

NHSGGC

Core Brief



Daily update
(30 March 2026, 4.40pm)

Topics in this Core Brief:

- [Reduced Working Week – 2 days to go!](#)
- [HR Support and Advice Unit temporary line closure](#)
- [Reminder - Workforce Systems downtime, including ePayroll, SSTS and ePayslips](#)
- [Turas Appraisal downtime - 1 April](#)
- [Copilot Standard Training - more sessions available this week](#)
- [NHSGGC Grand Round - Stress Awareness: Practical Tools for Looking After Yourself and Others](#)
- [GP Walk-in Centre Recruitment Opportunities in Cardonald](#)

Reduced Working Week – 2 days to go!

As we approach the implementation of the 36 hour Reduced Working Week (RWW) for Agenda for Change staff on 1 April, we are asking all managers to continue prioritising engagement with their teams and staff-side colleagues.

Team Discussions on Working Patterns and Rotas

Managers must ensure that all staff have the opportunity to discuss:

- Proposed new working patterns
- Any changes to existing rotas
- Local service arrangements required to support safe and effective delivery under the Reduced Working Week

These conversations should take place in partnership with staff side, ensuring openness, consistency, and clarity for all colleagues.

Part-Time Staff

As part of the transition to RWW, please ensure that all part-time staff are aware that they can apply to:

- increase their contracted hours, or

- retain their current contracted hours

This is subject to service needs and funding; further details can be found on the [RWW Sharepoint Page](#).

Guidance for SSTS Shift Allocation During Transition Week

It is important to note that the week commencing 30th March straddles the old and new contracted hours. Staff will remain contracted to work 37 hours per week up to and including 31st March. From 1 April onwards, the contracted hours reduce to 36 hours per week.

As a result, staff should work 36.4 hours during the week commencing 30th March, reflecting a blend of the old and new arrangements. However, it is acknowledged that applying this change mid-week may pose practical challenges for rota management. Therefore, where there is agreement in partnership with staffside colleagues, it is permissible for the 36-hour week to commence from 30th March for ease of implementation. This is detailed in the FAQ document on [RWW Sharepoint](#).

Bulk Change of Contracted Hours

All of our workforce systems e.g. eESS, ePayroll, SSTS, Optima, etc. are being updated in bulk to hold the new reduced contracted hours for all staff. This will be done at the end of March to allow for the changes taking effect from 1 April 2026 – for this reason please see the specific eESS guidance below around when to apply any changes to hours that take effect on or after 1 April 2026.

Updating eESS

Managers **must not** make any eEES changes dated on or after 1 April 2026 until 2 April 2026. This temporary pause is required to support a bulk upload being undertaken by the eEES National Team to update records for affected staff, effective 1 April 2026.

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

- Part-time staff retaining or increasing their existing hours
- Annualised hours arrangements

Avoiding future-dated changes during this period will prevent the creation of records that could block the automatic application of the reduced working hours.

Updating SSTS and Optima

The Core Team have now issued guidance to all users of SSTS and Optima about the actions they are required to take – please see a summary of these below:

SSTS

If you require new shift code(s), please complete the [Shift Set Codes Form](#) and return this to ssts.team@ggc.scot.nhs.uk with details of the required change(s) and we will look to create these for you.

If you have defaulted your rosters in beyond the 1st of April 2026 then you will have to manually amend the rostered hours to match what has now been dropped into SSTS for staff. A [SOP](#) has been produced and shared on the SSTS SharePoint Page to assist you with these changes.

SSTS will be hosting training sessions on some changes happening as part of the RWW, you can book into these sessions by using this link: [Training Dates](#)

Optima

Roster creators/approvers need to review and update duties after 1 April 2026 and adjust these where required to align with reduced working week hours:

- Shifts
- Annual leave entries
- Unavailability
- Any shift-based duties

Roster creators/approvers also need to:

- Update Shift Codes & Personal Patterns
- Annual leave entitlements must be reviewed and recalculated to reflect the new 36-hour week
- Staff annual leave should align with the hours they would actually have worked.

For changes to shift codes, or personal/shared patterns, please complete the [RWW Optima Roster Changes Form](#) and submit to: ggc.coreerosteringteam@nhs.scot.

[The Annual Leave Guidance](#) is available via the GGC-CORE eRostering SharePoint page.

Please ensure this message is shared proactively and that staff know how to explore the options available to them.

Thank you for your continued leadership and engagement as we work towards implementation.

HR Support and Advice Unit temporary line closure

The HR Support and Advice Unit phone line will be closed on the morning of Tuesday 31st March. We will reopen at 12.30pm.

Enquiries can be submitted via the HR Portal: [HR Self Service Portal](#)

Reminder - Workforce Systems downtime, including ePayroll, SSTS and ePayslips

ePayroll & SSTS (this includes access to ePayslips etc) will be down for End of Year processing from 16.00 on Thursday 26/03/26 until approx. 9:00 on Tuesday 31/03/26.

During this time the following updates will be applied:

- Closure of 25/26 and opening of 26/27 Tax years, this includes updating Statutory Schemes, Rates & Tax Codes where applicable.
- Updating contractual hours for the Reduced Working Week
- Applying the AFC pay award for 01/04/2026.

Please note that during system downtime Payroll Services will not be able to respond to any enquiries regarding pay.

Turas Appraisal downtime - 1 April

Turas Appraisal will not be available on 1 April 2026 due to system development work being undertaken by NES Technical Services on the Turas platform. Managers and staff should still continue with any planned PDP&R conversations if scheduled on this date, updates can be added on the Turas Appraisal system on 2 April 2026.

Copilot Standard Training - more sessions available this week

Further to our previous comms advising on our planned training sessions for Copilot (Standard), please find below all the links to the scheduled sessions. Please select the training that suits you and click on the link to join on the day.

Copilot sessions and links

Getting started with Copilot Chat	Tuesday 31 March	Link to join
--	------------------	------------------------------

<p>This session is designed for colleagues who are new to Copilot Standard or want a clear introduction to what it is and how it can support day-to-day work. We'll cover the basics of where to find Copilot standard, how it works, and how to start using it confidently and safely within NHSGGC.</p>	<p>1 - 2pm</p>	
<p>Getting confident with Copilot Standard</p> <p>This session builds on the basics and focuses on helping you feel more confident using Copilot Standard in your everyday work. It's aimed at colleagues who have tried Copilot but want to get better results and use it more consistently.</p>	<p>Wednesday 1 April 1 - 2pm</p>	<p>Link to join</p>
<p>Getting proficient with Copilot Standard</p> <p>This session is for colleagues who are already using Copilot Standard and want to take their usage a step further. It focuses on using Copilot more thoughtfully across end-to-end tasks and processes, rather than just one-off prompts.</p>	<p>Thursday 2 April 1 - 2pm</p>	<p>Link to join</p>

NHSGGC Grand Round - Stress Awareness: Practical Tools for Looking After Yourself and Others

Join the next NHSGGC Grand Round, where **Heather Connolly, Principal Health Psychologist, Occupational Health, NHSGGC**, will be running a special session for Stress Awareness Month.

This session is designed for medical staff navigating the realities of everyday clinical work.

Stress comes from many sources, some we can influence, some we can't. Drawing on behavioural science, this session introduces practical strategies and tools to help you notice and manage stress in the moment, support yourself and others, and connect with the broader range of wellbeing support and resources available across the organisation.

Stress Awareness: Practical Tools for Looking After Yourself and Others

1 April 2026 at 12.30 via MS Teams

[Click Here to Join Grand Round](#)

Unable to Join Live?

Don't forget - Recordings can be found in the Medical Education Library here: [MERLIN - Grand Round - Recordings \(sharepoint.com\)](#)

Medical Education information

For Medical Education News – including weekly Grand Round information: [Medical Education News \(sharepoint.com\)](#)

GP Walk-in Centre Recruitment Opportunities in Cardonald

NHSGGC is due to open a GP Walk-in Centre in Cardonald in June, open 7 days a week between Midday and 8pm. Patients will be assessed by either a GP or an Advanced Nurse Practitioner.

We are pleased to advise that there is now a **wide variety of opportunities available for staff to work in the GPWIC multi-disciplinary team** via year-long fixed-term or secondment arrangements.

Contact details for these posts are on each of the adverts listed below.

We will also be running an information session on these opportunities on **1 April at 2pm and 6pm via Teams**.

You can register your interest for this session in [this form](#).

Job Adverts

Lead Clinician – GP Walk in Centre (WiC)	NHS Scotland Jobs Search here for your perfect career - Job Information Apply for Lead Clinician – GP Walk in Centre (WiC)	12/04/2026
Salaried GP – GP Hours	NHS Scotland Jobs Search here for your perfect career - Job Information Apply for Salaried GP – GP Hours	12/04/26

Advanced Nurse Practitioner - GP Walk In Centre	NHS Scotland Jobs Search here for your perfect career - Job Information Apply for Advanced Nurse Practitioner - GP Walk In Centre	05/04/26
Senior Primary Care Nurse - GP Walk in Centre	NHS Scotland Jobs Search here for your perfect career - Job Information Apply for Senior Primary Care Nurse - GP Walk in Centre	05/04/26
Primary Care Nurse - GP Walk in Centre	NHS Scotland Jobs Search here for your perfect career - Job Information Apply for Primary Care Nurse - GP Walk in Centre	05/04/26
Receptionist/Clerical Officer - GP OOHs service	NHS Scotland Jobs Search here for your perfect career - Job Information Apply for Receptionist/Clerical Officer - GP OOHs service	05/04/26

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 the website