

Core brief

Daily update

(26 September 2024, 4.10pm)

Topics in this Core Brief:

- Agenda for Change Pay Award
- Reduced Working Week - Interim recording of Public Holiday on SSTS
- Reduced Working Week - Part time staff

Agenda for Change Pay Award

The Agenda for Change pay award was agreed and issued this week and outlines a 5.5% increase to all Agenda for Change staff.

Payroll Services are currently applying the uplift for October salaries, with the arrears of pay to follow in November salaries.

The circular can be viewed at: [pcs2024-afc-05.pdf \(scot.nhs.uk\)](https://scot.nhs.uk/pcs2024-afc-05.pdf)

Annex C of the circular also outlines a provision for staff in receipt of benefits to choose to spread their arrears payment over three months (or 13 weeks for weekly paid staff).

Any member of staff considering making this request should access appropriate advice (for example through the Universal Credit helpline or Citizens Advice) to understand how receiving their arrears either as a single payment or by multiple instalments may impact their personal situation.

The form to request this option is available at: [Request-for-Payment-of-Arrears-in-Instalments.docx \(live.com\)](#) and **must** be sent to Payroll Services by **5 November 2024** to allow the required actions to happen.

Completed forms can be sent as follows:

By post: Payroll Services, Caledonia House, 140 Fifty Pitches Road, Glasgow, G51 4EB.

By email: ggcepayroll.team@ggc.scot.nhs.uk

Reduced Working Week - Interim recording of Public Holiday on SSTS

National guidance is still being sought on how many hours are recorded for part-time staff, or staff who work shifts longer than 7.5 hours, and who are off on a public holiday.

Given that Monday 30 September is a public holiday within NHSGGC, the **interim** guidance for managers on how to record this on SSTS is as follows:

- The normal shift that would have been worked should be recorded e.g. the 11.50 hour shift
- A Public Holiday absence should be recorded for the **full length of the shift** - if this is recorded for only part of the shift e.g. 7.50 hours of an 11.50 hour shift, then public holiday enhancements would be paid in error for the remaining 4 hours.

Managers should continue with their current annual leave and public holiday recording and accrual mechanisms to ensure that no staff are disadvantaged by this **interim** guidance that is being issued to avoid salary overpayments.

Reduced Working Week - Part time staff

Further to the recent interim arrangements for part time staff holding different working hours and payment hours, updated guidance has been issued in light of the recent Agenda for Change pay award, which resolves the issue of part time staff being treated less favourably. This means part time staffs' weekly working time will reflect the correct reduction in minutes that they are entitled to and that working time and pay will be aligned in all relevant systems. The interim approach in place from 1 September will cease from 1 October. If not already taken, staff will still be entitled to any TOIL owed from 1 April to 31 August due to incorrect calculations.

The updated circular (Annex E) can be viewed at: [pcs2024-afc-02.pdf \(scot.nhs.uk\)](#)

In line with this update, eESS, ePayroll and SSTS will now be updated over the public holiday weekend. Some examples of how this update will be applied are detailed below:

Hours	Employed at March 2024 and no change in hours	Employed at March 2024 and hours have since changed	Not employed at March 2024 e.g. new start	Not employed at March 2024 e.g. new start
31/03/2024	20	20	-	-
01/04/2024	19.8	19.8	-	-
30/09/2024	19.8	20	20	19.8
October Update	19.73 ** Changed **	20 ** No change **	20 ** No change **	19.8 ** No change **

Managers will need to check that staff are now showing correctly on eESS and SSTS based upon the hours that they work.

If this is still not correct, then a change effective from 1 October 2024 should be applied on eESS as quickly as possible.

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](#)