

Date: 16/06/2025
Our Ref: 10135
Enquiries to loth.freedomofinformation@nhs.scot

Dear

FREEDOM OF INFORMATION – STAFF PARKING PERMIT

I write in response to your request for information in relation to staff parking permits in NHS Lothian.

Question:

Could you please provide me with the information / policy for how the staff car parking permit application for the Royal Infirmary of Edinburgh car park is scored?

Answer:

Individual Staff Car Parking Permit applications for the Royal Infirmary of Edinburgh are issued to a dedicated support team who provide oversight and administration for all car parking permits for NHS Lothian staff working from the site. The permit application sheet can be obtained via the NHS Lothian Intranet. Permit applications are reviewed in line with a defined application criteria. Key areas of criteria reviewed are as follows: Business Need; Distance from site; Personal Need; Service Need; Relevant Evidence. Further detail on each of the criteria can be found on the NHS Lothian Intranet.

Staff members who obtain the relevant number of points are granted a parking permit to either Car Park 2C or our temporary Plot 1 Car Park (dependant on specific detail of the staff member and their requirements). Staff who are unsuccessful in their application are advised, in writing, of the decision and subsequently have the option to appeal the outcome. Appeals are heard by a dedicated panel made up of site stakeholders and a Partnership representative.

All car parking permits issued to staff on the site are reviewed annually to ensure that staff continue to qualify and meet the appropriate criteria. Communication surrounding this process is issued to all staff who have a live parking permit with a request to update their details, in writing, normally via email (where staff do not have a live email address the support team will contact via the most appropriate means).

More detail surrounding parking permits for the site, along with other means of sustainable travel (such as our car share scheme) can be found on the NHS Lothian 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 <https://www.foi.scot/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 reviewer at the address at the top 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.nhslothian.scot/FOI>

Yours sincerely

ALISON MACDONALD
Executive Director of Nursing Midwifery and AHPs
Cc: Chief Executive