

NHSGGC

Core Brief



Daily update
(1 April 2026, 4.35pm)

Topics in this Core Brief:

- [Reduced Working Week \(RWW\) now live - 1 April 2026](#)
- [Sign up for another chance to ask the Interface team anything](#)
- [How We Lead: Reflecting on our First Year of the Leading the Way Nursing and Midwifery Strategy](#)
- [Looking After Yourself and Others Session - Wednesday 22nd April](#)
- [MAP of Health Behaviour Change Training opportunity](#)

Reduced Working Week (RWW) – Now live from 1 April 2026

From today (1 April 2026), the standard full-time working week for Agenda for Change staff reduces to 36 hours, with no detriment to pay. Managers should continue to prioritise engagement with staff and local staff-side colleagues to ensure the change is implemented safely, consistently, and in a way that supports wellbeing and service delivery. This includes ensuring all Agenda for Change part-time colleagues are aware of the process for requesting consideration to maintain or increase their hours to support service continuity.

1. Managers must ensure all staff have the opportunity to discuss, in partnership:

- proposed new working patterns
- any changes to existing rotas
- local service arrangements needed to maintain safe and effective delivery under RWW.

These conversations should be open, consistent and clear, and undertaken with staff-side involvement

2. Agenda for Change Part-time staff: request to maintain or increase hours

As part of moving to RWW, all Agenda for Change part-time staff can submit a request for consideration to:

- maintain their current contracted hours, and/or

- increase their contracted hours within their current post

Please note requests will be reviewed against service requirements/workforce plans and budget availability, and can only be approved where there is recurring funding confirmed by Finance.

Where a team has more requests than can be supported within available funding, managers should apply a fair and transparent approach in partnership, for example by considering whether all “maintain hours” requests can be met first, and where that is not possible, sharing available hours equitably across those who requested them.

Process to Use:

Please direct staff to the approved request process and form: [📄 RWW-Part-time-staff---process-and-form-230126-v0.3.docx](#)

3. Transition week: SSTS shift allocation (week commencing 30 March)

As a reminder, the week commencing 30 March straddles the old and new contracted hours. Staff remain contracted to work 37 hours up to and including 31 March, and 36 hours from 1 April.

As a result, staff should work 36.4 hours during the week commencing 30 March to reflect a blend of the two arrangements. Where applying this mid-week creates practical rota challenges, it is permissible — where agreed in partnership with staff side — to commence the 36-hour week from 30 March for ease of implementation (as set out in the FAQs).

4. Workforce Systems - Timeline and Bulk Upload Arrangements

Workforce systems (e.g., eESS, ePayroll, SSTS, Optima) are being updated in bulk to hold the new reduced contracted hours, to support the change taking effect from 1 April 2026.

To support the national bulk upload, managers must not make any eESS changes dated on or after 1 April 2026 until 2 April 2026. Avoiding future-dated changes in this window prevents records being created that could block the automatic application of reduced working hours.

This restriction applies to all future-dated transactions, including (but not limited to):

- part-time staff retaining or increasing hours
- annualised hours arrangements.

Systems Timeline

- Thursday 2/4/26: eESS available for processing of changes
- Friday 3/4/26: Public holiday
- Monday 6/4/26: Public holiday

- Tuesday 7/4/26: Week 1 payroll runs
- Friday 10/4/26: Week 1 pay date

5. Updating SSTS and Optima – Actions Required

SSTS

- If you require new shift code(s), complete the Shift Set Codes Form and send to ssts.team@ggc.scot.nhs.uk.
- If rosters have been defaulted beyond 1 April 2026, you will need to manually amend rostered hours to align with the contracted hours now in SSTS; an SOP is available on the SSTS SharePoint page.
- SSTS training sessions are available (booking link is provided on the SSTS guidance page).

Optima

- Roster creators/approvers need to review and update duties dated after 1 April 2026 and adjust where required, including: shifts, annual leave entries, unavailability and any shift-based duties.
- They also need to update shift codes/personal patterns where required and submit requests via the Optima roster changes form to ggc.coreerosteringteam@nhs.scot.
- Annual leave entitlements must be reviewed/recalculated to reflect the 36-hour week, and leave should align with the hours the member of staff would actually have worked.

6. Communication - For Managers

Please share these key messages proactively and ensure staff know where to access the RWW guidance and FAQs on [Reduced-Working-Week.aspx](#)
Thank you for your continued leadership and partnership working as we embed the Reduced Working Week safely and consistently.

Sign up for another chance to ask the Interface team anything

Interface and the development of our Virtual Hospital is all about transformation through creating connection – and now it's your turn to connect with our Director of Interface, Lorraine Cowie and some of the Interface Leadership Team.

In April, Lorraine will host three open sessions where you can hear an overview of the Directorate's priorities and ask the questions that matter most to you.

Whether you want to understand more about the Virtual Hospital, how virtual pathways will transform care, explore opportunities for collaboration through FNC+Plus or simply learn more about the vision, these sessions are designed for open dialogue. Questions can be submitted anonymously during the session, so every voice is heard.

Join us on Teams on the following dates. Click the links below to sign up:

- [Thursday 16 April 2026 from 12.30pm](#)
- [Thurs 23 April 2026 from 1.00pm](#)
- [Wednesday 29 April 2026 from 7pm](#)

You can catch up on the staff sessions we ran in January on [Staffnet](#) or the [NHSGGC website](#).



How We Lead: Reflecting on our First Year of the Leading the Way Nursing and Midwifery Strategy

As NHS Greater Glasgow and Clyde marks its first year of the [Leading the Way Nursing and Midwifery Strategy \(2025–2029\)](#), we are proud to reflect on the significant progress we've made together.

In our 'How We Lead' strategic priority, we committed to leading the way with approachable, compassionate, and visible Nursing and Midwifery leadership, driving improvements in our care and service and supporting our staff every day.



Find out what we achieved in the strategy's first year and plans for Year 2 in [our blog on Staffnet](#).



Looking After Yourself and Others Session - Wednesday 22nd April

If you're feeling busy or stretched, in recognition of Stress Awareness Month, the Looking After Yourself and Others session offers a **simple 45-minute wellbeing reset**.

There's no preparation needed. You simply join online via Teams and take part in guided, practical exercises focused on stress management, breathing, and relaxation.

Most colleagues leave with at least one technique they can use straight away, plus a personalised wellbeing plan to return to when needed.

Sessions are open to all staff.

Taking a small amount of time now can make a meaningful difference.

Our next session:

Wednesday 22nd April 3pm

[Book here](#)

Other dates and sessions are available and can be booked under the section Level 1: Looking after yourself and others on the [Peer Support webpage](#)

For any question or queries please contact peer.support@ggc.scot.nhs.uk or visit [Peer Support Network - NHSGGC](#)

MAP of Health Behaviour Change Training opportunity

Monday 11th and 18th May 2026, 09.30 – 13.00 (virtual)

NHSGGC is delighted to be delivering the NES MAP of Health Behaviour Change Learning Programme for practitioners working in any adult service

where behaviour change could help a person's health and wellbeing. MAP provides person centred methods of talking about and supporting health behaviour change.

The Learning Programme aims to: build knowledge, skills and confidence in supporting behaviour change

Who this course for: All practitioners from Health, Social Care and Partner Organisations who support adults. This training is suitable for those with little or no training in health behaviour change and who have an opportunity to talk with their client group about lifestyle.

Session Format: The workshop is delivered Online via MS Teams and is split over two x 3.5-hour sessions (you must attend both sessions).

Sign up here:

<https://link.webropolsurveys.com/EP/47F5AAB0D9620A3D>

Please ensure you have your manager's approval to attend as part of you PDP and please note by registering, you are committing to both dates of the course.

If you need further information, please contact heather.fraser16@nhs.scot.

Remember, for all your latest news stories, visit the Staffnet Hub:

[GGC-Staffnet Hub - Home \(sharepoint.com\)](https://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 the [website](#)