

Daily Brief...



Wednesday 26 November 2025

Update from Chief Executive Team - a summary of key decision and discussion points The Chief Executive team met yesterday; the table below highlights the key points discussed. This table will be shared weekly to keep everyone updated; your feedback on the format is welcomed via gram.communications@nhs.scot

Matters of Concern or Key Risks to Escalate	Major Actions Commissioned/ Work Underway
Unscheduled Care pressures: Performance remains variable and significantly below the national standard and further deterioration in emergency access performance in-week. Discharge delays: Discharges are not happening early enough in the day and bottlenecks persist despite improvement work on 3 wards to improve consistency of pre-noon discharges. Planned Care trajectory at risk as a result of Central Decontamination (CDU) shutdown: Impact of CDU downtime on waiting times (planned care) trajectories submitted for March 2026 position being modelled. Revised trajectory to be submitted to Scottish Government in the next week. Strategic risk management: Very high strategic risks for planned, unscheduled care and infrastructure were discussed in detail.	Unscheduled Care: Subgroup meeting today (Tuesday) to agree extra capacity; teams ready to act. SBAR submitted to Scottish Government regarding additional social care funding; now awaiting feedback. Planned Care: Operational plan requested for CDU commissioning from 15 December. Exploring extra capacity via Golden Jubilee and weekend sessions at Dr Gray's Hospital; costing underway. Strategic Planning: First meeting for CEOs and Chairs as part of the new sub national planning arrangements has taken place. Recruitment to senior roles is underway Governance Development: Acute governance arrangements under review and in shadow form; survey to seek views on structure to be issued this week. Weekly governance meetings continue in Acute and it was agreed the reporting route to CET would be via the Chair's Assurance Report on a weekly basis.
Positive Assurances to Provide	Decisions Made
Vaccination uptake: Rates for healthcare and social care workers broadly aligned with national figures; job-family level data to be published in Daily Brief this week. CDU progress: 3 machines scheduled for delivery on 15 December with a commissioning plan in development.	Barrett's Oesophagus: CET approved 13-week recovery plan to conclude audit with associated £34k cost pressure; monthly progress updates to CET agreed. Risk management: No change to planned care strategic risk score at this stage; though progress noted.

Risk governance: Strategic Risk Register updates progressing; new template adopted for very high risks with improved action plan visibility. Engagement: 120 staff attended Monday's Wider SLT session; feedback noted on options for improving engagement by asking for questions or ideas for topics to be submitted ahead of future meetings.	Operational escalation: CET endorsed immediate activation of agreed enablers post-unscheduled care subgroup meeting if pressures persist.
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Festive pay dates and salary submission deadlines If you are paid monthly, pay dates for the next three months are as follows:

- Friday 28 November
- Tuesday 23 December
- Tuesday 27 January 2026

Due to earlier payroll deadlines in December and January, and the public holidays during the festive period, the deadlines for submission of all e-ESS Manager Self Service changes, paper claim travel documentation, finalising of Optima, and authorising of SSTs require to be earlier than normal. A full run through of [the deadline dates and times is available on the intranet via this link](#). Please note, deadlines begin to apply from next week, so your early attention to this matter is required.

PDF editing software – cybersecurity message Over the last six months there has been an increase in the number of attempts to install PDF editing software on NHS Grampian devices. Downloading any unapproved software places the security of our devices at risk. Using work issued devices, the Edge browser can be used to view PDFs. PDFSam (available via the Software Center shortcut on desktops) can be utilised for accessing, viewing, and manipulating PDF files.

If you need to convert PDF Documents between file formats or perform advanced editing functions with PDFs, please contact the IT Service Desk on 01224 554444 or Ext 54444.

A new process for microbiology clinical referrals – now live Referrals to the Microbiology Clinical team should be made via email to gram.microbiologyclinical@nhs.scot This service is in operation 9am-5pm, Monday to Friday. The team will endeavour to respond to any email received within one hour but will respond the same working day to all referrals received before 5pm.

For urgent queries, the telephone extension 50495 will also be in operation 9am-5pm, Monday to Friday. You may be asked to send your referral in an email if your call is deemed non-urgent. At weekends, and after 5pm during the week, referrals should be made via switchboard as per current arrangements, otherwise emails received outside of these hours will be responded to the next working day. For any queries related to the above, please contact kal.cave@nhs.scot

Inpatient 'flu and COVID vaccination – Aberdeen City Patients in any Aberdeen hospital, eligible for 'flu and/or COVID vaccination [can be referred by completing this form](#). The form contains information on eligibility and links to the relevant consent forms.

Award winning Birth Parents Project offers hope ahead of festive season After winning the Best Parenting Group in Scotland accolade at the recent Scottish Parent Awards hosted by Parent Network Scotland, our Birth Parents Project is looking to offer a hand to others who may be struggling in the run-up to Christmas.

The project provides specialist support for parents in Grampian whose children have been permanently removed from their care, including parents based within HMP Peterhead. The group provides a safe and understanding space for reflection, connection, and hope, while continuing to raise awareness of the importance of support for all parents affected by separation. Any birth parent who is looking for support can email leanne.ferries@nhs.scot or call 07498321916.

ICYMI - Winter Wellness Guide We want everyone to stay happy, healthy, and warm this winter. Our dedicated [winter website is now live and available via this link](#). There you'll find our winter support booklet which includes information on:

- Know who to turn to when you are ill or injured
- Looking after your health
- Emergency contacts
- Keeping safe out and about

We hope you find it helpful; please share with neighbours, family, and friends.

Wellbeing, Culture, and Development Wednesday

- **Financial Support** We want to highlight the practical support you can access to help ease money stress this winter as we approach the end of the year. [Following this link will take you to the Financial page of the We Care Website](#) where you will find supporting information on budgeting tools, guidance on accessing financial advice, information on NHS hardship funds, local community resources and foodbanks. For further information on financial wellbeing support [please follow this link to the National Wellbeing Hub Grampian support page](#).

For more information or to raise any queries, please contact the team via gram.wcd@nhs.scot

Tune of the day Grampian Hospital Arts Trust celebrate their 40th anniversary today. Over those four decades they've used art to contribute to the healing journey for thousands of patients and to adorn the walls of our hospitals. We wish them many more years of artistic endeavour and dedicate [Vincent by Don McLean](#) to them (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