

Date 7 July 2026
Your Ref
Our Ref 11571

Enquiries to Richard Mutch
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Dear

FREEDOM OF INFORMATION – STAFF BANK ANNUAL LEAVE

I write in response to your request for information in relation to Staff Bank annual leave.

Question:

- I would like to request information on how much Annual leave is lost from staff members on NHS Lothians staff bank without actually taking the accrued annual leave hours they are entitled to after completing shifts with the staff bank.

Answer:

I am advised that the requested information is not held in a central extractable format.

Under the Freedom of Information Act NHS Lothian is not required to create new records to enable it to respond to your enquiry. This information is not collated or held in aggregate form and it would be necessary to review all case files relating to patients over the period you have requested to assemble the information you seek. Even if NHS Lothian did this – and there would be significant cost implications in doing so – it would be unable to respond in full to your request. The information requested is therefore exempt under section 12.1 – Cost.

For context, we have 11,306 bank workers on our BankStaff system. To find out how many bank annual leave hours that has been accrued but not claimed would require the following steps:

1. Finding the bank staff member on the system and selecting their name
2. Going into the Annual Leave Claim section
3. Go back to previous quarter to view report (as the automatic view shows the current quarter) and take a note of any leave unclaimed

The steps above only take 1 minute to do but multiplied by the 11,306 bank workers, this would take over 752 hours to complete for a single year.

I am sorry I cannot help 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.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive