

APPENDIX 1

RELEVANT DISCLOSURES IN RESPECT OF THE PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010

1. Background to the disclosures

- 1.1 The Public Services Reform (Scotland) Act 2010 (“the Act”) received Royal Assent in April 2010. It contained a number of provisions for the restructuring of Public Sector organisations in Scotland and set up powers for Scottish Ministers to improve the exercise of public functions. It also imposed duties on Scottish Ministers and listed public bodies (including NHS Lothian) to publish information on expenditure and other matters on an annual basis.
- 1.2 Under the Act’s information provisions, NHS Lothian must publish annually the following information:

Section 31 disclosures

- Expenditure incurred in the financial year on or in connection with:
 - public relations
 - overseas travel
 - hospitality and entertainment
 - external consultancy (including that incurred on construction or infrastructure projects)
- Payments made during the financial year with a value in excess of £25,000 (inclusive of VAT and not including remuneration payments)
- The number of members or employees receiving remuneration in excess of £150,000

Section 32 disclosures

- Statement outlining the steps taken during the financial year to promote sustainable economic growth in Lothian.
- Statement outlining the steps taken during the financial year to improve efficiency, effectiveness and economy.

- 1.3 The timing of public release of such disclosures in NHS Lothian is typically built around the time that the Annual Accounts of NHS Lothian are placed before Parliament.
- 1.4 The following paragraphs summarise the position of NHS Lothian in respect of the disclosures required by the Act and listed in in paragraph 1.2 above.

2. Section 31 Disclosures

Public Relations

- 2.1 The total expenditure on public relations for NHS Lothian during the 2022/23 financial year was £944k (2021/22 - £797k). This expenditure includes the total running costs of the NHS Lothian Communications department and associated support, of which the majority relates to staff costs of £854k.

Overseas Travel

- 2.2 The total cost of overseas travel for financial year 2022/23 was £187k (2021/22 - £24k). Although there has been a significant increase in the annual overseas travel over the previous year, the total costs remain lower than those incurred during more comparable pre-pandemic years.

Hospitality and Entertainment

- 2.3 The total cost of hospitality and entertainment during the 2022/23 financial year was £167k (2021/22 - £82k). This includes internal recharges for the costs of catering services for meetings and events held internally within NHS Lothian. Although annual costs have increased over the previous year, they remain significantly lower than those incurred during more comparable pre-pandemic years.

External Consultancy

- 2.4 The total cost of external consultancy during the 2022/23 financial year was £311k (2021/22 - £238k). This majority of this relates to revenue costs of £309k with the remaining costs relating to construction or related infrastructure of £3k.

Expenditure > £25,000

- 2.5 A full list of payments with a value in excess of £25,000 made during the 2022/23 financial year is published on the Board's website here:
<https://org.nhsllothian.scot/keydocuments/payments-over-25k/>.
- 2.6 Following the review and suitable redaction of any content that would contravene Data Protection legislation, information on relevant payments is published regularly throughout the year and updated monthly. Published information retains **aggregate** payment data for payroll deductions paid to HMRC and SPPA in respect of tax, national insurance and pension scheme payments.

Employees in receipt of Remuneration > £150,000

- 2.7 During the 2022/23 financial year, there were 261 employees in receipt of remuneration in excess of £150,000, comprised of 259 clinical staff and two non-clinical staff.
- 2.8 This information can be extracted from the Board's Annual Accounts. However, the information published here disaggregates employers' pension contributions from gross pay, in order to meet the specific requirements of the Act.

Voluntary Disclosure

- 2.9 In addition to the above statutory disclosures NHS Lothian incorporates a voluntary disclosure on the aggregate value of board members' expenses. The amount of the aggregate of expenses is £9,190.28.

3. Section 32 Disclosures

Sustainable Economic Growth

NHS Lothian as an Anchor Institution

- 3.1 As expressed in the [Lothian Strategic Development Framework \(LSDF\)](#), Anchor Institution status reflects our impact beyond just directly improving the health and wellbeing of our population. In addition to the services, we provide to address and prevent ill-health, we have a positive influence on economic growth, both regionally and nationally. We achieve this through our spending power, our status as a major employer and by working with our partners to maximise our impact for both economic and social good.
- 3.2 We seek to be a good neighbour, a good consumer, and a good employer by deploying our influence in purchasing and procurement, through the use and disposal of our assets and facilities and via our status as a regional employment hub. As an Anchor Institution, we carefully consider our responsibilities to the region by considering the wider societal and economic impacts of our decisions.
- 3.3 The LSDF sets out a framework for how we see the Lothian Health and Care System developing over the next five years and beyond. As part of our Anchors work in 2022/23, we secured NHS Lothian Charity funding for hospital income maximisation services and achieved Living Wage Employer accreditation.
- 3.4 In addition to its wider aims and impact as an Anchor Institution, NHS Lothian has established specific employment practices and initiatives that provide economic benefit for the population it serves and the region as a whole. These programmes also support our commitment as an inclusive and supportive employer. We also consider sustainability in the wider sense.
- 3.5 A five-year Anchors plan has been developed for the LSDF with workstreams for spending (procurement), recruitment (employability) and land and assets. The Scottish Government has requested Anchor workplans as part of NHS Board Annual Delivery Plans.

Apprenticeships and Employability Programmes

- 3.6 Since the advent of our programme, over 390 Modern Apprentices have been recruited with completion rates of 95% and an average post-programme retention rate of 88%. Evidence of the successful progression of Modern Apprentices within NHS Lothian is provided in the table below.

Destinations of NHS Lothian Modern Apprentices Following Completion						
Original post	NHSL HNC	Nursing Degree	Registered Role	Left NHSL	Senior Role	Further Education
116	22	16	1	21	4	1

- 3.7 Currently the Board has over 148 active apprentices, learning across 15 different frameworks. Competitive recruitment models for Modern Apprenticeships continue to be offered, maintaining five-week 'offer to start date' timelines.

3.8 NHS Lothian recruited 75 new staff and 13 existing staff into modern apprenticeship roles through 2022 and up to September 2023.

Technical Apprenticeships:

- 10 Pre-reg pharmacy tech across Lothian
- 2 Electrical Engineering
- 2 Mechanical Engineering

Graduate Apprenticeships (GA) 14:

- 8 Business Management
- 4 Construction and Built Environment
- 2 IT Management for Business

3.9 A number of employability programmes, school events and work experience remained paused over 2022 but have recommenced during 2023. This includes Project Search with a cohort of seven completing and two moving into permanent employment in NHS Lothian. A further cohort of seven is moving through the programme currently.

3.10 16 young people had a week-long self-found work experience during July to September.

3.11 As part of an outreach strategy, NHS Lothian ensured its presence at key external events, including the Developing the Young Workforce (DYW) road show, Capital City Partnership Job Fair, and the West Lothian College Work Placement event.

Wellbeing

3.12 In March 2021 NHS Lothian launched its first wellbeing strategy 'Work Well'. The strategy has three key objectives, informed by what staff believe is important: staff wellbeing, leaders committed to caring for themselves and others and proactive mental wellbeing support for all. The objectives are underpinned by four enablers: leadership, communication, infrastructure, and environment. The intent of the strategy is not only to create the conditions for existing staff to 'Work Well' but also to attract the future workforce required. The strategy is therefore hosted on both the external facing internet and our staff intranet: [Work Well Staff Wellbeing Strategy](#).

3.13 Key deliverables in 2022/23 (year two of the strategy) included:

- Delivery of monthly 'Energise You' wellbeing webinar programme with 791 staff accessing the webinars.
- Continued focus on financial wellbeing with expanded access to income maximisation services for staff with a collective financial gain of £17,500 for staff.
- Successful pilot of Second Nature weight loss programme with just over 350 staff being supported and an average weight loss of 6.4kg at six months.
- Continued campaigns focused on hydration, nutrition and taking a break.

Sustainability and Environmental Reporting

3.14 NHS Lothian's vision is to be a lead organisation in sustainable health care with all staff empowered to put sustainable healthcare at the heart of their practice. We work with our partners and the communities we serve to put in place work practices, procurement systems and preventative interventions to minimise our environmental impact, protect the natural environment and enhance social value so that we are a sustainable service promoting good health and enhancing quality of life.

3.15 The NHS Lothian Sustainable Development Framework and Action Plan is available at [Sustainable Development Framework and Action Plan](#).



3.16 Delivery of the Framework and Action Plan was captured in three corporate objectives in 2022/23 and Environmental Sustainability is a parameter of the NHS Lothian Strategic Development Framework.

3.17 Progress on the implementation of this Framework and Action Plan is reported regularly to the NHS Lothian Board's Finance and Resources Committee.

3.18 The NHS Lothian Sustainable Development Framework has been updated to take account of the Policy for NHS Scotland on the Climate Emergency and Sustainable Development DL (2021) 3 and the NHS Scotland Climate Emergency and Sustainability Strategy 2022-2026.

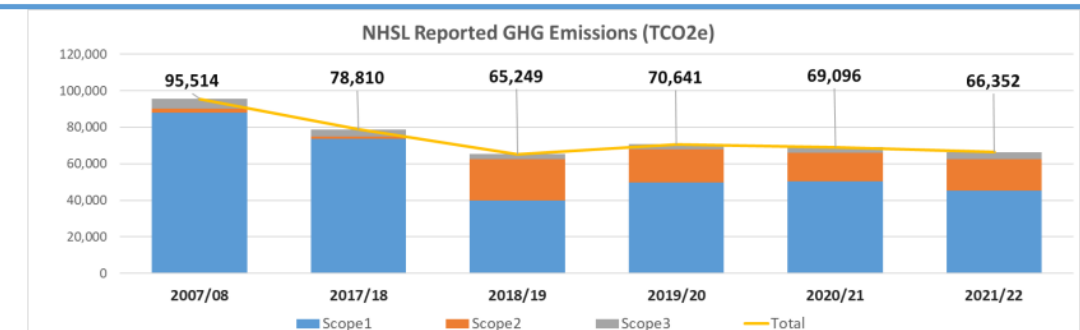
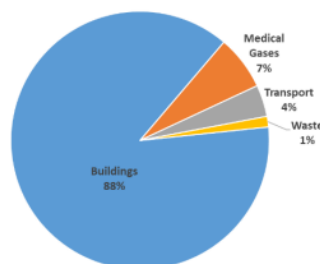
3.19 In line with DL (2021) 3 and the NHS Scotland Climate Emergency and Sustainability Strategy, [NHS Lothian Annual Climate Emergency and Sustainability Report 2021-2022](#) was approved by the Board.

Carbon Emissions

Key Stats

- Overall decrease of **2,744** Tonnes CO₂ from 2020/2021 report.
- Overall reduction of **128,782** Tonnes CO₂, 69%, from 1989/1990 national targets baseline (buildings only).
- **Buildings** - reduction of **3,300** Tonnes CO₂ (-5.4%)
- **Medical Gases** - increase of 92 Tonnes CO₂ (+2.0%)
- **Transport** – increase of 88 Tonnes CO₂ (+3.4%)
- **Waste** – increase of 377 Tonnes CO₂ (+73.2%)

2021/2022 Emissions (tCO2e)



3.20 The Draft Annual Climate Emergency and Sustainability Report 2022/23 will be published in November 2023 and will be available on the [NHS Lothian website](#).

Efficiency, Effectiveness and Economy

3.21 NHS Lothian continued with its established annual process relating to delivery of financial efficiency in 22/23; through which Business Units across the organisation were required to develop and deliver cash releasing efficiencies in line with the Scottish Government 3% savings target. Across NHS Lothian, savings to the value of £23.8M were delivered - this included the financial benefits of the NHS Lothian procurement workplan. Oversight of this target was provided through existing financial and operational performance management structures and efficiencies were reported to relevant Board Committees.

3.22 Focussed attention was also placed on building organisational infrastructure to support the identification of efficiency savings for 23/24 - work programmes were established relating to workforce, non-pay and property efficiency. Investment was made in a Corporate Sustainability & Value PMO as part of this capacity and capability building. This function also supported work on development of a full engagement strategy to support the efficiency agenda in 23/24.