

Dear

FREEDOM OF INFORMATION – CAR PARKING APPLICATIONS

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

Question:

1. What questions in the 2026/2027 application form relate to each of these application criteria (below)?

Answer:

There is no direct answer to this query. The below is based on interpretation of the application which has been in place for many years.

Criteria	Related Questions on Application Form (Number)
Business Need	6
On Call/Car Share	1 (with a separate form for Car Share applicants)
Distance & Travel	Established from applicants home address (in first section of the Application form)
Personal Need	2, 3, 4, 5 (Separate sections for carer commitments and Health conditions)
Service Need	This comes by request, in writing, from appropriate Senior level manager within department.

Question:

2. The scoring guidelines and points breakdown associated with each section. And how many points are needed for a successful application?

Answer:

The core criteria are listed on the NHS Lothian Intranet site (which you can access). A score of 30 points, or more, is required to be awarded a Staff Parking permit for the Royal Infirmary of Edinburgh and RHCYP/DCN. NHS Lothian staff may not meet the criteria for a Staff Parking permit, but if they perform On Call duties within their rota's, they may be offered an On Call permit, to be used when they are rota'd to be on call.

Question:

3. How many people are responsible for scoring each application? Do they work individually? Are applications scored independently and anonymously? If not, what are the reason/s for this?

Answer:

The scoring of each application is carried out by two members of the Car Parking Administration Team. They work as a small team dedicated to not only car parking applications, but wider administrative duties relating to car parking on the Little France Campus. Applications are scored independently by one staff member and rechecked by the other, with all details provided treated confidentially, in line with GDPR regulation and only used for the work purposes, to enable them to carry out their role.

The Car Parking team cannot look at applications anonymously, as there has to be initial checks that applicants are eligible to apply and that their Managers have signed and agreed with the initial application. The application process is paperless, which gives another layer of confidentiality. The only time the application is seen out of the Car Parking office is when the staff member appeal the decision of the Car Parking team and it is sent to the Appeals Group electronically. The Appeals Group is made up of independent Senior Managers and a Union representative. The Appeals Group do look at the application anonymously and discuss the application and reason for appeal, as a group. The Appeals Group have the final decision regarding the outcome of appeal and if the score is upheld or if a permit should be given

Question:

4. What specific processes are in place that ensures equity and transparency in the application process?

Answer:

The process for car parking application can be found on the NHS Lothian staff Intranet. No staff group or member are prioritised over another. All details provided are treated in strict confidentiality with points awarded based on application detail provided (and not job role).

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.nhslothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive