

Core Brief



**Daily update
(27 March 2024, 4pm)**

Topics in this Core Brief:

- Reduced Working Week
- Enteral feeding infinity pump changeover
- Protocol for managing visits

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

Reduced Working Week

Further to the update on the NHS Scotland Agenda for change (AfC) system in the Core Brief on 25 March 2024 at 11.30am, the Implementation Group for the Reduced Working Week met on 27 March 2024 and agreed the following principles for implementation of a reduction in the working week to 37 hours.

Where possible, areas should implement a reduction in the working week of 30 minutes for full-time staff (pro-rata for less than full-time) from 1 April 2024, however, before this can be achieved the following needs to happen.

Managers should arrange, as a matter of urgency, conversations with staff in their teams and local Staff Side representatives to mutually agree implementation.

These discussions should include:

- Any barriers to implementing 30 mins a week as a whole
- How this will be implemented re: day/time preferred
- How we develop implementation proposals that are robust and can be built upon in future years as further reductions are applied to the working week

If you have any questions regarding this you should contact your Head of HR or HR Manager.

The key principles outlined in [NHS Circular PCS\(AFC\)2024/2](#) need to be applied and every effort must be made to minimise unnecessary overtime or other costs.

The 30 minute reduction must be at no detriment to staff and needs to be applied in a way that provides a tangible benefit to staff and is in the spirit of the agreement e.g. not added to breaks.

If, due to service pressures, safety or wellbeing issues, it is not possible for a staff member or group of staff to receive their 30 minute reduction (pro-rata for part-time staff), they will be recompensed until the reduction can be achieved.

The reduction of hours to 37 (pro-rata for part-time staff) will be applied centrally and in areas where this can be achieved further guidance will be issued in relation to SSTS.

In areas where the reduction cannot be implemented on 1 April 2024, staff will be paid a Reduced Working Week Transitional Allowance. Part-time staff will receive plain time up to 37 hours and full-time staff will receive time and half for anything above 37 hours. Managers will be required to process 30 minutes per week (pro-rata for part-time staff) of the Transitional Allowance for staff who are not able to reduce their working hours on 1 April 2024. Further guidance on this will be provided shortly and no action should be taken until this is received.

If you have any further questions please contact the HR Support and Advice Unit via the HR Self Service portal [HR Portal - NHS GGC HR \(service-now.com\)](https://service-now.com) or on 0141 278 2700 option 2.

Enteral feeding infinity pump changeover

Over the course of the first two weeks in April, the Enteral Feeding Infinity Pump 2 will be changing to **Infinity Pump 3** in your clinical area.

There are some differences between the pumps, it is therefore important to ensure that you have watched the required training videos via the link below prior to using the new Infinity Pump 3.

A poster with this link and QR code will be distributed to all affected areas. All new pumps will also have a training QR code affixed for staff training prior to use.

[Nutricia Flocare - Infinity 3 Pump](#)



Protocol for managing visits

NHS Greater Glasgow and Clyde regularly receives requests from individuals external to the organisation to visit our premises and services for publicity purposes and to mark official openings.

As a public sector organisation we engage with politicians on a regular basis. We receive regular requests to visit our services as we are accountable for activities undertaken within our organisation.

The purpose of the NHSGGC Protocol for Managing Visits is to provide clear guidance on the arrangements for managing and approving visits to NHSGGC premises.

If you wish to arrange a visit to your service or if you receive a request from a VIP visitor to visit NHSGGC premises, including via charity organisations, you must notify Corporate Communications as soon as the request is received, view our [Protocol for Managing Visits](#) for more information and contact details.



Getting the right care this winter is as easy as ABC

<h1>A</h1> <p>Ask yourself Do I need to go out? For information on treating minor illnesses and injuries from home, go to NHS inform or download the NHS 24 App.</p>	<h1>B</h1> <p>Be aware There is help on your doorstep. Your local GP, pharmacy or optician offer a range of services.</p>	<h1>C</h1> <p>Call 111 If it's urgent, or you're unsure, call NHS 24 on 111. 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



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](#)**

