

Date: 11/04/2024  
Your Ref:  
Our Ref: 8533

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Dear

## FREEDOM OF INFORMATION – AGENCY RECRUITMENT

I write in response to your request for information in relation to agency recruitment.

Question:

1. Does the Trust have a Managed Service (MSP) or MV or an external Bank supplier for the recruitment of agency staff? Please break this down into Doctors, Nursing & AHP if appropriate.

Answer:

No, we are not involved in agency recruitment. We have an inhouse managed staff bank and source agency staff through NSS Supplier list of contracted agencies.

Question:

2. If yes, who is that contract with and when does it end?

Answer:

Not applicable.

Question:

3. If yes, how did the Trust review whether the supplier followed ethical business practices, what ethical insights did they gather?

Answer:

Not applicable

Question:

4. What steps do the Trust take to ensure suppliers are paying their fair share of taxes and acting with integrity.

Answer:

All agency suppliers have to share a breakdown of all rates, including amount to agency worker, National Insurance and annual leave contributions and commission rates etc, as

below. Additionally all medical locum engagements are on an in house Direct Engagement model which ensures all deductions are made at source.

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(2023/24) Agency Worker Rate of Pay	WTR	ENIC	Commission	Total Hourly Charge (Opt Out Pension)	Pension Auto Enrolment	Total Hourly Charge (Not Opted Out Pension)
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Question:

5. Who is responsible within the Trust, for ensuring that suppliers follow ethical business practices?

Answer:

All agency suppliers are vetted by NSS Procurement, any concerns are raised directly with them or the provider directly.

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](http://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.nhslothian.scot/FOI/Pages/default.aspx>

Yours sincerely

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