

Date 22/04/2025
Your Ref
Our Ref 9941

Enquiries to Richard Mutch
Extension 35687
Direct Line 0131 465 5687
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richard.mutch@nhs.scot

Dear

FREEDOM OF INFORMATION – CAR PARKING

I write in response to your request for information in relation to car parking.

Question:

- minutes of the RIE (Little France) car parking appeals review meeting held on 1 April 2025

Answer:

A formal minute of the meeting is not recorded. As per section 17 of the Freedom of Information (Scotland) Act 2002 formally I must advise that we do not hold this information.

Question:

- the scoring criteria for awarding a parking permit to staff at the RIE

Answer:

The key scoring criteria are as follows – 1. Business Needs 2. On Call 3. Distance & Travel 4. Personal Needs. There is an additional criteria of 'Service Need' which requires Site Director sign off. This then ties in with information available on our Intranet (ie the high level criteria only).

Question:

- the number of staff parking permits rejected in the last 12 months at the RIE

Answer:

There were 483 applications rejected. This is from 1 April 2024 to date. This includes first-time applicants and also takes into account our Annual Permit Review process (the details of which can be found on the NHS Lothian Staff Intranet).

Question:

- the number of parking permits currently allocated to administrative, non-patient facing, non-shift working staff at the RIE (please also provide this as a % of total parking permits allocated).

Headquarters
Mainpoint
102 West Port
Edinburgh EH3 9DN

Chair Professor John Connaghan CBE
Chief Executive Professor Caroline Hiscox
Lothian NHS Board is the common name of Lothian Health Board

Answer:

We do not differentiate regarding job descriptions relating to permit applications, as all staff are treated equally, regardless of their role within the organisation. We allocate extra points for staff who have significant travel to the site and/or have to travel to other locations for their role. A separate process also exists for staff members who work on-call, detail of which can be found on the NHS Lothian Staff Intranet.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive