

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 communications and public relations for NHS Lothian during the 2024/25 financial year was £579k (2023/24 - £644k). This expenditure includes all staff salaries as well as the running costs of the NHS Lothian Communications department and associated support costs such as IT equipment and licenses and share of office overheads. It covers the full range of the communication function for the Board including, but not limited to, Internal Communications, patient focused communication, public health campaigns including advertising costs and media relations.

Overseas Travel

- 2.2 The total cost of overseas travel for financial year 2024/25 was £105k (2023/24 - £174k).

Hospitality and Entertainment

- 2.3 The total cost of hospitality and entertainment during the 2024/25 financial year was £162k (2023/24 - £184k). Most hospitality costs (£139k) relate 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.

2.4

External Consultancy

- 2.5 The total cost of external consultancy during the 2024/25 financial year was £40k (2023/24 - £104k). This is all in relation to revenue costs.

Expenditure > £25,000

- 2.6 A full list of payments with a value in excess of £25,000 made during the 2024/25 financial year is published on the Board's website here:

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

- 2.7 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

- 2.8 During the 2024/25 financial year, there were 487 employees in receipt of remuneration in excess of £150,000, comprised of 485 clinical staff and two non-clinical staff.

- 2.9 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

- 2.10 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 £13,797.18.

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 challenges.
- 3.3 Our second Anchors Annual Delivery Plan submission to Scottish Government in October 2024 detailed 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. During 2025-26, we intend to interrogate these spend data in more detail to understand current impact on the local economy and opportunities for future development.
- 3.4 We have completed three tender exercises that resulted in contracts to run hospital cafes in three locations being awarded to two social enterprises. The enterprises will run employability programmes as part of café operation.
- 3.5 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 2024-25 NHS Gateway project with our four local authority Employability Partnerships created 12 supernumerary supported work placements for Lothian residents. All 12 staff completed their placement and ten people applied for permanent posts within NHS Lothian. We continue to be involved in national groups seeking to remove barriers to recruitment while focusing on local system opportunities relating to co-ordinated recruitment campaigns and flexible working policy that will enhance our ability to be an inclusive employer.

Apprenticeships and Employability Programmes

- 3.6 Over 2024-25 we have been able to offer a variety of apprenticeship opportunities for both internal and external staff. In 24/25 we held 2 external recruitment drives for apprenticeships.
- 3.7 As of 31 March 2025, NHS Lothian has over 118 active Modern Apprentices, 35 Technical Apprentices, and 30 Graduate Apprentices who are learning across 27 frameworks. Competitive recruitment models for Modern Apprenticeships continue to be offered 2-3 times per annum. The table below showcases the breakdown of MA's for 1 April 2024 – 31 March 2025.

| 2024-2025 Internal/External MA's per Service | | | |
|--|-----------|-----------|-------------|
| | External | Internal | Grand Total |
| Business & Admin | 2 | 51 | 53 |
| Healthcare Science | 1 | | 1 |
| Nursing/Midwifery | 15 | 2 | 17 |
| Pharmacy | | 15 | 15 |
| Grand Total | 18 | 68 | 86 |

- 3.8 We offered 3 placements for Foundation Apprenticeships in 24/25; 1 in Creative and Digital Media, and 2 in Health and Social Care. We offer internal Technical and Graduate Apprenticeships. For 2024-2025 there have been 4 Business and Administration and 10 Pre-Registration Pharmacy Technician TA's. We have enrolled 17 Graduate Apprenticeships in 2024-25; 11 in Business Management, 3 in Software Development, 2 in Cyber Security, and 1 in Data Science.
- 3.9 **Employability Programmes**

Positive qualities: We once again worked alongside the Positive Qualities programme to support young people across West Lothian gain meaningful work experience within the NHS. In September 2024 we hosted 3 young people to kickstart their careers in Catering and Portering. Feedback from the last programme noted a low level in confidence amongst the young people prior to their 4 week work placement. To combat this, we partnered with Volunteering Services to provide opportunity for the participants to gain confidence and experience in talking to patients and members of the public in order to have the best confident start to their placement shortly thereafter. By January 2025 all 3 participants had gained employment, 2 within the NHS and 1 externally.

NHS Gateway: In Summer 2024 we created an employability pilot in partnership with 4 local authorities and Public Health. The pilot enabled 12 long term unemployed local people to secure 6 month paid placements in NHS Lothian. Ten of the employees secured long term roles within NHS. The impact of these placements has been truly beneficial to the candidates – for some it was their first job in the UK, others had not worked for many years while they looked after their families and others it was their first taste of employment from school.

Edinburgh Project Search 24/25: The 2024/25 Edinburgh Project Search cohort had five interns, who were placed in various roles within the Royal Infirmary of Edinburgh (RIE). The cohort, which concluded in June 2025, resulted in one out of five interns securing a permanent position as part of the Portering team. We have two interns who will move into 6 month paid placements.

3.10 Work Experience

We were delighted to secure 284 work experience placements approved between Apr 24 - March 25. 120 were medicine with the average age being 17.

Of this 284, 146 were delivered via our Step Into Healthcare Programmes which includes Medicine, Midwifery, Dentistry, and Nursing.

We have seen young people move into volunteering and apprenticeships as a result of participating in the Step Into programmes.

3.11 Elsie Inglis Grant

The Elsie Inglis Grant is a charitable fund which seeks to support NHS Lothian staff to develop their potential through learning. We provide limited grant support to enable staff to take part in learning and development opportunities.

In 2024-25, 43 applications were received. Thirty-five individual requests were granted funding & five group applications were approved funding. Unfortunately, two applications were declined due to the criteria not being met & one withdrew to undertake a Modern Apprenticeship.

£10,196 was awarded to applicants this year and £8,903 was used.

3.12 Outreach

As part of an outreach strategy, NHS Lothian ensured its presence at key external events, including the Developing the Young Workforce (DYW) road show and Capital City Partnership Job Fairs across the city. In collaboration with SDS, NHS HSCP West Lothian we held an MA event. This year we ran Insight days in collaboration with DYW and Edinburgh college to showcase careers in Pharmacy, Nursing, Porterage, Domestic and Dentistry. This was attended by 50 pupils on the first day and 70 on the second. We have plans to replicate these sessions as they were so well received.

Wellbeing

3.13 NHS Lothian has had a wellbeing strategy 'Work Well' in place since March 2021. 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](#).

3.14 The initial strategy timescale was March 2021 to April 2024. Prior to April 2024 the strategy was reviewed and refreshed with minor amendments and now runs until April 2027.

3.15 An annual delivery plan runs alongside the strategy articulating key deliverables, but with flexibility to address emergent wellbeing needs. In 2024/25 some of the key activity has been:

- Ongoing support and development of our Work Well roles including Leads,

Facilitators and Champions to embed our strategy across the organization and ensure that strategic intent is realized at a local level. Our cohort of wellbeing champions has increased by 25% in the past year, reflecting growing organisational commitment.

- Significant focus on the women's health including implementation of the National menstruation and menopause policy and provision of guidance for staff, managers and making lightweight uniforms available under the policy. Refurbishment of some breastfeeding rooms to comply with UNICEF standards. Early work on benchmarking against the Equally Safe at Work employer accreditation scheme to advance gender equality and prevent violence against women.
- We supported the establishment of a Men's Health Group at the request of several managers, following delivery of a session by a men's health group 'Andys Man Club.' This group now meets regularly and self-facilitates.
- We secured an additional 100 places on the Kings Fund 'Leading for Wellbeing' online programme to support managers to lead teams with an enhanced lens on wellness.
- We have 1,170 members of our MS Teams 'Work Well' Team, and our intranet wellbeing pages received over 10,000 hits in 2024/25.
- Groundwork established in the first three years of the strategy continues, including monthly 'Energise You' online line sessions which has grown engagement from an average of 50 attendees to 130-plus attendees at some sessions. Monthly 'reading for wellness' sessions continue to be very popular. We continue to run regular campaigns, recent themes have featured connect with nature and know your numbers (i.e. blood pressure). We have also seen a sharp increase in teams reaching out requesting that we come and deliver sessions to their staff on looking after their wellbeing.

Environmental Sustainability Reporting

- 3.16 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.
- 3.17 The NHS Lothian Sustainable Development Framework and Action Plan is available at [Sustainable Development Framework and Action Plan](#) .



- 3.18 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.
- 3.19 An overview of NHS Lothian’s progress on environmental sustainability was included in the Annual Accounts for 2024-2025 with the report addressing the requirements of the Task Forces for Climate Disclosures recommendations in relation to governance, strategy, risk management, metrics and targets.
- 3.20 There is a statutory and NHS Scotland policy requirement to produce an Annual Climate Emergency and Sustainability Report which incorporates the mandatory carbon emissions report.
- 3.21 NHS Lothian prepare an annual Climate Emergency and Sustainability Report (see section below on Performance and Metrics) which fulfils the requirements of The Climate Change (Emissions Reductions Targets) (Scotland) Act 2019 and is submitted to the Sustainable Scotland Network detailing compliance with the climate change duties imposed by the Act and the Amendment order. This report also complies with the requirements of NHS Scotland in relation to Climate Emergency and Sustainability Reporting and since 2022-2023, the requirement under the Nature Conservation (Scotland) Act 2004 for Public Bodies to report publicly on their activities to meet this Duty through an available report.

- 3.22 The draft report for 2023-2024 was available in September 2024 and covered in a Live Webinar open to all NHS Lothian Staff and as a recording to the public [Progress in 2023-2024 – Preview of NHS Lothian Annual Climate Emergency and Sustainability Report. – Sustainability](#).
- 3.23 NHS Lothian is working to address the triple planetary crisis of climate change, biodiversity lost and pollution/waste. We are building our metrics and targets to give a comprehensive assessment of our impact on environmental sustainability as a whole.
- 3.24 The following overview of our measured carbon emissions was included in our Annual Accounts.

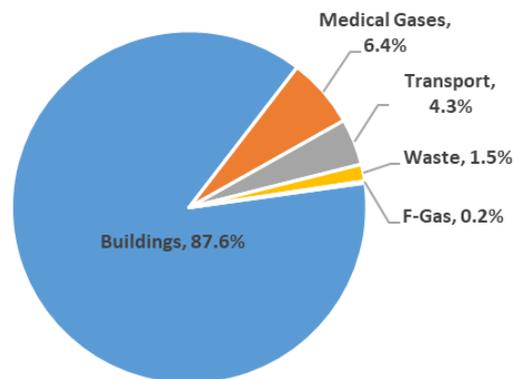
Climate Change

3.25 NHS Lothian aims to become a net-zero organisation by 2040 for the sources of greenhouse gas emissions that we directly control. These emissions are predominantly Scope 1 and Scope 2 Emissions: Buildings Energy, Medical Gases, Transport, Waste and F Gas. We report and track consumption, cost and carbon emissions. Scope 1 and Scope 2 and together these account for less than a quarter of the overall carbon footprint (figure 1 below). We track overall emissions and specific categories of emissions and consumption. As we continue to include more sources of emissions in our reports our baseline changes from year to year, so care is needed when interpreting the change in total emissions.

Key Stats

- Overall increase of **699** Tonnes CO₂ from 2022/2023 report.
- Overall reduction of **135,048** Tonnes CO₂, 71.5%, from 1989/1990 national targets baseline (buildings only).
- **Buildings** - increase of **1,390** Tonnes CO₂ (+2.6%)
- **Medical Gases** - reduction of **537** Tonnes CO₂ (-12.0%)
- **Transport** – reduction of **258** Tonnes CO₂ (-8.9%)
- **Waste** – reduction of 3 Tonnes CO₂ (-0.3%)

2023/2024 Emissions (tCO₂e)



Biodiversity

- 3.26 Our target, in line with our Public Bodies Duty is to maintain or increase the biodiversity and wider ecosystem value (carbon sequestration and air quality regulation) of our estate.
- 3.27 The baseline of carbon sequestration, air quality regulation and biodiversity were recalculated for 2023-2024 with no significant change.

| Carbon capture | 2020/21 | |
|--|----------------------|------------------------------|
| | Annual physical flow | Annual monetary flow £(2020) |
| Carbon sequestration by greenspace (tCO ₂ e/year) | 282 | £19,501 |
| Air quality regulation tPM _{2.5} /year | 0.98 | £225,993 |
| Biodiversity units | 484 | N/A |

3.28 The NHS Lothian Annual Climate Emergency and Sustainability report for 2024-2025 will be available in November 2025.

Efficiency, Effectiveness and Economy

3.29 Following improvements in operational positions and with the impact of Business Units Financial Recovery Plans and the further executive-led cost reduction workstreams, NHS Lothian delivered financial balance in 2024/25. This was delivered without the requirement for additional financial support in the form of Brokerage from the Scottish Government (SG). The NHS Lothian annual accounts for 24/25 have been audited and signed off by the Board during June 2025.

3.30 NHS Lothian continued with its established annual process relating to the identification, delivery, and performance oversight of financial efficiency plans in 24/25 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 £60m of savings have been delivered in year with £54m achieved recurrently. This is a significant increase on 23/24.

3.31 To support operational Business Units delivery of the 3% target, 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 efficiency programmes include Acute and Community Prescribing, Nursing workforce, Medical workforce, Non-Pay and Procurement, and Property.

3.32 Oversight of performance against the 3% target was provided through enhanced financial and operational performance management structures, including the NHS Lothian Oversight Board – 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.

3.33 The NHS Lothian Financial Improvement Group (FIG) oversaw the continued development of proposals that had a capacity impact or were considered novel/contentious. This work has included the development of a detailed SOP for the development of such schemes to support the organisation to comply with its duties and responsibilities in relation to service change plans. The FIG has reviewed a number of emerging proposals of this nature in 2024/25. In addition, through the Strategic Programmes and with the appointment of the Director of Transformation and Innovation, work commenced on supporting the development of new service models within a defined financial envelope.