

Thursday 21 August 2025

Reduced Working Week (RWW) Staff Survey – Summary of Key Themes & Next Steps Thank you to the 1,915 staff who participated in the July 2025 Reduced Working Week (RWW) staff survey, representing approximately 13% of our Agenda for Change workforce. The feedback provides valuable insight into the lived experience of staff following the 2024 implementation of the RWW. The following key themes were identified:

- A majority of respondents felt they had been **‘meaningfully consulted’** as part of the process for reducing the working week.
- Many respondents appreciated that the RWW was **well-intentioned** despite the challenges associated with Implementation.
- **Workload Pressure:** Staff report increased strain in maintaining service delivery within reduced hours.
- **TOIL Management:** Significant challenges in accruing and using Time Off In Lieu effectively.
- **Implementation Clarity:** Confusion persists, particularly among part-time staff who felt the reduction was negligible or unclear.
- **Communication & Admin Burden:** Gaps in communication and increased administrative tasks were frequently cited.
- **Manager Feedback:** Echoed staff concerns, especially around service impact and complexity of implementation.

The next steps for the Reduced Working Week sub-group are:

- Review and refine implementation guidance to ensure clarity and consistency.
- Address workload and TOIL concerns through targeted support and review of options available for 36-hour week.
- Enhanced communication with both staff and managers to improve understanding, and simplified processes to reduce administrative burden.

[The full results are available on the intranet via this link](#) (networked devices only).

HCPC registration renewals Members of the Health & Care Professions Council (HCPC) are required to renew their registration every two years. The registration renewal window is currently open for orthoptists and paramedics, closing **31 August**, clinical scientists, prosthetists/orthotists, and speech & language therapist, closing **30 September**, and occupational therapists, closing **31 October**. For a full list of professions and their registration renewal dates, please visit the HCPC website here: [When to renew | \(hcpc-uk.org\)](https://www.hcpc-uk.org) Renewing your registration with **any** professional body is **your** responsibility; a lapsed professional registration will impact on your ability to work.

Specialist gloves and when to use them Last year we ordered 36 times more specialist gloves than the previous year. The number of occupational health skin related referrals didn't change significantly and doesn't explain the increased use. To ensure specialist gloves are only used by those colleagues who need them, to cut waste, and reduce spending, remember:

- Only colleagues assessed by Occupational Health as requiring specialist gloves have access to and use them.
- workplace skin surveillance should be carried out and acted upon.
- Minimise glove waste by using the correct gloves identified in your risk assessment for the task.
- approvers of orders can justify specialist glove requests.

Overuse of disposable gloves can negatively impact on both patient care and the environment. Please continue to follow [Gloves Off](#) guidance, unless dealing with blood, bodily fluids or hazardous chemicals. Let's all promote [Hand hygiene – be glove aware to protect our people and our planet](#)

Thank you for your help and support. If you have a skin issue caused by your work, please speak to your line manager or responsible person (RP) and complete a Skin Health Surveillance questionnaire for referral to the [Occupational Health Service](#).

New 24 Litre clinical waste bins - temporary closure issues The temporary closure on these new bins has been causing a lot of issues, with staff struggling to re-open them again using the small tab. Please be advised that these bins are not re-opened by pulling the tab upwards - the tab just needs to be flicked forward, and this will open the lid. Not quite sure what we mean? [This short video demonstrates](#) how to make up these bins for first use, including the correct method of attaching the lids as well as the use of the temporary closure.

Inactive mobile devices to be withdrawn Following a review by the Digital Directorate, a significant number of inactive mobile device contracts have been identified. These continue to cost money, so a process has been agreed to withdraw them from service. From Monday (25 August) these devices will receive text messages, over a 4-week period, advising the steps to take if the device is still required. Further information is available on the intranet here: [Cease of Inactive Mobile Phone Contracts](#)

Digital Support drop-in session – coming to a site near you! The digital support centre training team is planning staff drop-in sessions in sites round Grampian, offering you support and guidance on all things TrakCare, HEPMA and related systems. The schedule for ARI is below; dates for other sites will follow in 2026. If you've got questions about applying for access or access issues, setting TrakCare preferences, the basics of Office 365, managing passwords on Imprivata OneSign, or creating and managing a Sharepoint site, you are invited to stop on by:

- Wednesday 3 and 17 September, Ward 101 teaching room, 10am-2pm
- Wednesday 1,8 & 15 October, Ward 208 large teaching room, 10.30am-4.30pm

Tune of the day This is rather lovely; Alanis Morissette's take on [Coming Around Again](#), with Carly Simon herself on backing vocals (EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via gram.communications@nhs.scot