

[REDACTED]

Date: 14 January 2026
Our ref: K: FOI/Ref: 2026-3218
Email: NSS.DevServicesFOI@nhs.scot

Dear [REDACTED]

Freedom of Information Reference: FOI-2025-3218 – SHTM 03-01 document.

I refer to your freedom of information request that we received on 11 December 2025 requesting the following information.

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”.

In FOI-2025-000228, dated 07 August 2025, it was stated that “we still aim to have this available before the end of 2025. The exact date to be confirmed.”

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

- 1. If published, the updated version of the SHTM 03-01.**
 A working URL to the document is sufficient.
- 2. If not yet published, an outline of when the document will be published.**
- 3. The date(s) of any meeting(s) relating to the updating of SHTM 03-01 (between 01 February 2024 and 10 December 2025).**
- 4. Any minutes (if recorded) relating to point 3 above (same date range).**

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

- 1. If published, the updated version of the SHTM 03-01.**
A working URL to the document is sufficient.

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 National Services Scotland (NSS) have not published an updated version and as such we do not have a working URL we can provide.

- 2. If not yet published, an outline of when the document will be published.**

Work on SHTM 03-01 documentation continues, unfortunately due to resourcing challenges completion of this work is taking longer than originally planned. This remains a priority piece of work for NHS Scotland Assure (part of NSS) and we are currently in the process of re-programming this for a publication in 2026.



Chair Keith Redpath
Chief Executive Mary Morgan

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3. The date(s) of any meeting(s) relating to the updating of SHTM 03-01 (between 01 February 2024 and 10 December 2025).

The following meetings occurred during the requested timeframe where the SHTM 03-01 document was discussed:

2024-04-16 National Heating & Ventilation Advisory Group
2024-05-14 National Heating & Ventilation Advisory Group
2024-06-11 National Heating & Ventilation Advisory Group
2024-07-09 National Heating & Ventilation Advisory Group
2024-08-13 National Heating & Ventilation Advisory Group
2024-09-10 National Heating & Ventilation Advisory Group
2024-11-12 National Heating & Ventilation Advisory Group
2025-02-11 National Heating & Ventilation Advisory Group
2025-04-08 National Heating & Ventilation Advisory Group
2025-08-12 National Heating & Ventilation Advisory Group

4. Any minutes (if recorded) relating to point 3 above (same date range).

Please see below list of appendices detailing where SHTM 03-01 was discussed (these appendices are extracts taken from those meetings).

Some of the documentation being released includes personal data of third parties, specifically, names of individuals which have not yet been released into the public domain. Where this is the case, these details have been redacted in line with Section 38 ((1)(b)) of FOISA.

Appendix 1 - 2024-04-16 NHVAG Agenda V1.0
Appendix 2 - 2024-04-16 NHVAG notes actions_V1.0_Redacted
Appendix 3 - 2024-05-14 NHVAG notes actions_V1.0_Redacted
Appendix 4 - 2024-06-11 NHVAG notes actions_V1.0_Redacted
Appendix 5 - 2024-07-09 NHVAG notes actions_V1.0_Redacted
Appendix 6 - 2024-08-13 NHVAG notes actions_V1.0_Redacted
Appendix 7 - 2024-09-10 NHVAG notes actions_V1.0_Redacted
Appendix 8 - 2024-11-12 NHVAG Agenda V1.0
Appendix 9 - 2024-11-12 NHVAG notes actions_V1.0_Redacted
Appendix 10 - 2025-02-11 NHVAG Agenda V1.0
Appendix 11 - 2025-02-11 NHVAG notes actions_V1.0_Redacted
Appendix 12 - 2025-04-08 NHVAG Agenda V1.0
Appendix 13 - 2025-04-08 NHVAG notes actions_V1.0_Redacted
Appendix 14 - 2025-08-12 NHVAG Agenda V1.0
Appendix 15 - 2025-08-12 NHVAG Minutes V1.0_Redacted

Under Section 15 (Duty to provide advice and assistance) of FOISA, NSS has provided the agenda items for meetings where possible.

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



Chair
Chief Executive
Keith Redpath
Mary Morgan

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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,

