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Date: 04 July 2022  
Our ref: K: FOI/Ref: 2022-000136  
Direct Line: 0131 275 6807  
Email: [nss.pcf-foi@nhs.scot](mailto:nss.pcf-foi@nhs.scot)

Dear [REDACTED]

**Freedom of Information Reference: FOI-2022-000136 – complaint CFB-22-0433**

I refer to your freedom of information request that we received on 07 June 2022.

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

**1. In a complaint response to myself ([REDACTED]) from NSS (complaint CFB-22-0433) on the 1st of June 2022 (p4) there is reference made to "discussions with some members of the NSQIG" regarding part of my complaint. Could I be provided with all communications regarding these "discussions" and any communication relating to this complaint.**

Please find attached Appendix 1 - Notes from telephone conversation with Alice MacLeod.

**2. At a Stoma SLWG where NSS provided Secretariat and Project Management on the 12/8/18 Alice Macleod (NSS Procurement) was charged with drafting communications to patient groups. Could you provide the communication that Alice Macleod drafted and/or sent regarding patient groups and this group.**

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 (NSS) does not hold this information. We are unable to locate any meeting on this date however; we do have a record of a meeting dated 12/02/2018. Please find attached SBAR as appendix 2 that provides information for stakeholders that includes the Scottish Stoma Forum that itself includes patient representation.

**3. At a Stoma SLWG where NSS provided Secretariat and Project Management on the 12/8/18 Alice Macleod (NSS Procurement) was charged with collating communications received by the working group regarding contact with patient groups. Could you provide the communications Alice Macleod received and sent regarding collating this information.**



**Headquarters**

Gyle Square, 1 South Gyle Crescent, EDINBURGH EH12 9EB

Chairperson Keith Redpath  
Chief Executive Mary Morgan

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. NSS does not hold this information. We are unable to locate any meeting on this date however; we do have a record of a meeting dated 12/02/2018. We have been unable to locate any documents relating to gathering information other than the responses to a questionnaire that went out and was included as part of the report.

**4. At a Stoma SLWG where NSS provided Secretariat and Project Management on the 12/8/18 Alice Macleod (NSS Procurement) (Agenda item 6) informed the group that a Risk Register would be developed (around the group/project). Could I be provided with the Risk Register.**

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. NSS does not hold this information. We are unable to locate any meeting on this date however; we do have a record of a meeting dated 12/02/2018. Please find attached appendix 3 – NSQIG Risk Register.

**5. Could you provide the total cost/expenses for the SLWG. This will include Staffing costs (breakdown of this please), Analyst support, GP session cover etc.**

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. We have searched our records and do not hold total costs for this project.

However, what we can provide is that agreement was made for funding of £24,916; 0.4WTE senior analyst and 0.05% principle analyst for the SWLG referenced in the attached appendix 4 - 2018-03-23 - Minutes.

NSS have also found an agreement for 3.5 GP sessions for £218 referenced in the attached appendix 5 - 2018-06-26 - Minutes.

**6. Could you provide all the communications sent/received regarding the Stoma SLWG by Martin Street, Strategic Sourcing Director National Procurement.**

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. NSS does not hold this information. We have done a search of our records and have found no files with such communications sent/received by Martin Street.

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

Head of Information and Cyber Security  
Digital and Security  
NHS National Services Scotland  
Headquarters  
Gyle Square  
1 South Gyle Crescent  
Edinburgh  
EH12 9EB

or at the email address [nss.foi@nhs.scot](mailto:nss.foi@nhs.scot) 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', written in a cursive style.

Alan Davies  
Business Support Manager

ENCS