



Daily update
(2 December 2025, 11.45am)

Topics in this Core Brief include:

- [Reduced Working Week \(AfC\): Updated resources to support contingency planning for 1 April 2026](#)
- [Acute Non-Routine Referral Pathway – TrakCare](#)
- [If something isn't right, talk to us](#)
- [New functionality launches as part of Copilot AI tool for work](#)
- [How one simple adjustment transformed my working life](#)

Reduced Working Week (AfC): Updated resources to support contingency planning for 1 April 2026

To support services in planning for the reduction of the standard working week for Agenda for Change (AfC) staff to 36 hours from 1 April 2026, two national resources have been updated and are now available. Please cascade this information across your teams and incorporate into local workforce and rota planning.

1) NHS Scotland Annual Leave Calculator — now includes 36/37/37.5 hour options

- The calculator has been updated to allow annual leave entitlement to be calculated on 36, 37 or 37.5 hours.
- For AfC staff looking to determine 2026–27 leave-year entitlement, select “My hours are based on a 36 hour contract” (after choosing “for a full leave year” and “Agenda for Change (AfC)”).
- Access the tool here: [Annual leave calculator | NHS Workforce Policies](#).

2) Part-Time Hours Pro-Rata Reduction Table — step-by-step stages to 36 hours

- Part-time staff hours reduce pro-rata in line with the reduced working week.
- A spreadsheet/table (RWW-Pro-Rata-Reduction-for-Part-Time-Staff.xlsx) is available and shows working time at each stage: 37.5 → 37 → 36 hours (from 1 April 2026).
- Find it via the STAC Agenda for Change Review page: [Agenda for Change Review | STAC](#)
— Direct link to the pro-rata hours reduction table: [Reduced working week – pro rata hours reduction table](#).
- Please ensure managers and teams use this table when checking part-time configurations and rota impacts.

What services need to do now:

- Share this Core Brief item with all AfC staff in your teams and use the resources to support local workforce and rota planning.

- Use the calculator when confirming annual leave entitlements for 2026–27.
- Use the pro-rata table to check part-time hour patterns and rota changes ahead of 1 April 2026.
- Utilise both resources to support service contingency planning where this is deemed necessary in service areas.

Acute Non-Routine Referral Pathway – TrakCare

Following the announcement of the **Acute Adult Non-Routine Vaccination Pathway** going live on **TrakCare** earlier this month we would like to confirm the process for Winter Vaccinations. The Winter programme runs from 1 October to 31 March for Flu Vaccinations and 1 October to 31 January for Covid Vaccinations.

The list of patients eligible for Flu and Covid Vaccinations are generated by Public Health Scotland in late Summer, and then refreshed in October.

Any patient starting on a biological drug or immunosuppressant treatment after this period will only be offered vaccination if they are referred for Flu and Covid Vaccination. Referrals should be made on TrakCare, and it is the responsibility of the clinician starting the treatment who is responsible for the referral. Please advise your patient they will receive an invite for vaccination and the importance of attending for vaccination due to immunosuppression.

This process ensures that any patient newly diagnosed is offered vaccination in a timely manner that offers optimum protection. The same referral pathway can also be used for other vaccinations a patient may require due to diagnosis or treatment.

If something isn't right, talk to us

If you are a member of staff and you need to raise a concern about patient safety, working conditions or wrongdoing, you should firstly speak to your manager, supervisor or clinical director, either informally or formally.



We recognise that raising any issue is daunting. This is why we have [Confidential Contacts](#) who offer a safe space for colleagues to discuss their concerns confidentially and be signposted to the appropriate next steps for help. You'll find [details of who to contact on our Confidential Contacts page](#).

The new National Whistleblowing Standards for the NHS in Scotland came into force on 1 April 2021 and apply to anyone working to deliver NHS services. It's important that you know what options you have to raise a concern in confidence and in a protected way. More information is available here [Speak Up! - NHSGGC](#).

New functionality launches as part of Copilot AI tool for work

Artificial intelligence, or AI, can be a useful tool in our day-to-day work. At NHSGGC, the only generative AI tools approved for use are:

- Copilot Chat (Standard) – a core version that is available to all staff

- Copilot (Licensed) – available to some staff with a specific additional licence.

What's new?

All staff can now access Copilot in Word, Excel and PowerPoint to assist with the document you have open.

If the Copilot icon is not showing in your desktop app, try using the web version instead by visiting [M365 Web Apps](#) or visit [this Copilot Hub page](#) for further guidance.

How do I access training?

Training sessions are available to all staff to learn the basics of Copilot Chat (Standard), and there are some role-specific sessions available such as training for Clinical Administrators.

These sessions take place over Microsoft Teams and are provided by Microsoft. Staff are encouraged to sign up to a suitable session by using the [Copilot Chat \(Standard\) Training Page](#) on Staffnet.

Where can I find more resources and information on Copilot?

In addition to training opportunities, staff can find quick start guides, training materials and guidance on the use of Copilot on the [Copilot Hub on Staffnet](#).

Remember...

- There are other widely available generative AI tools such as ChatGPT, Gemini, Otter.ai, DeepSeek and Claude. These are **not approved for use**
- Copilot Chat should only be accessed from NHSGGC devices.
- **Do not** use Copilot with a personal account for any work-related activities.
- Whilst Copilot is a powerful tool, it is not perfect and can make mistakes or produce outputs that are inaccurate, irrelevant, or inappropriate. You must always check and correct the outputs that Copilot generates for you before adopting as your own work.
- It is a co-pilot, not an autopilot. Copilot is designed to assist you, not replace you.

Copilot Chat **should not** be used for clinical decision-making, diagnostics, or as a substitute for a healthcare professional's expertise. It is not intended to support clinical care and cannot be relied upon to inform treatment decisions, determine patient care pathways, or interpret clinical data.

How one simple adjustment transformed my working life

As part of UK Disability History Month, the Staff Disability Forum is shining a light on the power of **Reasonable Adjustments** to ensure every member of the NHSGGC team can thrive.

This is the story of an anonymised colleague, whom we'll call '**An NHSGGC Administrator**', and how a clear process has made a profound difference to their ability to remain in work and excel.

The challenge and the solution

Our colleague was diagnosed with a **complex non-visible health condition** that, after years of trying various treatments, required a sustained adjustment to their working

pattern. Their GP eventually provided a fit note to cover working from home over the long-term.

Fortunately, they were aware of the support available through our **Staff Disability Forum (SDF)** and the crucial tool developed by NHSGGC: the **Workplace Adjustment Passport (WAP)**. The WAP is designed to be a simple, living document that formally records the reasonable adjustments an employee needs, and importantly, it travels with them if they change roles or line managers.

The value of the passport

Our colleague completed their Workplace Adjustment Passport in October 2023. It was quickly agreed with their line manager that working from home was the necessary adjustment.

"I have found the Workplace Adjustment Passport to be **invaluable**," they explain. "It provided a clear structure for the conversation and formally documented the agreement. The fact that it is a live document that we review every six months ensures it remains accurate and relevant to my needs. Crucially, it has allowed me to **remain in work**."

Thanks to modern tools like Microsoft Teams, they report feeling fully connected to their immediate and wider teams, enabling them to carry out all their duties effectively.

Excellence and recognition

The success of this adjustment is not just measured in attendance; it's measured in achievement. This year, the NHSGGC Administrator won a prestigious local staff award: **Employee of the Year (2025)**.

Their citation highlighted their fantastic administrative service to key governance committees and their frequent support for other major initiatives within their team and across the broader corporate services group. Their success is a clear demonstration that with the right support, health conditions need not be a barrier to outstanding contribution.

The Administrator's story is a powerful testament to:

- **The Social Model of Disability:** It is the flexible working environment, not the health condition, that enables them to excel.
- **The Value of the Workplace Adjustment Passport:** A clear, documented process empowers staff and managers to agree on effective adjustments.

Need to Know More? Support and Resources

If you have a disability or long-term health condition, or if you are a manager supporting a colleague, please utilise the resources below:

- **Occupational Health** - Contact your local NHSGGC Occupational Health service for confidential advice and support. (Email: occhealth@ggc.scot.nhs.uk, Call: [0141 201 0600](tel:01412010600))
- **Reasonable Adjustments** – Guidance on how NHSGGC can best support staff who need [reasonable adjustments](#) can be found on our intranet
- **Workplace Adjustment Passport** – Any member of staff who has a disability has a right to complete a [Workplace Adjustment Passport](#), to document all agreed adjustments.

- **Neurodiversity Support Resources** – Working with our Staff Disability Forum and Neurodiversity sub-group we have developed specific guidance and [resources to support our neurodivergent colleagues](#).
- **Access to Work** - A government scheme providing practical support to help people with a disability or health condition start or stay in work. Find out more: [Access to Work: get support if you have a disability or health condition](#)

Join the Forum

If you are passionate about promoting disability equality, or would like to learn more about the forum's work, please join our mailing list: ggc.staffdisabilityforum@nhs.scot

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

[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)



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 [website](#)