



HIRING MANAGER – BULLETIN 10 IMPLICATIONS OF THE REDUCED WORKING WEEK CHANGES FROM 1/4/26

March 2026

Background

As part of the collectively agreed 2023-24 Pay Deal for Agenda for Change staff, it was agreed that the feasibility of the reduction in working hours with the overall aim to reducing to 36 hours would be explored. The first 30-minute reduction was implemented on 1 April 2024 with the remaining hour reduction coming into effect on 1 April 2026.

This will see full-time hours for Agenda for Change staff reduce to 36 per week (pro rata for part-time staff), without loss of earnings.

1. Implications for the recruitment process

It is essential that the correct number of hours for an approved post is provided as part of the authorisation form that is submitted to the ERRS to ensure that the right information is included in the offer letter, contract and ultimately the Staff Engagement Form.

1. Approval Forms that are to be submitted for processing – for any vacancy commencing from 1/4/26, full-time hours should state 36 hours per week and the part-time hours & WTE should be based on 36 hours per week. It would be helpful to include a statement on the form to confirm that this has been considered to avoid any confusion.
2. Approval Forms that have already been submitted – for any vacancy commencing from 1/4/26 the full-time hours will be updated to 36 hours per week where previously it stated 37 hours per week. The ERRS Recruitment Advisor will follow up with the Hiring Manager to confirm the number of P/T hours that are to be referenced in the offer/contract paperwork before it is issued to avoid any mistakes being made.

The ERRS will confirm the actual hours, where appropriate, with the hiring manager, during April 2026. However, from 1/5/26, what is included on the Approval Form about the number of hours to be filled will be assumed to be based on the 36-hour working week for Agenda for Change appointments.

2. Choosing the right route into the ERRS

To help you choose the most effective method to contact the ERRS with your enquiry, please bear the following in mind:

- Emails sent to eos.regionvacancies@nhs.scot, apart from new vacancy requests, re-advertisement requests or any vacancy documents - will **not** be actively monitored and will be deleted, **unless** you have received the message as part of an ongoing conversation initiated by our team.
- To allow us to deal with your enquiry effectively and efficiently, please raise a ticket through the East Region Recruitment dedicated enquiry platform Servicenow by following this link - <https://nhsnss.service-now.com/errs>** . Your ticket will be recorded and responded to within 2 working days.
****Note: Our current Online Enquiry platform is changing from ServiceNow to FreshService. Further details on this change and how to access the new system will be communicated shortly.**

3. ERRS website

Further information on all parts of the recruitment process is available on our [ERRS website](#)

Kind regards
ERRS Senior Management Team