

Core brief

Daily update

(2 October 2023, 11.55am)

Topics in this Core Brief:

- Speak Up Week 2023
- Violence Reduction Service - Training Needs Analysis update
- Anticipatory Care Planning (ACP) is becoming “Future Care Planning”

Speak Up Week 2023

NHS Boards across Scotland are taking part in Speak Up week 2023, which helps staff to find out more information about how to raise issues and concerns. We are pleased to launch our new intranet page and guide for staff on speaking up today, which sets out the options open to you to access support, help and raise your concerns. On our new [Speak Up! intranet site](#) you'll find a [downloadable guide](#) and one page sheet, with all the options and support available to you.



All week we'll be running blogs and online sessions, telling you the key ways in which you can speak up. To launch our Speak Up week, we have Charles Vincent, NHSGGC Board Member and NHSGGC Whistleblowing Champion, to tell us about Whistleblowing:

“Whistleblowing Champions are individuals within health boards in Scotland, who monitor and support the delivery of the whistleblowing policy in NHS Boards. Unlike other roles, such as the Confidential Contacts, Whistleblowing Champions are not part of the process for receiving whistleblowing concerns. Whistleblowing Champions are responsible for overseeing the whistleblowing activity within their organisation as a Non-Executive Director sitting on the Board. They provide oversight for the Board of Directors on the organisation’s implementation of the [National Whistleblowing Standards](#) (the Standards) and their handling of concerns under these Standards.



“As Whistleblowing Champion for NHSGGC I meet regularly with the Whistleblowing Lead, Kim Donald, where we can discuss high level concerns about processes and/or reporting and take away actions to ensure that, as an organisation, we continue to comply with the Standards. Throughout my tenure as Whistleblowing Champion I have been assured by the robust and transparent reporting available to the Non-Executive Board Members, as well as the INWO and the public.

“There was an evident positive impact on the organisation following the 2022 Speak Up Week, which has resulted in us receiving a high volume of applications for staff to become a Confidential Contact. I am working closely with Kim and the HR Team to ensure there is thorough training and support available for our contacts, and I am confident that the increasing pool of Speak Up ambassadors across the organisation will allow for a positive culture shift in the stigma around whistleblowing.”

Speak Up drop in sessions:

All staff are welcome to join the sessions taking place through this week. Just save the link to your diary and join at the appointed time.

Topics	Time and Date	Person delivering the session	MS Teams link
<p>Whistleblowing Drop in: The whistleblowing process ensures that these individuals, or groups, have a route by which they can raise issues in a confidential and supported way. At this session, Kim Donald will provide a brief overview of the process, and is happy to answer your questions on whistleblowing. Please note that this session is not a forum to raise individual whistleblowing concerns, these should be raised with our Confidential Contacts who can be found here:- Confidential Contacts - NHSGGC or in writing to gqc.whistleblowing@gqc.scot.nhs.uk</p>	<p>3 October 2023 3.00pm-3.30pm</p>	<p>Kim Donald, Corporate Services Manager</p>	<p>Click here to join the meeting</p>

<p>Bullying and Harassment: The Policy, Process and support available. Led by Kelly Anne Mckendrick from the HR Support and Advice Unit, this session is for both staff and managers to let them know about what support is available, how to raise issues and seek advice about regarding bullying and harassment, and the importance of early intervention in stopping issues escalating. As well as providing an overview, Kelly Anne will open up the discussion about how we help teams feel confident discussing issues.</p>	<p>4 October 2023 12.30pm – 1.30pm</p>	<p>Kelly Anne Mckendrick, Human Resources Lead</p>	<p>Click here to join the meeting</p>
<p>Spiritual Care Service: The Spiritual Care Team is there to support patients, carers, volunteers, staff and students, and offer compassionate, person-centred care to people of all backgrounds, faiths, belief groups, and none. At this session, Dawn Allan will provide an overview of the service including how staff and students can access the support for themselves and their colleagues.</p>	<p>5 October 2023 11.30am – 12.30pm</p>	<p>Dawn Allan, Spiritual Care Services Team Lead</p>	<p>Click here to join the meeting</p>

If you want to tell us more about how we can make it easier for staff to Speak Up, please complete our short anonymous questionnaire:
<https://forms.office.com/e/UuxRiHHieh>.

Violence Reduction Service - Training Needs Analysis update

The Health & Safety Violence Reduction Service has updated the Training Needs Analysis (TNA) document which can be accessed on the Safety Health and Wellbeing Sharepoint site [VR TNA AUG23.docx](#). This new version reflects the changes made to training provision and aims to make the process of completion more streamlined and should be used when undertaking or reviewing a TNA for your department or service.

Anticipatory Care Planning (ACP) is becoming “Future Care Planning”

In relation to the [recent CMO letter](#) regarding



the name change from “Anticipatory Care Planning” to “Future Care Planning”, we wanted to provide an update regarding this programme of work within the Board and highlight the resources available to support both staff and the public.

These conversations can be useful for people at **any age and stage of their life** and the level of planning required will depend on where someone is in their life journey. We use [the ACP Summary on Clinical Portal to record this information](#), allowing it to be easily shared across services. This is also automatically shared with GPs who can chose to update this information on the Key Information Summary. We are also encouraging all staff to consider whether someone could benefit from a Frailty Assessment using the Rockwood Clinical Frailty Scale, the results of which can be recorded on the online summary.

The Anticipatory Care Planning (ACP) Team is available to support all staff and the public in engaging and recording these discussions. On their webpages there is wealth of resources including information for the public explaining many [different aspects of future care planning](#). There is also a range of training resources for staff including online modules and virtual training sessions (including sessions on the Clinical Frailty Scale) – more details available on the [ACP Training Hub](#).

Over the coming months we will begin to change some of the language we use, particularly in public facing areas, to reflect the new term “Future Care Planning”, however during this transition period the phrase “anticipatory care planning” and “ACP” may still be used. The form on Clinical Portal will continue to be called the “Anticipatory Care Plan Summary” until further notice.

You can contact the ACP Team at ACPSupport@ggc.scot.nhs.uk with any questions or for further information.

Remember, for all your latest news stories, visit our new 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](#)