

Scottish Terms and Conditions Committee

Ref: STAC(TCS01)2024

23 April 2024

To: Chief Executives,
Directors of Finance,
Directors of Human Resource,
Communication Leads
[NHS Boards and Special Health Boards,
NHS National Services Scotland (Common Services Agency), and
Healthcare Improvement Scotland.]
Members, Scottish Partnership Forum
Members, Scottish Terms and Conditions Committee
Members, Scottish Workforce and Governance Committee

Dear Colleague

REDUCTION OF THE WORKING WEEK FOR PART TIME STAFF

As you will be aware, work is now underway to support the transition towards a 37 hour working week for all Agenda for Change staff in Scotland, as set out in [PCS\(AFC\)2024/2](#).

Implementing this reduction in working hours is complex and employers have been working closely with staff side representatives to ensure that the change is as easy as possible for staff.

We are aware that the initial approach to the calculation of reduced hours for part time staff has led to some confusion and technical difficulties locally. We are writing to provide reassurance that these issues are being worked through in partnership as a matter of priority and that further guidance and support will be put in place shortly.

In the meantime, clarification on the current approach, by way of a conversion list showing the new part time hours, has been placed on the Scottish Terms and Conditions Committee website and can be accessed here:

<https://www.stac.scot.nhs.uk/reduced-working-week-pro-rata-hours-reduction-table>.

This should continue to be utilised until an agreed solution is arrived at.

Many thanks for your time and patience during this transitional period.

Yours sincerely



Jane Grant
Chief Executive
NHS Greater Glasgow and Clyde
STAC Management Side Co-Chair



Colin Poolman
Scotland Director
Royal College of Nursing
STAC Staff Side Co-Chair