

Date: 07 August 2025
Our ref: K: FOI/Ref: 2025-000228
Email: NSS.DevServicesFOI@nhs.scot

Freedom of Information Reference: FOI-2025-000228 – SHTM 03-01 Update.

I refer to your freedom of information request that we received on 22 July 2025 requesting the following information:

Updated SHTM 03-01

- The Freedom of Information Scotland Act 2002 (FOISA, as amended), and with reference to:
- s60: SG/2016/225: Scottish Ministers' Code of Practice on the Discharge of Functions by Scottish Public Authorities under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 (01 December 2016); and
- s61: SG/2011/233: Scottish Ministers' Code of Practice on Records Management by Scottish Public Authorities under the Freedom of Information (Scotland) Act 2002 (16 December 2011).

Reference

- In FOI-2024-000035, dated 19 February 2024, it was stated that a new version of SHTM 03-01 was to be published in 2024.
- In FOI-2024-000414, dated 30 December 2024, it was stated that "exact date to be confirmed".

The Information Request

With this in mind, can you please provide me with the following recorded information:

- If published, the updated version of the SHTM 03-01.
- A working URL to the document is sufficient.
- If not yet published, an outline of when the document will be published.

Notes

- If you require clarification regarding my request please let me know.
- If you require further time to fulfil the request please let me know.
- Within the spirit of s15 of the FOISA please provide any reasonable advice and assistance that you believe would support my request, for example:
- Any other information or explanation that I may not have asked for/mentioned in the request but may complement/help in responding to the request.



Chair
Chief Executive

Keith Redpath
Mary Morgan

*NHS National Services Scotland is the common name of the
Common Services Agency for the Scottish Health Service*

We have now completed the search of our records and can provide you with the following information:

The Information Request

With this in mind, can you please provide me with the following recorded information:

- **If published, the updated version of the SHTM 03-01.**
- **A working URL to the document is sufficient.**
- **If not yet published, an outline of when the document will be published.**

Under Section 17 of the Freedom of Information Scotland Act, 2002 (FOISA) an organisation does not have to provide that information if it does not hold it. NHS Scotland Assure (NHSSA) has not yet finalised the updated version of SHTM 03-01. NHSSA continue to work on a revised version of SHTM 03-01 and as per previous FOI release, we still aim to have this available before the end of 2025. The exact date to be confirmed. This will be published through our [website](#) at the following:

<https://www.nss.nhs.scot/publications/ventilation-for-healthcare-premises-shtm-03-01/>

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 Governance and Board Services (Board Secretary) at the email address 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,

