

Friday 2 February 2024

Reminder - Financial Year End 2023/24 – Deadline for New Job Requests, Print & Promotional Materials Ordering New job requests received by Marketing & Visual Communications (MVC) after close of business on **Friday 16 February** will **not** be processed until after the end of this financial year.

- Standard job requests received on or before 16 February will be processed as normal. However, all requests after this date will be processed at the start of FY24/25 unless otherwise approved as an organisational priority by the Marketing & Corporate Communications Director and agreed with the MVC Head of Service.
- You should ensure enough time for any Publication Requirements Management Group (PRMG) processes to be completed.
- Under NHS Grampian's Standing Financial Instructions, payment for goods **cannot** be made without print/other media being delivered to Central Stores, checked, approved, receipted and invoices sent to Account Payable **before** 31 March (i.e. no pre-payment).

If you have any questions regarding timescales or would like to discuss an application, please contact gram.mvc@nhs.scot Thank you for your support and understanding.

Evaluation Clinics Grampian's Evaluation Network have released new Evaluation Clinic slots: 29 February and 28 March. If you are planning a service change or project and want advice on any aspect of planning, implementing, writing up, or disseminating an evaluation, you can [book via this link](#). If you have any queries or if the clinic date is not convenient, please contact CLeask@aberdeencity.gov.uk or niki.couper2@phs.scot

That was the week that was

Monday 29 – reminder of social media guidance, appointments available at Aberdeen Dental Outreach Centre

Tuesday 30 – Health and Care (Staffing) (Scotland) Act 2019 – learning resources, data security at work

Wednesday 31 – CAELUS project update, information re: in-patient heart failure team

Thursday 1 – update to Patient Placement Tool, non-exec board member recruitment

[All briefs are stored online, just click this link](#) or visit Working with Us>HR Portal>NHSG Staff Daily Briefs on the NHS Grampian website.

STAR Award No presentations to highlight this weekend, but consider this your reminder that to make a STAR award nomination, you can [complete the online nomination form](#), or email the details of the person/team you want to nominate to gram.staffthanksandrecognition@nhs.scot.

Retirement mementos We've had several requests dedicated to retiring members of staff this week; remember if a member of your team is preparing to retire, you can order an official retirement memento! This contains a certificate, an enamel badge, and a crystal retirement paperweight. Full details and a link [to the request form are available on the intranet here](#) (networked devices only).

Tune of the day The health protection team go first today, requesting [Shake It Off](#) for Jenni Strachan as she embarks on an exciting new professional adventure.

Next up, Viki Rafferty (service manager in MH&LD) is shouting out two of her team – Fiona Clark and Erin Durno – who received STAR award nominations this week. Viki is sticking with the theme, requesting [Stars by Kylie Minogue](#)

Finally, friend of this feature Emily Christie is extolling the virtues of singing for your mental health. Emily is a member of a choir in Aberdeen – Onevoice Singers – who are looking for new members. Get in touch with Emily to find out more; in the meantime, please enjoy this rendition of [Rhythm of Life](#) (I've been asked to stress this isn't the Onevoice Singers).

It is no longer January, for which we can all be very grateful. Thank you for everything you've done this week – you've made a difference, whether you realise it or not. The brief will return on Monday (EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via gram.communications@nhs.scot