

Date 22/05/2025  
Your Ref  
Our Ref 10033

Enquiries to Richard Mutch  
Extension 35687  
Direct Line 0131 465 5687  
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Dear

## FREEDOM OF INFORMATION – FOI AND EIR

I write in response to your request for information in relation to FOI and EIR within NHS Lothian.

Question:

1. What Department/Service is responsible for overseeing FOI/EIR requests?

Answer:

Communications Department.

Question:

2. As at 1 April 2025, how many staff were responsible for FOI/EIR only?
  - a. What is the total WTE of these staff?
  - b. What is the highest pay band of these staff?
  - c. What is the lowest pay band of these staff?

Answer:

a.	1WTE
b.	Band 6
c.	Band 6

Question:

3. As at 1 April 2025, how many staff were responsible for FOI/EIR as part of their role?
  - a. What is the total WTE of these staff?
  - b. What is the total number of hours or percentage WTE allocated to FOI/EIR by these staff?
  - c. What other duties are these staff responsible for (i.e. not FOI/EIR)?
  - d. What is the highest pay band of these staff?
  - e. What is the lowest pay band of these staff?

Answer:

a.	1WTE
b.	50% each

Headquarters  
Mainpoint  
102 West Port  
Edinburgh EH3 9DN

Chair Professor John Connaghan CBE  
Chief Executive Professor Caroline Hiscox  
*Lothian NHS Board is the common  
name of Lothian Health Board*

c.	Committee work
d.	Band 5
e.	Band 4

Question:

4. Are there any vacancies for staff who will do FOI/EIR as all or part of the role? If so, please can you provide details of this/these role(s).

Answer:

There are no vacancies.

Question:

5. Are there any plans / discussions to increase the number of staff who do FOI/EIR as all or part of their role? If so, please can you provide details of this/these role(s).

Answer:

There are no plans.

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.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

**ALISON MACDONALD**  
**Executive Director, Nursing**  
 Cc: Chief Executive