

Core brief

Daily update

(8 August 2024, 12.35pm)

Topics in this Core Brief:

- Data Security Spotlight – Confidentiality
- Reduced Working Week – Part time staff

Data Security Spotlight – Confidentiality

Inappropriate Disclosure of data can result in a data breach and can cause distress to those involved. Please ensure data being provided to individual staff or patients, e.g. discharge letters, test results or reports, is checked thoroughly to ensure it does not include information or documents relating to others. NHSGGC data breach policy can be found [here](#).

Reduced Working Week – Part time staff

When the reduced working week was implemented it was identified that there could be a marginal reduction in pay for part time staff, it was therefore agreed that part time working hours would be rounded up to one decimal point to prevent any detriment. This meant that the reduction for part time staff was not based on a pro-rated reduction, the reduction was based on the hours being paid as a result of rounding up.

A conversion list was provided by the Scottish Terms and Conditions Committee (STAC) to be used on an interim basis to identify the number of minutes part time staff should reduce their weekly hours by. However, this interim solution has left some part time staff disadvantaged as they have not had the benefit of the full pro-rated reduction in line with full time staff.

The [RWW circular](#) has now been updated with a new interim solution. It is expected that these measures, to ensure part time staff are treated no less favourably, are temporary and will be resolved through the planned further reduction in the working week and pay awards.

From 1st September the following approach will be in place:

- **Pay** – Pay will continue to be calculated according to the rounding up to one decimal point approach currently in place. There will be no change in pay from 1 April 2024. **No action required from line managers.**
- **Hours Worked** – Hours should be calculated according to the formula contained in the guidance (previous part-time hours divided by 37.5 and multiplied by 37) and rounded to the nearest minute. It should be the result of this calculation which is used for local rosters so that working patterns reflect the actual pro-rata reduction in the working week. **Managers are required to recalculate the correct hours per week for part time staff.** STAC have produced a [spreadsheet](#) which details both hours paid each week and actual hours to be worked each week based on contracted hours prior to 1 April 2024.
- **Annual Leave** – For part time staff annual leave entitlement will need to be recalculated from 1 September. **Managers are required to recalculate pro-rated annual leave entitlements i.e. 01/04/2024 to 31/08/2024 based upon the rounded up hours, and 01/09/2024 to 31/03/2024 based upon the new working hours.** Care should be taken to enter the correct information into the “Hours worked (per week)” data entry box on the [online annual leave calculator](#), i.e. to enter actual rostered working hours to two decimal points where required.

Where staff have reduced their working week based on the previous Conversion List issued by STAC and not the calculation (previous part-time hours divided by 37.5 and multiplied by 37) they will be owed the difference back in TOIL.

[A detailed example is provided by STAC](#) however this can be demonstrated as follows:

Contracted hours on 31 March	New hours paid and worked from 1 April 24	New hours to be worked from 1 September 24	Toil owed per week from 1 April to 31 August	Total TOIL owed (21 weeks and 6 days)
18.75 (18h45m)	18.6 (18h36m)	18.5 (18h30m)	6minutes	131.14 minutes (2h12m)

The following table shows how much TOIL is owed in total for the period 1 April to 31 August based on the difference between hours paid and hours to be worked.

Time owed back per week	Total TOIL owed from 1 April to 31 August
1minute	22 minutes
2 minutes	44 minutes

3 minutes	1hr 6minutes
4 minutes	1hr 28 minutes
5 minutes	1hr 50 minutes
6 minutes	2h 12 minutes

As this is a one off allocation of TOIL there is no requirement to record this time or absence on SSTS, managers should keep a local record of time owed and given.

Reduced Working Week – Dispute Resolution Process

Implementation of the reduced working week has gone well so far in NHSGGC with a small number of staff who have still to implement. It is recognised that there may be occasions where it has been difficult to reach mutual agreement on how the reduced working week should be implemented. A Dispute Resolution Process has therefore been developed to help teams to facilitate an agreement where this has not been possible locally.

Visit [Staffnet](#) to see the latest FAQs and the Dispute Resolution Process.

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

Be Phishing and Vishing Aware! 

Phishing and Vishing are forms of social engineering, a technique used to gain access to private information, often via email. It can cause a huge amount of damage, disruption and distress. To help prevent social engineering attacks at NHSGGC and at home, remember N.E.T.

No Trust
Verify, via alternative means, the identity of those sending unexpected messages, even if the contacts are known to you.

Educate Yourself
Complete the Security and Threat module on LearnPro. Check online sources to see if emails, SMS messages or other forms of social engineering attacks are known or commonplace. Remember, educating yourself can protect you in both your work and personal life.

Think First
Successful attacks generally require a sense of urgency. Stop! Take a moment to reflect and investigate, this can show these attacks for what they are.



Managing technology and data safely and securely is everyone's responsibility throughout NHSGGC.
 For further information, visit: [FAQ---IT-Security-v0.2.pdf](#)

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](#)**