

# Core Brief



**Daily update**  
**(26 April 2024, 11.30am)**

Topics in this Core Brief:

- Changes to Restricted Ordering Processes

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

## **Changes to Restricted Ordering Processes**

In early January, a process for restricting purchasing activity was implemented within NHSGGC specific discretionary spend categories.

This has been a very successful initiative resulting in the avoidance of over £780,000 compared to spend within these categories in the previous financial year and has played an important part in helping us achieve financial breakeven in the 23/24 financial year.

The current restrictions have remained in place in the month of April to allow the Executive Team to consider how we can return to a more business as usual ordering process whilst retaining some elements to ensure we maintain grip and control over spend in the new financial year in line with the need to live within our means.

Following this review, ordering processes will return to business as usual in May with the exception of the following areas:

<b>Category</b>	<b>Process</b>
Furniture and Promotional Print	Suppliers will not be visible on Pecos to requisitioners except the Procurement Team. Orders will need to be raised via the Restricted Spend Ticket via the Procurement Staffnet page

	<p>and will follow the current process for enhanced approval from General Managers / Executive Directors or equivalent</p> <p><a href="#">Submit a request – NHSGG&amp;C Procurement Customer Services (zendesk.com)</a></p>
Travel, Accommodation and Venue Hire	<p>Requests to be made via the Travel Request form via the Procurement Staffnet Page. Approval will be raised to General Managers / Executive Directors or equivalent</p>
Stationery and Agenda for Change Staff Uniform	<p>Suppliers will be made visible again on Pecos to allow requisitioners to place orders again, however approval will be raised to a higher level within Department / Directorate structures</p>

The Procurement Staffnet Page can be access here:  
<https://scottish.sharepoint.com/sites/GGC-Procurement>



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](#)**