

# Daily Brief...



Friday 27 March 2026

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**Reduction in the Working Week - retention of part time hours** The MS Form, set up for line managers to notify our workforce systems of the retention of hours for part time staff, is now **closed**. If you submitted a change to any staff member's part time hours via this form you do **not** need to do any other form of notification i.e. an eESS transaction is not required. eESS, Payroll, SSTS and eRostering teams will all use this list to make the appropriate adjustments to staff's part time hours.

Should you need to adjust any staff member's part time hours, or a change from whole time to part time, and did not complete the form, then normal processes apply. Please ensure an eESS transaction is completed on 1 April 2026. For Optima rosters, you are also required to notify the eRostering team of the change in hours, again using the normal process.

**Reminder: Spring forward clock change impacts** HEPMA/PSC and CDD will be unavailable on Sunday (29 March) from 0.45 to 2.15am BST due to clock change server updates. Further information on the steps to be taken during this time [is available via this link](#) and was shared in Wednesday's brief.

**Synbiotix meal ordering ceases 31 March** For the attention of colleagues at Woodend, AMH, Roxburghe House and Royal Cornhill hospitals; the Synbiotix system will cease functioning on 31 March. From this date, for a 2-week period, all areas will automatically receive meals based on current bed state figures and historical ordering data. Dietary meals requests should be emailed directly to the kitchen via [gram.rchkitchen@nhs.scot](mailto:gram.rchkitchen@nhs.scot) before 1pm the day before. To ensure all dietary, allergen-specific, or special-requirement meals are issued correctly, this includes requests for texture modified meals. Only items emailed will be captured for production. If you have any questions or require support, please get in touch via [gram.rchkitchen@nhs.scot](mailto:gram.rchkitchen@nhs.scot) or phone Ext 57247.

**Key guidance for managers, budget-holders and staff on financial year end processes** Please [follow this link to read the guidance to be followed](#) and the deadlines for submission of required information as we complete the 2025/26 financial year end. This includes where applicable specific returns for accrued income / expenditure, and stock holdings. Compliance with this guidance is critical to the successful completion of our financial year end and annual accounts process. If you have any queries, please contact your aligned management accountant or finance manager for clarification. Thank you in anticipation of your assistance.

**Scottish COVID-19 inquiry** This inquiry has published a narrative record of evidence taken from more than 150 witnesses working in health and social care during the pandemic. [To read it, follow this link](#), which will also provide further information about this inquiry.

## That was the week that was

Monday 23 – reminder of pre-election guidance, skip and large bin security, World Optometry Day

Tuesday 24 – Respiratory MCN 2026 conference, primary/secondary care adverse events forum

Wednesday 25 – new public protection pages live on Turas, Aberdeenshire ADP website

Thursday 26 – World Cup public holiday, Common Staffing Methodology resources

All briefs are stored online, [just click this link](#) or visit Working with Us>HR Portal>NHSG Staff Daily Briefs on the NHS Grampian website.

**STAR Award** No presentations to share this week, simply your regular reminder: if you know a team, or individual, STAR, making a nomination couldn't be easier; [all you need to do is complete the short form available via this link](#).

**Football update** The NHS Grampian Aberdeen Football group were in action last Sunday against TKA (The Kickabout Aberdeen), held at the Balmoral Stadium, Cove. It was a fun, competitive game that was enjoyed by both sides and after 90 minutes played, the score was 3-3. On this occasion it went to penalties where NHS were out on top - despite two of our penalty attempts going way over the bar!

Was good to be back playing an 11 aside game and seeing the NHS staff working together to get the result is always great, but hearing from a few of them separately how much they have enjoyed being part of the group and how it has helped them in different ways is best feedback. If you would be interested in joining, and coming along to weekly training, please send an email/Teams message to [david.barry2@nhs.scot](mailto:david.barry2@nhs.scot) – all staff welcome! Thanks must go to the NHS Grampian Charity for their support of the team.

**Staff discounts – Mactuff events newly added** We occasionally share ticket offers in this brief, but did you know there's a whole section of the intranet dedicated to staff discounts? The latest additions include reduced entry to the Really Muddy event at Castle Fraser in May. Just click on the Your Space button on the homepage [or follow this link](#) (networked devices only).

**Tune of the day** Patricia Barron has requested a huge shout out to all the staff at Jubilee hospital, especially the MIU and Bydand Medical Practice. She's been with the NHS for 40 years, 39 of those at Jubilee, and today is her final day. She says she will miss the team and the laughs they have and has asked for [Always Look On The Bright Side Of Life](#)

A second request from PDS dentist Sarah Ellison; it's the end of an era as Riverview Dental in Dyce shuts up shop. Patients and staff will be moving location, so for them, [The Show Must Go On](#).

The clocks go forward this weekend – don't say we didn't warn you! Take care of yourselves and each other (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](mailto:gram.communications@nhs.scot)