

# Core brief

## Daily update

(3 January 2024, 11.30am)

Topics in this Core Brief:

- Cost Containment: Cessation of Discretionary Spend

### **Cost Containment: Cessation of Discretionary Spend**

As we work to ensure that the organisation operates within its budget, it is important that we all remain focused on tackling inefficiencies and delivering on savings targets.

To support this, the Senior Leadership Team have agreed to tighten controls on discretionary spend within the organisation for a period from 3<sup>rd</sup> January 2024, until at least the end of March 2024.

From today, a range of suppliers will no longer be visible within the Pecos electronic purchase order system with the exception of the Procurement Department. A process is built in for essential/authorised purchases however there is a need to strengthen our governance process surrounding the procurement across these categories and tighten the range of items available to all users.

The categories of spend covered by these arrangements are:

- Multi-Function Devices (MFDs), Desktop Printers and associated cartridges
- PCs / Laptops / Tablets and IT peripherals
- Furniture\*
- PPE not supplied via National Procurement
- Travel and Venue Bookings
- External Print Services and Promotional Items
- Training Providers
- Stationery\*\*
- Staff Uniform, theatre footwear and states clothing
- Curtains & Blinds
- Specialist Shelving
- Reactive Bed Maintenance by non-contracted providers
- Water Coolers and Bottled Water

*\* Exemptions in place for furniture requirements linked to reasonable adjustments e.g. staff with disabilities and/or referrals from Occupational Health Services*

*\*\* Exemptions in place for Medical Records if linked to patient communications*

A full list of suppliers by category is included in the attachment below:



Category Supplier  
Detail.docx

If a department believes that they have a business critical need to place an order for goods or services covered by these categories, they must raise a ticket to the procurement helpdesk using the following link:

[Submit a request – NHSGG&C Procurement Customer Services \(zendesk.com\)](https://www.zendesk.com)

Requests will be grouped by Directorate and category and will be referred to Senior Managers within those functions as appropriate to decide whether the order is essential or not. If so, it will be placed on behalf of the end user by the Procurement Department. If not supported, the end user will be informed.

Please note that committing expenditure with a supplier without raising a purchase order first (e.g. verbal agreements and email exchanges) is a breach of standing financial instructions in respect of the Key Procurement Principle: No Purchase Order, No Payment which is also enshrined in [CEL 05 2012](#)

For furniture requirements, an alternative (and sustainable) route is to check whether there is any surplus items in the 'Warp-It' store which could satisfy the requirement

[Warp It login page- bookmark it! \(warp-it.co.uk\)](http://warp-it.co.uk)

In addition, during this time period, procurement will not be accepting any requests to add new suppliers to Pecos unless required due to a new national contract award.

Further support including FAQs and contact points are available on the Procurement Staffnet page here: <https://scottish.sharepoint.com/sites/GGC-Procurement>.

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

**Getting the right care this winter  
is as easy as ABC**



<p><b>A</b></p> <p><b>Ask yourself</b> Do I need to go out? For information on treating minor illnesses and injuries from home, go to <b>NHS inform</b> or download the <b>NHS 24 App</b>.</p>	<p><b>B</b></p> <p><b>Be aware</b> There is help on your doorstep. Your local <b>GP, pharmacy</b> or <b>optician</b> offer a range of services.</p>	<p><b>C</b></p> <p><b>Call 111</b> If it's urgent, or you're unsure, call <b>NHS 24</b> on <b>111</b>. They'll get you the care you need.</p>
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**Unless it's an emergency think ABC before visiting A&E.**  
For more information: [www.nhsggc.scot/rcrp](http://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 [website](#)