

Date 16/05/2025
Your Ref
Our Ref 10051

Enquiries to Richard Mutch
Extension 35687
Direct Line 0131 465 5687
loth.freedomofinformation@nhs.scot
richard.mutch@nhs.scot

Dear

FREEDOM OF INFORMATION - PRINTING

I write in response to your request for information in relation to the printing of patient information leaflets.

Question:

1. The total amount spent by NHS Lothian on the **printing of patient information leaflets (PILs)** over the last three financial years.
2. If available, a breakdown of this spend into:
 - o Printing via **external procurement (e.g. PECOS)**, and
 - o **Local/in-house printing** by departments.

I understand that printing via PECOS may involve submission of a Printing Requirements Form, and I would be grateful if cost data related to this process can be extracted.

Answer:

Please see below year on year spend on Patient Information Leaflets / Documents in the last 3 financial years. The data was confirmed by the Patient Information Team and is as accurate as we can determine from the reports.

Spend on Patient Information Documents	
2024/2025	£108,603.39
2023/2024	£78,632.14
2022/2023	£75,418.55

- In regards to **local / in-house printing** this data is not available within Lothian.
- In regards to the **Printing Requirements Form**
The Patient Information Team and Clinical Documentation Team have a word document set up with standard questions related to externally printed documents This Form includes questions such as:- paper weight, document size, black and white or colour printing, print volume, owner of document etc

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

The Wards & Departments complete the Form to confirm this information
When Procurement receive the Printing Requirements Form it is usually accompanied with the final PDF version of the document
Procurement then review the details and arrange a formal quotation from a Print Supplier on the Print Services Framework SP-22-006
There is no cost data available within Lothian for the Printing Requirements Form or this process.

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

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive