

# Core brief

Tuesday, 21 August 2018

## Introduction

This issue brings you a message from the Chief Executive about the appointment of the Director of Estates and Facilities and tells staff about new driving licence checks being introduced.

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### Director of Estates and Facilities

I'm delighted to advise that Tom Steele, currently Director of Facilities at NHS National Services Scotland, will join NHSGGC as Director of Estates and Facilities on Monday 1<sup>st</sup> October.

Tom has more than 30 years experience of estates and facilities management across NHS Scotland including previous senior management roles in Ayrshire and Arran, Forth Valley and National Services Scotland.

I also want to thank Mary-Anne Kane who has lead the directorate for the past eight months as interim director and will continue in that role until Tom takes up his post.

### Driving licence checks to be introduced for car users

Following the Glasgow bin lorry tragedy in December 2014, it was recommended that employers should carry out a driving licence check for those members of staff who drive in relation to work.

This is now being introduced within NHS Greater Glasgow and Clyde.

More than 11,000 NHSGGC staff are currently required to use a car to do their job. Over the coming months, car users who claim expenses will be prompted to provide their licence along with the routine annual process of providing a copy of their insurance policy.

If this affects you, you will be required to log on to the DVLA website and obtain a print detailing your license details.

The national eExpenses system has been updated to enable staff to complete this mandatory field easily and to return a scanned version of this print out to the Expenses department.

If you use your car in relation to your work, but do not claim expenses, or use one of the pool cars provided, then you will need to confirm your licence with your line manager.

Full details of the scheme, together with the policy, will shortly be available on HR Connect.