

APPENDIX 1

RELEVANT DISCLOSURES IN RESPECT OF THE PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010

1. Background to the disclosures

- 1.1 The Public Services Reform (Scotland) Act 2010 (“the Act”) received Royal Assent in April 2010. It contained a number of provisions for the restructuring of Public Sector organisations in Scotland and set up powers for Scottish Ministers to improve the exercise of public functions. It also imposed duties on Scottish Ministers and listed public bodies (including NHS Lothian) to publish information on expenditure and other matters on an annual basis.
- 1.2 Under the Act’s information provisions, NHS Lothian must publish annually the following information:

Section 31 disclosures

- Expenditure incurred in the financial year on or in connection with:
 - public relations
 - overseas travel
 - hospitality and entertainment
 - external consultancy (including that incurred on construction or infrastructure projects)
- Payments made during the financial year with a value in excess of £25,000 (inclusive of VAT and not including remuneration payments)
- The number of members or employees receiving remuneration in excess of £150,000

Section 32 disclosures

- Statement outlining the steps taken during the financial year to promote sustainable economic growth in Lothian.
- Statement outlining the steps taken during the financial year to improve efficiency, effectiveness, and economy.

- 1.3 The timing of public release of such disclosures in NHS Lothian is typically built around the time that the Annual Accounts of NHS Lothian are placed before Parliament.
- 1.4 The following paragraphs summarise the position of NHS Lothian in respect of the disclosures required by the Act and listed in in paragraph 1.2 above.

2. Section 31 Disclosures

Public Relations

- 2.1 The total expenditure on public relations for NHS Lothian during the 2023/24 financial year was £644k (restated 2022/23 £590k). This expenditure includes all staff salaries as well as the running costs of the NHS Lothian Communications department and associated support costs. It covers the full range of the communication function for the Board including but not limited to media relations, public affairs, public health campaigns incl advertising costs, management of digital channels, IT and printing Expenditure for 2023/24 has been reviewed to exclude some staff roles (which were previously included) as the postholders do not carry out-communications work.

Overseas Travel

- 2.2 The total cost of overseas travel for financial year 2023/24 was £174k (restated 2022/23 of £159k).

Hospitality and Entertainment

- 2.3 The total cost of hospitality and entertainment during the 2023/24 financial year was £184k (2022/23 - £167k). Most hospitality costs (£139k) relates to internal recharges within the board. These recharges are for catering services for meetings and events held internally and prepared by our inhouse catering departments. These recharges are based on catering tariffs which will generate an element of internal income for the catering departments.

External Consultancy

- 2.4 The total cost of external consultancy during the 2023/24 financial year was £104k (2022/23 - £311k). This majority of this relates to revenue costs (£82k) with the remaining costs relating to construction or related infrastructure (£22k) and charged to capital programmes.

Expenditure > £25,000

- 2.5 A full list of payments with a value in excess of £25,000 made during the 2023/24 financial year is published on the Board's website here:

<https://org.nhslothian.scot/keydocuments/payments-over-25k/>

- 2.6 Following the review and suitable redaction of any content that would contravene Data Protection legislation, information on relevant payments is published regularly throughout the year and updated monthly. Published information retains **aggregate** payment data for payroll deductions paid to HMRC and SPPA in respect of tax, national insurance, and pension scheme payments.

Employees in receipt of Remuneration > £150,000

- 2.7 During the 2023/24 financial year, there were 338 employees in receipt of remuneration in excess of £150,000, comprised of 336 clinical staff and two non-clinical staff.
- 2.8 This information can be extracted from the Board's Annual Accounts. However, the information published here disaggregates employers' pension contributions from gross pay,

in order to meet the specific requirements of the Act.

Voluntary Disclosure

- 2.9 In addition to the above statutory disclosures NHS Lothian incorporates a voluntary disclosure on the aggregate value of board members' expenses. The amount of the aggregate of expenses is £13,859.20.

3. Section 32 Disclosures

Sustainable Economic Growth

NHS Lothian as an Anchor Institution

- 3.1 As expressed in the Lothian Strategic Development Framework (LSDF), Anchor Institution status reflects our impact beyond just directly improving the health and wellbeing of our population. In addition to the services, we provide to address and prevent ill-health, we have a positive influence on economic growth, both regionally and nationally. We achieve this through our spending power, our status as a major employer and by working with our partners to maximise our impact for both economic and social good.
- 3.2 We seek to be a good neighbour, a good consumer, and a good employer by deploying our influence in purchasing and procurement, through the use and disposal of our assets and facilities and via our status as a regional employment hub. As an Anchor Institution, we carefully consider our responsibilities to the region by considering the wider societal and economic impacts of our decisions. Like all public sector organisations, our current Anchors work requires due consideration of financial constraints of the 2024-25 budget settlement.
- 3.3 The first Anchors Annual Delivery Plan submission to Scottish Government in October 2023 listed our 'influenceable' spend. These data support and shape our action to ensure our procurement activity, whenever possible, takes into account options to support local economic development.
- 3.4 In addition to its wider aims and impact as an Anchor Institution, NHS Lothian has established specific employment practices and initiatives that provide economic benefit for the population it serves and the region as a whole. Our Employability Strategy was updated in 2024 and a series of actions – including a partnership with our local authority Employability Partnerships – have been identified to facilitate additional supported work placement opportunities in Lothian. We are also involved in national groups seeking to remove barriers to recruitment.

Apprenticeships and Employability Programmes

- 3.5 Over 23/24 we have run 18 Modern Apprenticeship cohorts across a wide variety of frameworks since we began MA recruitment. Four hundred and twenty-three apprentices have been recruited in total.
- 3.6 Currently the Board has over 129 active apprentices, learning across 14 different frameworks. Competitive recruitment models for Modern Apprenticeships continue to be offered three times per annum. We also support internal MA frameworks. The table below highlights the breakdown of MA's for 2023-2024.

2023- 2024 Internal/External MA's per Service			
	External	Internal	Grand Total
Administration	3		3
Dental	1	3	4
Estates	3	1	4
Healthcare Science	2		2
Nursing	19	1	20
Pharmacy	8	5	13
Grand Total	36	10	46

3.7 We offer internal Technical and Graduate Apprenticeships. For 2023 – 2024 there have been 2 Business and Administration TA's. Four GA's, 3 in Business Management and one in Construction and the Built Environment.

3.8 Employability Programmes

Positive qualities: 18-week employability programme comprising of a mixture of classroom-based learning and work placements across a variety of areas in the NHS.

Cohort 1: 5 students – 4 CSW, 1 Lab Science

Cohort 2: 3 students - 2 Portering, 1 Catering

Princes Trust: Bespoke programme in partnership with the Princes Trust to support young people into employment within the NHS. The cohort lasted 6 weeks which was a combination of 1 week induction, 2 weeks employability training, 2 weeks work placement, and finished off with 1 week of next steps/progression conversations. 1 student from the programme secured full time employment in the ward she completed work experience.

Edinburgh Project Search 23/24: The 2023/2024 Edinburgh Project Search cohort began with 5 interns, who were placed in various roles within the Royal Infirmary of Edinburgh (RIE). During the programme, two interns were transferred to the Council cohort to better align their placements with their skill sets, leaving 3 interns within NHS Lothian. The cohort, which concluded in June 2024, resulted in two out of three interns securing permanent positions as part of the Portering team, while the third intern joined the staff bank to take on shifts with the facilities team at RIE.

3.9 Work experience opportunities resumed in July 2023, and since then, we have successfully processed 114 placements across a range of clinical and non-clinical roles, including medicine, nursing, physiotherapy, dentistry, and portering. Notably, 60 of these placements were attended by individuals with an interest in medicine. The average age of participants was 17.

3.10 As part of an outreach strategy, NHS Lothian ensured its presence at key external events, including the Developing the Young Workforce (DYW) road show, Skills Scotland event, Capital City Partnership Job Fairs across the city, and the West Lothian College and School events

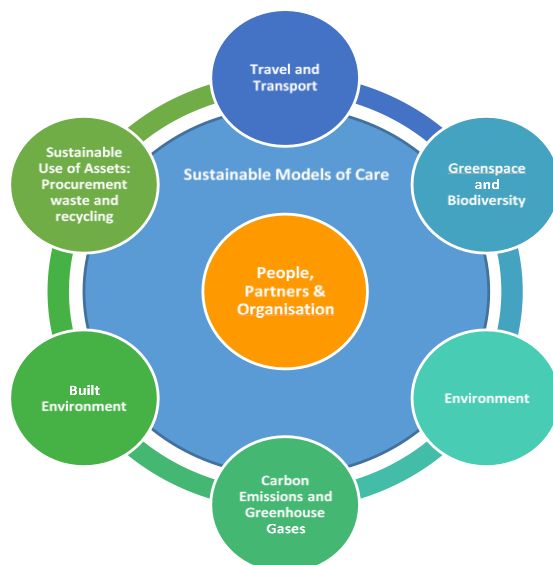
Wellbeing

- 3.11 In March 2021 NHS Lothian launched its first wellbeing strategy 'Work Well'. The strategy has three key objectives, informed by what staff believe is important: staff wellbeing, leaders committed to caring for themselves and others and proactive mental wellbeing support for all. The objectives are underpinned by four enablers: leadership, communication, infrastructure, and environment. The intent of the strategy is not only to create the conditions for existing staff to 'Work Well' but also to attract the future workforce required. The strategy is therefore hosted on both the external facing internet and our staff intranet: [Work Well Staff Wellbeing Strategy](#).
- 3.12 The strategy was due to be closed out in April 2024 and work was started on a refresh of the content rather than a rewrite due to the size, scale, and complexity of the organisation to allow the objectives to be fully achieved.
- 3.13 Key deliverables in 2023/24 (year three of the strategy) included:
- Developing our Work Well roles including Leads, Facilitators and Champions to embed our strategy across the organization.
 - Expanding our Work Well Programme – Delivering our monthly Energise You Webinars to over 100 staff per month and Reading for Wellbeing sessions to approximately 100 staff throughout the year.
 - Successful pilot of Menopause Cafés to offer peer support and reduce stigma around menopause issues in the workplace.
 - Engaging with approximately 1000 staff throughout the year via our monthly Work Well roadshows
 - Improved communication about our proactive mental wellbeing support – creating accessible resources on staff support on our internet page to make it accessible to all staff
 - Continued campaigns focused on Nutrition and Hydration, Kindness, Winter Wellbeing and Noticing Nature.

Sustainability and Environmental Reporting

- 3.14 NHS Lothian's vision is to be a lead organisation in sustainable health care with all staff empowered to put sustainable healthcare at the heart of their practice. We work with our partners and the communities we serve to put in place work practices, procurement systems and preventative interventions to minimise our environmental impact, protect the natural environment and enhance social value so that we are a sustainable service promoting good health and enhancing quality of life.
- 3.15 The NHS Lothian Sustainable Development Framework and Action Plan is available at [Sustainable Development Framework and Action Plan](#).

3.16 Delivery of the Framework and Action Plan was captured in a single corporate Objective 2023/24 and Environmental Sustainability is a parameter of the NHS Lothian Strategic Development Framework.

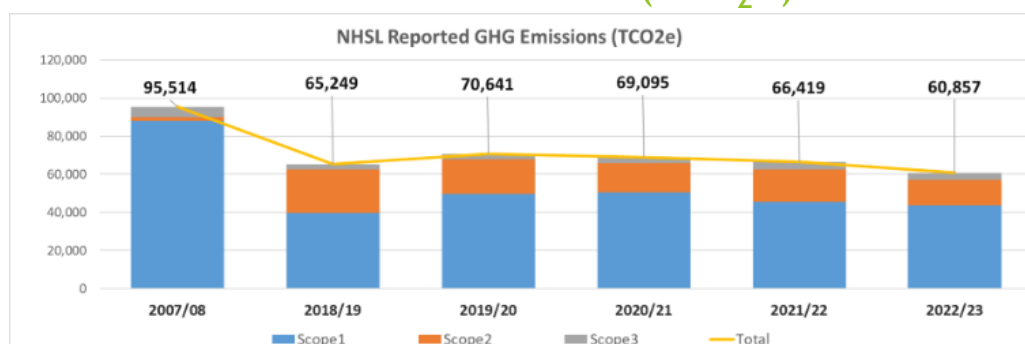


3.17 Progress on the implementation of this Framework and Action Plan is reported regularly to the NHS Lothian Board’s Finance and Resources Committee. This includes reporting progress in relation to NHS Scotland Annual Delivery Priorities for Environmental Sustainability.

3.18 The NHS Lothian Sustainable Development Framework is in line with has been of the Policy for NHS Scotland on the Climate Emergency and Sustainable Development DL (2021) 3 and the NHS Scotland Climate Emergency and Sustainability Strategy 2022-2026.

3.19 In line with [DL\(2021\)38](#) and the [NHS Scotland Climate Emergency and Sustainability Strategy](#), the [2022-2023 NHS Lothian Climate Emergency and Sustainability Annual Report](#) was approved by the Board.

2022/2023 Carbon Emissions (TCO₂e)



Year	2007/08	2018/19	2019/20	2020/21	2021/22	2022/23
Scope 1	87,800	39,786	49,814	50,455	45,450	43,758
Scope 2	2,302	22,783	18,057	15,506	17,070	13,539
Scope 3	5,412	2,680	2,770	3,134	3,898	3,560
Total	95,514	65,249	70,641	69,095	66,419	60,857
Annual Performance						
Reduction %		17.2%	-8.3%	-2.2%	-3.9%	-8.4%
Reduction TCO ₂		13,561	-5,392	-1,546	-2,676	-5,562
Baseline Performance						
Reduction %		31.7%	26.0%	-27.7%	-30.5%	-36.3%
Reduction TCO ₂		-30,265	-24,873	-26,419	-29,095	-34,657

3.20 The Draft Annual Climate Emergency and Sustainability Report 2023/24 will be published in November 2024 and will be available on the [NHS Lothian website](#).

3.21 NHS Lothian Environmental Sustainability Team work with partner organisations through community planning structures and local authority Net Zero Boards to promote environmentally sustainable social and economic developments. NHS Lothian is a founder and active member of the Edinburgh Climate Compact.

Efficiency, Effectiveness and Economy

3.22 NHS Lothian delivered a balanced outturn in financial year 23/24, without the requirement for additional financial support in the form of Brokerage from the Scottish Government (SG). The NHS Lothian annual accounts for 23/24 have been audited and signed off by the Board during June 24.

3.23 NHS Lothian continued with its established annual process relating to the identification, delivery, and performance oversight of financial efficiency plans in 23/24 in response to the extant Scottish Government target of 3%. Through this Business Units across the organisation were required to develop and deliver cash releasing efficiencies in line with the Scottish Government 3% savings target. Across NHS Lothian, savings to the value of £47.8M were delivered, a significant increase from 22/23.

3.24 To support operational Business Units, thematic programmes of efficiency relating to key spend areas were established or continued, with Senior Responsible Officers tasked with supporting the identification and delivery of efficiencies across Lothian to the value of 1% of the expenditure related to each area of spend. These programmes are Acute and Community Prescribing efficiency, Nursing workforce efficiency, Medical workforce efficiency, Non-Pay and Procurement efficiency and Property efficiency.

3.25 Oversight of performance against the 3% target was provided through enhanced financial and operational performance management structures, including the newly created NHS Lothian Financial Improvement Group – the key function of which was to review Business Units on escalation against a number of trigger factors including development of plans to the full 3% and delivery against those plans throughout the year. In governance terms, financial performance continued to be reported to the Board and Finance & Resources Committee.

3.26 Towards the end of the financial year, the Financial Improvement Group oversaw the continued development of additional central 'enabling work' in preparation for the delivery of additional cost savings in 24/25. This work included additional corporate controls relating to allocations and deferrals; further work to develop a framework for 'difficult choices' within NHS Lothian; development of an approach to review of all non-clinical services; and through the Strategic Programmes, early identification of additional cost saving opportunities under the 'Pause and Assess' banner.

3.27 In addition to the above, a full organisation-wide Communications Strategy on NHS Lothian's Financial Improvement work was developed and commenced. A regular all staff newsletter, 'Balancing the Books,' has been established and a number of 'town hall' sessions were delivered and recorded to share key messages with staff regarding the financial position of NHS Lothian. Furthermore, a staff 'Savings Ideas' inbox has been created, with any submissions reviewed through a thorough process and fed to the appropriate leads for review.