

General Practice Workforce Survey - Declaration Form

Q&A Document Issued – 8.6.26

Introduction

This document provides answers to commonly asked questions in relation to the Declaration Form section of the Workforce Survey. Practices should use this information to support them to complete this section.

Further Information

Please note that the following guidance is available to support practices on how to use the Workforce Funding and the approach to allocating the Expenses Funding along with the related reporting requirements

- [Workforce Capacity Guidance - including Annex A Reporting Requirements - and Approach to Expenses Funding](#)
- [Workforce Capacity Guidance for General Practice - Annex B - Intentions to increase capacity and Annex C - Issuing Tranche 2](#)

Guidance on completing the workforce survey is available at:

- [GP Workforce Documentation](#)

Declaration Form Part 1

Workforce Payment reporting

- **In the first and second table the Declaration form Part 1 what does “sessions retained” and “staff hours retained” mean?**

The information in these tables relates to how practices used the Workforce Payment issued in October 2025. At this time, the Scottish Government required practices to complete and return an MS Forms as a condition of funding, about the use of this funding. This included whether practices intended to secure additional capacity as well as using the funding to retain staff.

These tables in the Declaration Form Part 1 ask practices about the actual use of the funding to recruit new staff, retain existing staff, increase the capacity of existing staff etc.

Declaration Form Part 2

Expenses (Part 2, Section 1)

- **In the Declaration Form Part 2, Section 1, the question asks for the cash sum the practice intends to invest in expanding the workforce. Does this refer only to the allocation from the £10 million expenses investment or should it include the total workforce investment (tranche 1 and tranche 2 funding) as well?**

Yes. The Declaration Form Part 2, Section 1 relates to the expenses investment only. Tranche 1 and Tranche 2 workforce funding, including the total cost of planned workforce expansion, should be recorded separately in Declaration Form Part 2, Section 2, which captures plans to increase workforce capacity over 2026/27.

- **Where can I locate the expenses allocation that my practice will receive?**
The information was shared by Scottish Government via email as part of an update on workforce guidance on 23 March 2026. If you require a copy, please contact your local health board.

Using expenses funding to increase workforce capacity

- **Can I use my expenses allocation funding to increase workforce capacity?**
Yes. The expenses investment of £10 million in 2026/27 is in addition to payments that practices already receive for non-staff expenses via the Global Sum. Forthcoming guidance will set out that any reduced outgoings as a result of the investment must be recycled by practices either to increase workforce capacity or to address other sustainability pressures.

If you opt to use any funding freed up in the Global Sum for increased workforce capacity, this should be used in line with the Workforce Capacity Guidance for General Practice issued in March 2026. This means that you should not include this figure in tranche 1 or tranche 2 funding or the associated intentions to expand the workforce.

Funding structure (reporting tranche 1 and tranche 2)

- **Is tranche 1 and tranche 2 funding recurring?**
Yes. The total Workforce Funding (tranche 1 and tranche 2) available to practices in 2026/27 is £50m. This increases to £81.6m in 2027/28 and then to £133.3m in 2028/29 after which it is recurring. This funding is dependent on parliamentary approval of the Scottish budget.
- **Do we need to include the Workforce Payment (£15m first issued in October 2025) in our Tranche 1 and Tranche 2 funding and intentions?**
No. Practices should just include how they intend to use tranche 1 and tranche 2 funding.
- **How do we calculate and record our intentions to increase / change number of sessions / hours?**
For tranche 1 funding practices should record the increase/changes to capacity (either sessions or hours per week) they expect to be in place by 30 September 2026. For tranche 2 practices should report on the increase/changes to capacity they expect to be in place by 31 March 2027.
- **How do we record the staff costs?**
Practices need to set out the actual costs of increasing staff capacity for each staff group for tranche 1 and tranche 2 separately.

- **Can we include other costs?**

Practices can include full salary costs including National Insurance and Superannuation. They cannot include costs such as advertising.

Practices may use the additional funding to support visa sponsorship costs for the practice such as the sponsor licence fee, Certificate of Sponsorship and/or the Immigration Skills Charge. Support for GP practices wishing to become a visa-sponsoring employer is available through [NHS Education for Scotland \(NES\)'s GP Practice Visa Sponsorship Guide](#), which also links to further practical guidance, including the [Scottish Government's Guide for General Practices in Scotland on becoming a sponsor](#).

- **Is it possible just to combine tranche 1 and tranche 2 funding and report intentions and costs against this?**

No. Practices need to report separately on their intentions and costs for tranche 1 and tranche 2.

- **What if we intend to use both tranche 1 and tranche 2 funding to recruit to a single post, how do I record my intention to increase capacity?**

Practices should set out their intention to increase capacity against tranche 1 funding and report the funding across tranche 1 and tranche 2 in line with the allocation. This capacity should then be secured / in post before 30 September to enable the release of tranche 2. If practices do not intend to increase capacity further (after 30 September using tranche 2 funding) then they should report a zero increase against their intention to increase capacity against tranche 2. In these situations, practices should proactively contact the Health Board lead to setting out their intentions across tranche 1 and tranche 2.

- **If our plans change through the course of the year, can we amend our intentions in the Declaration Form?**

Yes. It is expected that practices may need to change their plans for a range of reasons. Practices can update the Declaration Form through the quarterly Workforce Survey Return to reflect any changes to plans and intentions.

- **How will Tranche 2 payments be distributed?**

Tranche 2 payments will be paid monthly directly to practices from December 2026

- **I am providing a return on behalf of more than one practice, do I have to a separate return for each practice which sets out separate intentions to expand the workforce in the Declaration Form and separate staffing in the Staff Section?**

Yes. Practices should provide a return for each practice (practice code). This should set out the intentions to increase the workforce for each practice (based on the funding award for that practice) in the Declaration Form section of the return; and should also set out the staffing capacity in the Staff section. If a member of staff works across more than one practice, practices should set out their capacity based on the time they spend delivering services in each practice.

- **Can practices use the funding to build time into our weeks to handle non-patient facing workload?**

It is important for practices to spend this money wisely and appropriately to increase workforce capacity and improve patient care and so give Government confidence in the profession to make best use of any future funding streams and so increase likelihood of future investment.

It is recognised that there has been growth in non-patient facing work within general practice. This includes indirect clinical care, quality improvement, CPD, training and supervising others. While this work has expanded, GPs may only have time built into their working weeks for their clinical commitments. This funding presents an opportunity for practices to expand their contracted sessions or hours so that there is dedicated time in the working weeks going forward for non-patient facing work.

If partners expand their sessional commitment this must reflect the work they do, be included in workforce survey returns, and stand up to reasonable (though light touch) interrogation. Indirect patient care sessions/hours need to be regularly scheduled. Partner changes in sessional commitment should ultimately be reflected in practice partnership agreements when practices have the opportunity to change these.

The Scottish Government will be monitoring the use of funding and the expansion in capacity across GP designations and the practice workforce. Health Boards will verify that practice's intentions to expand the workforce and that tranche 1 intentions have been met.

Baseline and measurement

- **How will achievement of tranche 1 intentions be assessed?**

Practices will provide detail on their workforce capacity as at 31 March 2026 in the workforce survey return for 2026/27 (closing date 22 June). This will be used as the baseline figure. Practices will then provide an update on their workforce capacity in the Quarter 2 return as at 30 September 2026. Practices will have achieved tranche 1 intentions if their workforce capacity has increased by the amount set out in the tranche 1 intentions in the Declaration Form. It is also important to note that practices also need to maintain their baseline clinical capacity as set on 31 March 2026 in the 2025/6 workforce survey return (and replace any clinical staff who may have left posts/reduced hours etc.)

- **What baseline is used to measure workforce increases?**

Practices will provide detail on their workforce capacity as at 31 March 2026 in the workforce survey return for 2026/27 (closing date 22 June). This will be used as the baseline figure.

- **Are GPs recruited shortly before 31 March eligible for inclusion?**

Yes, provided that the expansion is funded by tranche 1 / 2 funding. Practices can record this in the Declaration Form Part 2 Section 2, the second table allows

practices to set out those GPs who have started before 31 March 2026 and funded by this new funding. Practices should also ensure these staff / capacity is also listed in their Staff Section of the Workforce Survey. This will be noted and these staff will not then be included in the practice's baseline staffing capacity.

- **Can maintaining capacity (preventing a reduction in capacity) count towards required increases?**

No. This funding must be used to expand capacity.

- **Do converted roles (e.g. locum to Salaried GP / Salaried to Partners GP) count toward workforce expansion?**

Yes. The increased costs of converting a post can be included.

- **Can funding be used for non-GP roles?**

Yes. The Workforce Capacity Guidance sets out a menu of options which describes the staff which are eligible.

- **Where practices do not achieve tranche 1 intentions will tranche 2 still be allocated if practices are constrained by estate limitations or recruitment failure?**

No. Practices must achieve their tranche 1 intentions by 30 September to receive their tranche 2 allocation. Recruitment challenges or estate limitations would not be seen as a mitigating circumstance. Practices should consider the menu of options set out in the Workforce Force Capacity Guidance when considering the intentions to expand the workforce. Alongside this, practices should consider remote working hot-desking, staggering surgeries so that clinical work is not all delivered at the same time, or using extended hours.