

Date 31/07/2025  
Your Ref  
Our Ref 10356

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

## FREEDOM OF INFORMATION – STAFF BANK

I write in response to your request for information in relation to Staff Bank tendering

Question:

1. Whether the trust plans to tender for these services in the near future.

Answer:

All tendering for bank is conducted through National Procurement services for Scotland.  
Further information should be directed to NSS around tendering timescales and disciplines

Question:

2. The scope of services expected to be included in the upcoming tender.

Answer:

As above.

Question:

3. The key point of contact within the trust responsible for this area.

Answer:

Key contact in NSS Is Jamie Kelly.

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

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*

[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**  
Cc: Chief Executive