

Dear

## FREEDOM OF INFORMATION – STERILE SERVICES AGENCY STAFF

I write in response to your request for information in relation to sterile services agency staff in NHS Lothian.

Question:

1. What framework are you associated with for sterile service agency supply?

Answer: Procurement contracts are managed by NHS National Services Scotland National Procurement on behalf of NHS Scotland, using the framework NP503 – Temp Interim Staff Services (Scot Gov).

Question:

2. Who is responsible for agency usage on framework and off framework in the Sterile Services/Decontamination department at all hospitals associated with the Trust?

Answer:

Approval of agency use is the responsibility of the service manager of the appropriate business use, following NHS Lothian's Supplementary Staffing Ordering Procedure.

Question:

3. Please can you provide the contact number and email address for the manager(s) in questions 1 and 2.

Answer:

Catherine Crombie is the General Manager for Supplementary Staffing, [catherine.crombie@nhs.scot](mailto:catherine.crombie@nhs.scot).

Sharon Chapman is the Service Manager for Sterile Services, [sharon.chapman@nhs.scot](mailto:sharon.chapman@nhs.scot).

Question:

4. Have you used off-framework agency staff between March 2023 and March 2024 in Sterile Services?

~~Ans~~ Chief Executive  
No.

Question:

5. How much was your Off-Framework agency spend for Sterile Services between March 2023 and March 2024?

Answer:

There has been no spend.

Question:

6. Do you currently outsource your Sterile Services/Decontamination department, if yes, who do you outsource it to?

Answer:

No, the service is not outsourced.

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 reviewer at the address at the top 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>

Yours sincerely

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