



18 September 2025

Our Ref: FOI 1368

Dear

**Freedom of Information Act 2000
Information in relation to Car Parking Allocation**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 21 August 2025.

A response to each of the questions raised has been provided by the Nursing, Midwifery, Allied Health Professionals & Support Services Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Rebecca Manning
Information Governance Officer

Q1. I am requesting the South Eastern Trust's policy on allocation of car parking spaces and any associated algorithms used to allocate them once the application process is complete. I am also requesting evidence of how the allocation of car parking passes is fair considering doctors are automatically issued passes and the application form seems to favour people with children over those with adult family dependents.

A1. There is no Trust policy specifically for the allocation of car parking spaces. The Trust uses a criteria based on an on-line application system for the allocation of parking spaces for staff that is subject to ongoing equality screening.

Please see Attachment 1 – Parking Spaces Criteria for Assessment. This assessment is applied to all staff car parking applications to capture the specific information required to determine the outcome of a staff application. This list of criteria is available to all staff on the Trust intranet.

Stage 1 Automatic Entitlement – those applications who meet the automatic criteria will be notified of the successful outcome at the end of stage 1.

Stage 2 Review/Appeal Stage - If a staff member does not meet the Automatic Entitlement they will receive an email notification advising them that their initial application has been unsuccessful and are offered the opportunity to appeal the outcome within 14 days. Upon completion the appeal is sent to an independent appeal panel for a majority decision outcome.

The appeals process seeks to identify specific extenuating personal and/or professional 'need' for an on-site car permit. It may be used by the applicant to capture any Section 75 details of the Northern Ireland Act, such as caring for Dependent regardless of their age.