

Date: 04/04/2024
Your Ref:
Our Ref: 8502

Enquiries to : Richard Mutch
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Dear

FREEDOM OF INFORMATION – COMMUNICATIONS DEPARTMENT

I write in response to your request for information in relation to NHS Lothian's Communications Department

Question:

1. How many staff are employed providing press and/or communications support. Please break this down by role.

Answer:

NHS Lothian's Corporate Communication team is responsible for a wide range of internal and external communications activity. Responsibilities and activities go well beyond the press function. Usually, one member of the team is dealing with press work on any given day.

Some of the team's key responsibilities are shown below:

- Ensuring 28,000 staff working across multiple sites receive up-to-date, accurate and easy to understand information on the key issues and decisions which affect them.
- Supporting internal and external projects with comms strategies, advice and expertise to ensure stakeholders (internal and external) are well informed.
- Briefing and building positive relationships with stakeholders such as elected representatives
- Providing public health information and resources.
- Providing specialist communications input for emergency planning activities and public health outbreaks.
- Campaign design and delivery.
- Multi-media content production – video / graphics / digital / print.
- Managing and developing NHS Lothian's digital estate including the public website and internal intranet resource.
- Events Management.
- Providing a proactive and responsive 24x7 media relations service.
- Social Media Management.

- Providing advice and guidance to staff on good practice in managing service social media accounts.
- Media training.
- The Director of Communications, Engagement and Public Affairs also has responsibility for the Freedom of Information and Public Engagement functions within NHS Lothian.

Job Title	AfC Band
Communications Officer	AfC BAND 5
Senior Communications Officer	AfC BAND 6
Senior Communications Officer	AfC BAND 6
Communications Manager	AfC BAND 7
Communications Manager	AfC BAND 7
Communications Manager	AfC BAND 7
Director of Communications, Engagement and Public Affairs	AfC BAND 8c

Question:

2. What is the total amount spent by the health board on employment of staff in question 1?

Answer:

Expenditure is £364,031.

Question:

3. How many vacancies are there currently within press and communications support? Which roles are these vacancies for?

Answer:

There are no vacancies.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing, Midwifery and AHPs
Cc: Chief Executive