

Dear

FREEDOM OF INFORMATION – ROYAL INFIRMARY CAR PARKING

I write in response to your request for information in relation to car parking at the Royal Infirmary of Edinburgh.

Question:

- I am not satisfied that the substance of my request (11395), which specifically asks for evidence of partnership agreement, was met. I'd be grateful if you could provide the minutes to all the meetings when it was discussed and agreed that non-NHS Lothian staff would be refused permits for the Royal Infirmary of Edinburgh site.

To note, as an SNBTS employee I have no access to the NHS Lothian intranet site. Please can you tell me how policy changes that affect them are communicated?

Answer:

There has been no change to parking permit eligibility, as such, the 'change' has been that rules regarding the award of permits are now being fully implemented. This has been recently discussed and confirmed via the Little France Traffic Management Group and the Pan Lothian Traffic Management Group. NHS Lothian's Employee Director sits on the Pan Lothian Traffic Management Group and was part of the discussion.

The currently proposed policy, which clearly stipulates that only NHS Lothian employees are considered for Individual Car Parking Permits, has been approved through the Estates and Facilities Partnership Forum and the Lothian Partnership Forum. The proposed Policy is now out for consultation as per policy approval process.

The attached paper was discussed on 20 April 2026 at the latest meeting of the Lothian Partnership Forum. The Lothian Partnership Forum is the regular meeting of Partnership representatives in NHS Lothian, chaired by NHS Lothian's Employee Director. The formal action note from the meeting remains in draft until it is confirmed at the next meeting, on 29 June 2026.

There is no specific process for site policies to be shared with SNBTS employees. Within NHS Lothian Policy change / implementation / update is communicated through the 'Consultation' process, as I note above, with Policy then formally published upon full approval.

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

Minutes

Meeting:	E&F Partnership Forum	
Dates and times:	12 March 2026 13:00-15:00	
Location:	MS Teams	
Chair:	Michael Shaw	
Papers	02. Thursday 12 March 2026	
Apologies	East & Midlothian Hard FM Area Manager (Estates Manager deputised) West Lothian Hard FM Area Manager Head of RQA Head of Soft FM Programme Director, Capital Planning Projects Unison Steward	
Attended:	Director of E&F Associate Director of E&F Head of Fire Safety Edinburgh Acute Hard FM Area Manager Site Services & Logistics Manager Vaccination Program Employee Relations Practitioner E&F Porter/Driver Union Branch Sec / REAS Partnership Lead Electrician E&F Business Manager	E&F Business Support Manager Edinburgh Community Hard FM Area Manager East & Midlothian Estates Manager Little France Soft FM Area Manager Head of Hard FM Head of Energy & Sustainability West Lothian Soft FM Area Manager Facilities Partnership Lead Senior PFI Estates Lead
Notes	For the Forum to be quorate, specifically where decisions are to be made, there needs to be a minimum of 3 staff side representatives and 8 management representatives Please note the meeting will be recorded	

Item No.	Item Reference	Action
1	Welcome, Apologies and Introductions	
2	EF PF Minute of January 2026 and Action Log	
	2.1 Minutes from Jan 2026 <ul style="list-style-type: none"> Minutes approved 2.2 Action Log <ul style="list-style-type: none"> Action Log updated 	
3	Matters Arising	
4	Facilities Finance & Strategic Planning Update	
5	Soft FM Update	
	5.3 Pan Lothian Car Parking Policy (Has been approved by DCE and PLTMG inc. Employee Director. Feedback from local TMGs incorporated) <ul style="list-style-type: none"> Policy aimed at clarifying organisational position on individual permits. Created to ensure consistency across the sites, and to help with number of individual queries being received. 	

	<ul style="list-style-type: none"> • Only NHSL Board employees may apply for an individual parking permit (acknowledge ramifications of this, but PL TMG were unanimous in this decision. Approx. 10 staff affected in SJH from social work etc). • Policy recognises requirement for emergency access (for urgent clinical and patient safety needs). This policy is only for individual permits. • Policy outlines and clarifies application criteria for all permit types in place. • Permit appeal process is outlined (and relevant stakeholders). • Approved by Director of E&F, Employee Director, DCE, Local TMGs, Pan Lothian TMG. Approved by E&F PF today – next to go to Lothian PF. • Bringing to today 	Decision
6.	HSDU Updates	
7	Hard FM Update	
8	Environment & Sustainability Updates	
9	Risk, Quality & Assurance Update	
10	HR Updates	
11	Partnership Working	
12	Health and Wellbeing	
13	Equality and Diversity	
14	Estates & Facilities Strategic Plan	
15	Any Other Competent Business	