff working in acute, community and/or primary care.

This session will look at how staff can encourage carers to recognise their role, how to refer to support services and the legal duty staff have to involve carers in

discharge planning. We will also mention some of the systems which help us record information about any known carers and share this with other services.

The session will take place on MS Teams.

Click on the link below to register:

[Involving and Supporting Carers - Thursday 21 November 2024, 12.00 noon – 1.00pm](#)

For more information please email: [ggc.homefirst@nhs.scot](mailto:ggc.homefirst@nhs.scot)

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



\*\*\*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 [website](#)