

Thursday 4 September 2025

Error in Agenda for Change arrears of pay As previously highlighted, there was an error in processing Agenda for Change (AfC) arrears of pay for on-call allowances, paid in salaries at the end of July. All staff affected by this will have received direct communication confirming repayment. Following this, the payroll team undertook a full recalculation of arrears paid and it has emerged there are significantly more situations in which staff have been either underpaid or over paid arrears. The underpayments in the main relate to allowance codes used to make payments to staff, which were not uplifted in line with the pay award. Any shortfall in arrears was processed in August salaries.

The overpayments in the main relate to payments made in April 2025 salaries for March 2025 shifts e.g., unsocial hours, overtime hours, PAIAW hours, that should not be included in any arrears calculation. The overpayment error will therefore largely affect those who were paid these payments in their April salary. The average overpayment is around £11; the maximum is £193. The errors that led to these situations are deeply regretted and we apologise unreservedly. In accordance with financial procedures, if you were overpaid, you will receive correspondence by the end of this week advising on the next steps.

An investigation has been launched to understand why these errors happened and how they can be avoided in future. Again, we sincerely apologise to all those affected

'Flu vaccination – what to expect When you get your 'flu vaccination, you will be asked a set of questions by the vaccinator, to confirm you are fit to receive it. The jab itself is given as an injection in the upper arm – right or left, as you prefer. Like all medicines, it can have side effects: some tenderness or swelling at the injection site, headache, muscle ache, or a slight increase in temperature. It's important to stress many people don't report **any** side effects; if you do, they typically clear up within a day or two. If required, paracetamol can be used to manage any side effects, remembering to follow advice in the packaging. Vaccinators will observe you for any immediate reaction. You should stay hydrated after getting your jab and you should wait for 15 minutes before driving.

All told, getting your 'flu jab takes about 10 minutes. We know it's easy to let it slide when things are hectic, but getting your flu jab is one of the simplest ways to protect yourself, your team, and the people you care for. It only takes a few minutes, and it really does make a difference. Dedicated staff clinics are underway; details of dates, times, and locations are available on the intranet, under 'Latest News'.

Emergency Alerts system test The UK government is testing the Emergency Alerts system this Sunday (7 September) at 3pm. Compatible mobile phones and tablets will receive an alert, make a loud siren-like sound, and vibrate. You will not need to take any action. There is more information on this on this website: [About Emergency Alerts - GOV.UK](#) This page includes advice on how to opt out of emergency alerts. Opting out is not recommended but may be helpful for those in unsafe home situations, or who have a cognitive condition (e.g., dementia) and may find the alert distressing.

Food Fluid and Nutritional Care Education – now extended! Discover the vital role of food, fluid and nutritional care in enhancing patient outcomes and wellbeing! Multi-disciplinary education sessions are running throughout September, and they are now open to ALL ARI staff. Topics will include MUST, re-feeding, safe swallow, care of NG tubes, PEG care, accurate fluid balance, infinity pumps, and catering. [Posters and timetables are available on the intranet here](#). There is no requirement to book, we look forward to welcoming you along.

Planned water shutdown – ARI There is a planned shutdown of the cold-water supply from the main ARI reservoir scheduled for 10.30am on Monday (8 September). This should last for 30 minutes; most areas will not notice any changes in water supply due to storage of water. The Link building however may notice an immediate drop in supply to machines being directly fed. The toilets in the Link building will remain operational. Services in the Orange Zone, Purple Zone, Yellow Zone, and inpatient X-Ray may notice a drop in pressure. For any issues during the shutdown, please contact Colin Cruickshank - Estates Officer (Water Lead) - 53527, Connor Deans - Estates Officer – 58143 or Scott Ross - Maintenance Supervisor – 52236.

Values Based Reflective Practice training There are still a few spaces available on the Values Based Reflective Practice (VBRP®) Essential Toolkit training taking place next Thursday (11 September). This is open to all health and social care staff with no pre-requirements. After completion, participants can use the tools to reflect on their own practice and participate more fully in groups led by a trained VBRP® facilitator. This training is also a pre-requisite if you would like to progress your skills and move onto VBRP® Dynamics and Processes (Facilitator) training. Information on VBRP® and how to book in this training [are available on the intranet](#) (networked devices only). Alternatively, you can contact June, our VBRP Lead Facilitator via june.gordon@nhs.scot

National Wellbeing Week - shift worker health For day 4 of National Wellbeing Week we're focusing on shift worker health. Shift work is an essential element of healthcare provision in the NHS. However, the demands of shift work can have a detrimental impact on staff wellbeing, including an increased risk of physical and mental health problems. It's important to note not all shift workers will develop these problems. However, prolonged alternating shift work increases the risk compared to non-shift workers. We have worked with the University of Aberdeen to produce [this leaflet](#) which includes practical tips about what you can do to support your health and wellbeing as a shift worker. Want to find out more? Dr Alexandra Johnstone from the Rowett Research Institute will be delivering a session on shift worker health today, 12.30 - 1.30pm on MS Teams. No need to book, [just follow this link](#). Please note the session will be recorded for those unable to join live.

Tune of the day Our request today goes out to Adelina Roman, OPAT specialist nurse at ARI. She recently – and very bravely – took part in a fundraising bungee jump, to benefit the OPAT service via the NHS Grampian Charity. In recognition of this, colleague Rachel Mennie has asked for [Jump](#) by Kriss Kross (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