

Core brief

Daily update

(4 April 2024, 1.40pm)

Topics in this Core Brief:

- Agenda for Change (AfC) Reduced Working Week
- International Administration Professionals Day - 24 April
- M8 Junction 24 roadworks

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

Agenda for Change (AfC) Reduced Working Week

The Implementation Group for the Reduced Working Week had their second meeting on 3 April 2024.

This meeting mainly provided confirmation around system updates and functionality relating to Payroll; both SSTS and eESS have now been updated to reflect 37 hours as full time.

SSTS users will now notice that from 1 April 2024 all SSTS rosters have been updated with the reduced contracted hours for all AfC staff.

When it has been agreed how the reduction in working hours will be incorporated, if you require new shift code(s) please email ssts.team@ggc.scot.nhs.uk with details of the required change(s) and we will look to create these for you.

In the interim period, if your department isn't able to apply the reduced working week, then employees require to be compensated in line with overtime hours/payments. These should be entered in the same way as all other overtime hours, but using the new additional hours reason of "Addtl Hours – Reduced Working Week".

Guidance has been issued from SSTS team to all authorising managers providing further information.

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.

As previously detailed, managers should arrange, as a matter of urgency, meetings with staff in their teams and local Staff Side representatives for mutual agreement prior to any implementation, if not already done so.

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

A Frequently Asked Question document is currently being created and will be available on StaffNet SharePoint in due course: [Reduced Working Week \(sharepoint.com\)](#)

International Administration Professionals Day - 24 April

SAVE THE DATE

International Administration Professionals Day is on Wednesday 24 April.

This is the time of year we formally recognise and thank the staff who keep our offices running smoothly and to celebrate them all.

Please get involved and celebrate all things great about your admin teams.

For more information please [click here](#).

M8 Junction 24 roadworks

Amey, on behalf of Transport Scotland, are undertaking essential bridge expansion joint replacements and resurfacing works on the M8 between Junctions 24 (Helen Street) and 25 (Clyde Tunnel). This work will be completed as follows:

- Westbound Works: Monday 8 April - Friday 12 April 2024 and from Monday 29 April - Friday 3 May 2024. This will involve overnight closures between 10.00pm – 6.00am.
- Eastbound Works: Monday 15 April - Friday 26 April 2024. These works will operate under a combination of lane and hard shoulder closures.

Local diversions will be in place during these works. More information is available from [Amey](#).



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](#)