

Procurement, Commissioning & Facilities
NHS National Services Scotland
National Distribution Centre
2 Swinhill Avenue
Canderside
Larkhall
ML9 2QX

Telephone 01698 794400
Fax 01698 794401
[RNID Typetalk; 18001 01698 794400/794410](tel:1800101698794400794410)



Date: 22 February 2022
Our ref: K: FOI/Ref: 2022-000029
Direct Line: 0131 275 6807
Email: nss.pcf-foi@nhs.scot

Dear [REDACTED]

Freedom of Information Reference: FOI-2022-000029 NSS Cycle to Work Scheme

I refer to your freedom of information request which we received on 01 February 2022 requesting the following information.

I can advise you that we have now completed the search of our records and can provide you with the following information:

- **Staff Benefit Cycle to Work Information to include current supplier, annual spend and contract renewal date.**

Please refer to attached Appendix 1 – NSS Cycle to Work Scheme PCS Notice.

- **Employee Assistance Programme to include current supplier, annual spend and contract renewal date.**

Under Section 17 of the Freedom of Information Scotland Act an organisation does not require to provide information if it does not hold that information. NHS National Services Scotland does not hold this information.

- **Long Service & Retirement Awards for staff to include current supplier, annual spend and contract renewal date.**

Under Section 17 of the Freedom of Information Scotland Act an organisation does not require to provide information if it does not hold that information. NHS National Services Scotland does not hold this information.

I trust you will find the information of assistance and if you require any further information please do not hesitate to contact me.

If you are unhappy with any aspect of how we have dealt with your request you can make representations to us asking us to review the handling of your request. Please write to the



Associate Director Information Security & Governance
Digital & Security
NHS National Services Scotland
Headquarters
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB

within 40 working days of the date of this correspondence.

If after a review you are still unhappy, you also have the right to apply to the Scottish Information Commissioner, who can be contacted at Kinburn Castle, St Andrews, Fife, KY16 9DS, or via their [online application form](#).

If you have any queries about this letter, please contact me at the above address.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alan Davies', with a stylized, cursive script.

Alan Davies
Business Support Manager