



**Doncaster and Bassetlaw
Teaching Hospitals**
NHS Foundation Trust

Trust Accommodation Policy

This procedural document supersedes: CORP/FAC 14 v.1 - Trust Accommodation Policy



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The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 2	30 September 2025	Policy updated inclusive of Briefing Paper recommendations agreed by Trust Executives in July 2023 with further adjustments to support the management of limited Trust Accommodation	Suzy Macfarlane
Version 1	January 2021	This is a new procedural document, please read in full	Kirsty Edmondson-Jones

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1 INTRODUCTION

The Facilities Management department within the Estate & Facilities Directorate hold the management responsibility for the Trust's onsite residential accommodation for all users.

All DBTH employees, students, locums, and doctors in training working at DBTH are eligible to apply for accommodation. We also support new recruits from overseas with a requirement to relocate. It is recognised that there is insufficient accommodation to meet demand and so this policy therefore aims to set out a fair and transparent assessment process for the allocation of this limited resource.

The accommodation agreement covers all aspects of rental from one-night guest stays, hotel agreements & assured short hold tenancy agreements up to a maximum stay of one year.

2 PURPOSE & SCOPE

The purpose of this policy is to provide details of the types of accommodation, the application process, costs associated with each type of property and the operational management processes.

The scope is:

- To establish a consistent, auditable, and transparent policy for how DBTH has selected and prioritised the staff allocated accommodation.
- To support the Trust's recruitment and retention priorities and initiatives by making DBTH a more attractive and employee-friendly place to work.
- To help address the issues around staffing shortages and support recruitment of 'hard- to-recruit' positions.
- To add value in providing a positive placement experience for students and trainee doctors.
- To provide the Trust's Director of Infrastructure with a system that will be objective, fair, and easy to administer.
- To not exclude any group, but to provide clear priorities for certain staff groups for accommodation, according to accepted criteria. However, it is recognised that the Trust will not be able to meet all requests for residential accommodation.
- To ensure that once tenants leave the Trusts employment, they cease to be eligible for Trust residential accommodation so that tenancies can be available to assist other staff members.

3 DUTIES AND RESPONSIBILITIES

3.1 Trust Board

Responsible for ensuring that DBTH accommodation services are managed in line with this Policy.

3.2 Director of Infrastructure

Responsible for setting the strategic plan for accommodation. The proposal of annual budgets and rent increases, void targets, and disposal of any surplus accommodation for approval by the

appropriate approval committee. Delegating the day-to-day running of the accommodation to the Head of Facilities.

3.3 Head of Facilities

Overall operational responsibility for the management of the DBTH accommodation service, which is delegated to the Facilities Manager.

3.4 Facilities Manager

Responsible for the daily operational management of the DBTH accommodation service in line with this policy and the strategic plan.

3.5 Accommodation Officer

Responsible for the daily accommodation service by managing bookings, generating tenancy documents, monitoring, and maintaining records, ensuring financial charges are appropriately applied. Monitoring the condition of the properties and recording any repairs required. Liaise with the Facilities Manager to inform of any necessary service issues.

3.6 Medical Staffing/HR/ Education

Responsible for the initial correspondence with prospective residents, signposting them to the accommodation team. Engaging with the accommodation team to adequately support the provision of accommodation to those with the highest priority. Support the accommodation team when residents within their respective areas present challenges that may require escalating.

3.7 Payroll

Responsible for processing resident salary deductions and informing the accommodation team when charges cannot be deducted.

3.8 Finance

Responsible for engaging with the accommodation team to ensure residents are adequately charged for the use of accommodation, processing any invoice requests, informing the accommodation team of residents with debt owing and the processing/releasing of tenancy bonds.

3.8 Resident

Residents who access the accommodation for any length of time must adhere to the terms of the tenancy agreement and this policy, including vacating accommodation if they cease working for the Trust.

Those not employed directly by DBTH, such as Medical Students, Locums, Contractors must vacate accommodation within 24 hours of their last shift, or additional charges will be incurred.

4 ACCOMMODATION INFORMATION

4.1 Types of Accommodation

Please see below the types of accommodation offered at each site.

Doncaster Royal Infirmary	Bassetlaw Hospital	Montagu Hospital
Single Rooms with Shared Facilities	Single Rooms with Shared Facilities	Single Rooms with Shared Facilities
Single Rooms (larger) with Shared Facilities (limited)	Single Ensuite Rooms	
Single Ensuite Rooms (limited)	Self-Contained Flats for Joint Occupancy (limited)	
Self-Contained Flats for Joint Occupancy (limited)	Family Houses (limited))	

All rental charges will increase annually from 1 April each year in line with the prevailing years CPI rate at January. Residents will be notified of any increase in rental rates with 30 days prior notice.

Benchmarking of rental values compared to local private sector accommodation will be undertaken periodically to ensure that values are in-line with local rates being charged. This may lead to an increase above inflationary rates, and in such circumstances and above inflationary increase will require the approval of the Finance and Performance Committee.

All residents staying 1 month or longer will be required to pay a month's rental charge up front along with a bond.

For Accommodation rental rates, please visit the Hive.

For On-Call rooms please see section 4.4.

4.2 Additional Charges

For the up-to-date accommodation rental rates/charges, please contact dbth.accommodation@nhs.net.

4.3 Exemption from Charges

	Charge (£)
Medical Student	0
Locum Doctor	Entitled to one free of charge episode of a 7 consecutive night stay. As of 1 August 2024, anyone who has already received 7 nights free of charge accommodation will not be eligible for further free accommodation
Adverse Weather Emergency Room (up to 48 hours)	0
Medical Compensatory Rest Facility (up to 8 hours)	0

Directorates requesting free accommodation for staff working for the Trust at short notice and for short periods of time or as part of a recruitment incentive package will be required to pay the appropriate accommodation charges through cross charging via finance.

4.4 On Call Rooms

Where a resident requires a room for on-call usage, this needs to be booked in advance with the accommodation team by phone (BH 01909 572577/DRI 01302 642091) or at dbth.accommodation@nhs.net

Residents will be offered: -

DRI

1. An ensuite room within A Block availability permitting (maximum of 4 nights)
2. Should A Block not be available residents will be offered a room within the D Block level 2 on-call corridor with shared facilities.

Where a resident declines one/either of these options, they may choose to access the Hilton hotel at a preferential rate and the accommodation team can assist with this.

This will however need to be booked and paid for in full direct to the hotel by the resident.

BH

1. An ensuite room within Cochran Lodge availability permitting (maximum of 4 nights)
2. Any other available room

Where a resident declines one/either of these options they will be required to source their own alternative accommodation.

MH

1. A room within shared facilities within the main Admin block

Where a resident declines this option, they will be required to source their own alternative accommodation.

Night On-Call usage

Where residents require an On Call room due to being on nights this must be made clear at the time of booking to ensure the accommodation is booked to cover the appropriate number of days/nights usage.

Divisions will no longer have access to On Call rooms solely for their usage unless it can be evidenced the room is occupied for 75% or more of each month.

4.6 Hotel Usage

Out of hours, hotel usage will only be considered in exceptional circumstances when there is no onsite availability for on-call usage or emergency circumstances and will need to be approved by the Executive Director on-call.

The Trust accepts no liability for incidents/theft or property damage when a resident is residing at a hotel and any such instances should be dealt with between the resident and the hotel directly.

5 REQUESTING ACCOMMODATION**5.1 Who Can Request Accommodation**

Any DBTH employee or partner who can evidence that they are working with DBTH can request accommodation; this will be assessed in line with the weighting criteria detailed at 7.1. Due to a finite amount of accommodation, there may be a requirement to be placed on a waiting list.

Trust accommodation is a short to medium term housing solution to support those relocating to the area or in need of short-term accommodation provision to enable them to be able to carry out their duties.

Due to limited availability of properties, we will only provide family accommodation to employees where there is one or two adults with children under the age of 18 or where the resident is a parent/carer of a child over 18 with a registered disability.

Where travel arrangements/restrictions outside of the Trust control limit an individual's ability to attend work, accommodation may be provided dependant on availability and will be chargeable.

5.2 Length of Stay

All eligible applicants can request a tenancy period of up to 6 months with the option of one further 6-month extension, availability permitting.

Individual Lengths of stay are recorded cumulatively, up to a maximum of 12 months. After 10 months accommodation provision, residents will be served notice.

Where an individual has previously had 12 months of accommodation provision with the Trust, we will support with individual night stays in support of service requirements however no further Assured short hold tenancy will be provided, except for Locum employees.

6 BOOKING PROCESS

The accommodation booking form can be found at [Appendix 1](#) of this document, on the Hive or alternatively a copy can be obtained by emailing the accommodation team at dbth.accommodation@nhs.net

Upon receipt of the fully completed booking form the accommodation officer will evaluate the request against the weighting matrix & eligibility rating found in sections 7.1 & 7.2 of this document.

The accommodation officer will communicate with the individual to advise if accommodation is available or that they have been placed on the waiting list.

Please note, Trust accommodation is not a guaranteed provision, and individuals must continue to source private accommodation options also.

There may be occasions where accommodation bookings will not be accepted, and the Accommodation team will provide clear rationale.

Prior to arrival, new residents will receive confirmation of a potential property and general details of the accommodation, and this will be considered a 'conditional offer'. Only upon departure of the previous resident will the new resident receive an 'unconditional offer'.

Individuals are strongly advised to await the unconditional offer before travelling. Where an individual chooses to travel prior to having had an unconditional offer they will be responsible for sourcing private accommodation and all charges incurred, with the possibility of Trust accommodation not being available.

The Accommodation Team and General Office at Montagu can process any requests for accommodation on the Montagu site.

6.1 No Show Charges

Where residents are unable to arrive on the specified arrival date of their booking, they must notify the accommodation team by 4pm on the day of arrival by phone (BH 01909 572577/DRI 01302 642091) or by emailing dbth.accommodation@nhs.net. Where no notification of cancellation is received prior to 4pm the resident will be charged a cancellation fee equivalent to one night's rental rate.

As the resident will have paid up front, they will have the duration of their stay reimbursed minus one night's rental rate.

6.2 Residents Arriving from Overseas

Where residents are relocating to the UK for employment with the Trust the resident must keep regular communication with the accommodation team to update on their expected arrival date. The holding of properties will be reviewed on an individual basis in line with current property availability and waiting lists. Where a reasonable reason for delay is not provided, the allocated property will be held for a maximum of two weeks post the notified arrival date before being released to others on the waiting list.

7 ALLOCATION OF ACCOMMODATION

A series of criteria with an agreed weighting has been established by the Trust.

Employees requesting accommodation will be assessed in line with these criteria. Allocation of accommodation is made using the assessment criteria detailed in the tables below using the form at [Appendix 2](#). Once an applicant has been successful in gaining accommodation the tenancy agreements will be directly between the staff member and the Trust and all financial elements will remain between these two parties.

Appeals against any decisions made regarding the allocation of accommodation can be made in writing to the Head of Facilities. If an employee leaves the employment of the Trust, they will be served the agreed notice period under their tenancy agreement to find alternative accommodation.

Any disputes in relation to the agreement between the employee and the Trust must be made in writing to the Facilities Manager. All residents will be made aware of this when they sign their tenancy agreements.

7.1 Weighting Matrix

Criteria	Description	Weighting	Points		
			0	1	2
UK Resident	Points allocated if you currently reside outside the UK and are joining DBTH from overseas.	X 10	UK		Overseas
Staff Scarcity	Points allocated based on Staff Surplus/shortage	X10	Ready supply easy to recruit (easy)	Unfilled posts > 4 months (medium)	Unfilled posts >6 months (difficult)
Travelling distance	Points allocated based on travelling distance from home to DBTH (one way)	X5	<1.5 hours	>1.5 and <2 hours	>2hours
Salary	Points allocated based on pay band (or equivalent)	X5	Band 7 and above	Bands 4-6	Bands 1-3
Category of staff	Points allocated for new, existing staff, students & trainee doctors	X5	Qualified existing staff	Student in training	Qualified new recruit/medical student
Staff with Disability	Points allocated if you have trouble finding suitable accommodation	X5	Not Disabled		Disabled

**Weighting is calculated by the appropriate 'points' being 'multiplied' by the 'weighting allowance' for each Criteria to provide a total 'scoring value'.*

7.2 Eligibility Rating

Eligibility Rating	Scoring Value
Low priority – will be given advice on alternative housing options. Can join a reserved list in date order and where a tenancy is not needed for a priority group will be assisted	Score up to 30
Medium priority – Accommodation potentially offered for a maximum period of 6 months, and then priority reviewed. Any renewal on a 6 monthly basis.	Between 31-59
High priority – Accommodation provide for 6 months where available. Priority reviewed and accommodation offered depending on re-valuation	Between 60 - 80

8 ISSUING OF KEYS

8.1 New Arrivals

Keys will be issued from the relevant site accommodation office during office hours. Outside of office hours, keys will be left at switchboard for collection.

Please note, nightly room charges will remain in effect until keys have been returned to the Accommodation Team.

8.2 Out of Hours/Unexpected Requirements

Residents can obtain a spare room key from switchboard at DRI or Bassetlaw, however these are availability permitting. At DRI, if there are no spare keys and with the approval of the site clinical lead an individual can obtain an emergency booking process envelope from switchboard which will advise how they can book a hotel. Only those with the correct authorisation will have their hotel stay funded.

9 PAYMENT PROCESS

From February 2024 the Trust will operate a payment up front process for all accommodation. Payment upfront process details can be found in [Appendix 3](#). For stays over 28 nights, deductions will be made via Payroll as soon as an assignment number is provided.

10 RECOVERY OF DEBT

When booking accommodation, the resident is consenting that should they fail to pay the invoice provided they will be liable for any extra expenses incurred by the Trust because of chasing the debt for repayment.

They consent that the Trust can contact debt recovery companies, utilise NHS databases for location purposes and seek legal recompense. Residents will be liable for any costs incurred in undertaking these actions including appropriate administration fees and interest charges.

Where the debt exceeds two months of rental charges with no repayment plan in place, possession proceedings will be initiated.

The accommodation team will also reserve the right to notify divisional managers of any ongoing debt where a repayment plan is not in place.

11 UTILITY CHARGES/COUNCIL TAX

For Accommodation rental rates/charges, please visit the Hive.

12 TENANCY BONDS

All residents staying 1 month or longer will be required to pay a security bond to the equivalent of 1 month's rent, which must be paid up front. Residents entitled to free accommodation for the duration of their stay will still be required to pay a bond to the value of 1 month's rent, with the exception of Students.

This bond is to allow the Trust to recoup any monies lost should the resident be responsible for any damages, excess cleaning costs or non-payment of charges during their stay.

The bond will be taken in one lump payment separate to any monthly rental monies via the Trusts payment up front process.

The bond will be held by the Trust and will be refunded to the resident upon confirmation from the Accommodation Officer of the following: -

1. The room has been vacated with all personal possessions removed.
2. The keys have been returned.
3. There is no damage and /or missing furniture and /or equipment.
4. There is no requirement for additional cleaning.
5. There are no outstanding payments.

Provided the above is met, Bonds will be refunded within 28 working days.

The Accommodation Officer will notify the resident on occasions when the Bond will be held and provide rationale.

As Students are exempt from paying a bond, any damages, excess cleaning costs or non-payment of charges during their stay will have all outstanding charges raised via invoice and forwarded to the individual for payment. Failure to make payment will result in debt being passed to our external partners to chase for payment.

With regards to Medical Students the above process will be followed, and any occurrences will also be reported to the Director of Education & Research who will ensure internal processes are followed to record all details on the individual's contract/personal file which could hinder future training/employment opportunities.

12.1 Vacating Accommodation/Terminating Agreement

Residents who leave at the end of their agreed term, must liaise with the Accommodation Officer on the inspection and return of the keys in support of ensuring any paid bond is returned.

One month notice should always be given, even if they are leaving at the end of the six months.

The Trust may at any time serve notice to residents by providing a 2-month possession notice.

Where residents fail to depart on the agreed/advised departure date, a £25.00 nightly rate will be incurred for each night they stay over their departure with charges being invoiced/deducted directly from salary via pay services.

13 ACCESS/ROOM CHECKS

The Trust holds the right to enter all Accommodation premises. Residents will be given 24 hours prior notice by email, except for during emergency situations.

The Accommodation Service may contact a resident's department/directorate to request details around shift patterns/rotas to ensure Accommodation is being used appropriately and for work purposes only e.g., being on call when requesting on call accommodation.

Where any concerns are raised for an individual's wellbeing whilst residing within the Trust Accommodation, the Accommodation team may contact the Trust Safeguarding team to request advice or support.

14 RESIDENT EXPECTED BEHAVIOURS

All residents are expected to behave in line with Trust values & behaviours whilst residing within accommodation and when communicating with members of the Accommodation team and/or other residents. Any reported incidents that contravene those values or this policy will be escalated to the resident's head of service and could impact their tenancy agreement.

The rented Trust property must be kept in an appropriately clean condition by the resident throughout their tenancy. All residents have a responsibility to ensure all communal spaces are kept in a good and clean condition for all users, failure to do so could impact their tenancy agreement.

Residents have a responsibility to use the provided equipment and appliances in a safe manner informing the accommodation team of any required repairs/damages caused by emailing dbth.accommodation@nhs.net.

Please note, residents are not permitted to make any alterations to the Trust accommodation such as painting/decorating. Any reported occurrences could result in the resident's bond being held.

All Trust accommodation is Non – Smoking. Anyone found to be smoking within the Accommodation may have their tenancy immediately revoked.

15 TRAINING/SUPPORT

Please note: The training requirements of staff will be identified through a learning needs analysis (LNA). Role specific education will be co-ordinated/delivered by the topic lead.
Alternatively, training may be accessed via an approved e-learning platform where available.

16 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

Audit/ Monitoring Criteria	Process for monitoring eg. audit, survey	Audit/ Monitoring performed by	Audit/ Monitoring frequency	Audit/ Monitoring reports distributed to	Action plans approved and monitored by
Roles & Responsibilities	Annual review	Head of Facilities	Annual	Facilities management	Facilities management
Local Procedures	No of complaints	Facilities Manager	Monthly	Head of Facilities	Facilities management
Training attendance	None required	None required	None required	None required	None required
Staff Awareness	Via communications	None required	None required	Non required	None required

17 DEFINITIONS

DBTH - Doncaster & Bassetlaw Teaching Hospitals

Trust - The Organisation of Doncaster & Bassetlaw Teaching Hospitals

Resident - DBTH employees, medical students, locum doctors, contractors and any other service user.

On Site Property - Properties located within the respective site grounds.

CPI - Consumer Price Index

Tenancy Agreement (AST) - Assured Short hold Tenancy Agreement.

Possession Notice (Section 21 or Section 8) - Notification of intention to reclaim possession of a property.

Conditional Offer – A preliminary offer which is dependent on the applicant meeting pre-rental requirements such as paying a bond/rental charges upfront and completing any required documentation. A potential property has been identified and awaits the previous tenant vacating.

Un-conditional offer – A confirmed offering of accommodation proceeding to the resident arriving to commence their stay.

18 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality

schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27), the Equality Diversity and Inclusion Policy (CORP/EMP 59) and the Civility, Respect and Resolution Policy (CORP/EMP 58).

The purpose of the EIA is to minimise and if possible, remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 4)

19 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/EMP 36 - Recruitment & Selection

CORP/ICT 7 - Data Protection Policy

CORP/HSFS 1 - Health & Safety at Work Act

20 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2021).

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

21 REFERENCES

Decent Homes Act 2006

Fire Regulations The Housing Act 1988

Living and Working Conditions for Hospital Doctors in Training

Tenants Fees Act 2019

22 DISSEMINATION & COMMUNICATION PLAN

To be disseminated to	Disseminated by	How	When	Comments
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Document Ratification Group via policies email	Author	Email	Within 1 week of ratification	Remove watermark from ratified document and inform Document Ratification Group if a revision and which document it replaces and where it should be located on the intranet. Ensure all documents templates are uploaded as word documents.
Communication Team (Documents ratified by the document ratification group)	Document Ratification Group	Email	Within 1 week of ratification	Communication team to inform all email users of the location of the document.
All email users	Communication Team	Email	Within 1 week of ratification	Communication team will inform all email users of the policy and provide a link to the policy.
Key individuals Staff with a role/responsibility within the document Heads of Departments/ Matrons	Author	Meeting/ Email as appropriate	When final version completed	The author must inform staff of their duties in relation to the document.
All staff within area of management	Heads of Departments/ Matrons	Meeting/ Email as appropriate	As soon as received from the author	Ensure evidence of dissemination to staff is maintained. Request removal of paper copies Instruct them to inform all staff of the policy including those without access to emails

23 CONSULTATION AND COMMUNICATION WITH STAKEHOLDERS

This document was developed in consultation with: -

- Director of Infrastructure

- Head of Facilities
- Accommodation Officer
- Facilities Management Team
- Estates and Facilities Committee
- People Board

APPENDIX 1 – ACCOMMODATION BOOKING FORM

☐ Doncaster Royal Infirmary
 ☒ Bassetlaw Hospital
 ☐ Montagu Hospital

Accommodation Requirement

- ☐ **Single Occupancy Shared Facilities** *(please complete Sections 1 & 2 only)*
☐ **Single Occupancy En-suite** *(please complete Sections 1 & 2 only)*
☐ **Joint Accommodation (2 Adults)** *(please complete Sections 1, 2 & 3 only)*
☐ **Family Accommodation** *(please complete Sections 1,2,3 & 4)*

Section 1 – Booking Details				
Number of Guests inc. children	Adults:		Children:	
Arrival Date				
Departure Date			Total Number of Nights	
Section 2 - Main Tenant Information				
Title	Mr/Mrs/Ms/Miss/Dr <i>(Delete as appropriate)</i>			
First Name (As shown on Passport/Birth Certificate)				
Surname(As shown on Passport/Birth Certificate)				
Date of Birth				
Contact Tel				
Email Address				
Home Address (inc. postal code)				
Nationality				
Arrival from outside of the UK	Yes/No <i>(Delete as appropriate)</i>			

Section 3 - Second Tenant Information			
Title (Mr/Mrs/Ms/Miss/Dr) (Delete as appropriate)			
First Name			
Surname			
Date of Birth			
Section 4 – Family Occupancy Information			
Child 1			
Child 1 Title	☐ Miss ☐ Master		
Child 1 First Name			
Child 1 Surname			
Child 1 Date of Birth		Age	
Child 2			
Child 2 Title	☐ Miss ☐ Master		
Child 2 First Name			
Child 2 Surname			
Child 2 Date of Birth		Age	
Child 3			
Child 3 Title	☐ Miss ☐ Master		
Child 3 First Name			
Child 3 Surname			
Child 3 Date of Birth		Age	
Child 4			
Child 4 Title	☐ Miss ☐ Master		
Child 4 First Name			
Child 4 Surname			

Child 4 Date of Birth		Age	
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Please return all completed forms to dbth.accommodation@nhs.net

Accommodation Terms and Conditions

A Booking Form is required for each booking.

Accommodation will only be allocated upon receipt of a fully completed Booking Form.

Due to availability there may occasions whereby you are added to the waiting list. The Accommodation Team will advise you of this if required.

Rooms must be vacated by 10 a.m. on the day of departure otherwise additional charges will be incurred, this includes the non-return of room keys.

Failure to notify us of your non-arrival will result in charges being applied for the first night of your stay.

Failure to depart on the agreed date will result in charges being applied for each night stayed without prior authorisation from the accommodation team.

If you have any further enquiries regarding accommodation, then please call:

Doncaster Royal Infirmary: 01302 642091

Bassetlaw Hospital: 01909 572877

A member of our team will be happy to assist you.

The DBTH Accommodation Team

APPENDIX 2 – EVALUATION OR REQUEST FOR RESIDENTIAL ACCOMMODATION

EVALUATION OF REQUEST FOR RESIDENTIAL ACCOMMODATION

To be completed by Accommodation Officer

NAME OF APPLICANT:

DEPARTMENT:

NAME OF MANAGER:

CONTACT NUMBER:

CRITERIA	POINTS SCORED	WEIGHTING	TOTAL
UK Resident		X10	
Staff Scarcity		X10	
Travelling distance		X5	
Salary		X5	
Category of staff		X5	
Staff with Disability		X5	
TOTAL			

ELIGIBILITY RATING	SCORING VALUES
Low priority	0 - 30 inclusive
Medium priority	31 - 59 inclusive
High priority	60 - 80 inclusive

APPENDIX 3 – ACCOMMODATION - PAYMENT UP FRONT PROCESS

Dear Colleagues,

We are changing our payment process for accommodation.

From 1 February 2024, residents will be required to pay up front for their accommodation via the Gov.Uk website.



Please note, without proof of payment having been made via the website we will not be able to issue keys.

For medium to long term accommodation requests (31+ nights), keys will only be provided upon proof of payment of the relevant first month charge and bond payment, along with a signed copy of the tenancy agreement being returned to the accommodation department.

Bookings can be made by contacting the accommodation team at dbth.accommodation@nhs.net

Payment Up Front Process	
1	Once a booking has been made, the Accommodation officer will email residents a booking confirmation email, with dates of stay, unique booking reference number, payment amount and link to the Gov.Uk Site. This confirmation email will have full detail of what the resident needs to enter into the Gov.Uk Site. The required info is the residents full name, booking ref and site if known, Example 'Sarah Smith DRI 190009'
2	Resident uses the detail from confirmation email to make payment at the Gov.Uk website by visiting the link provided within the confirmation email
2a	Sarah Smith/DRI/01 Feb 23/190009 Continue
2b	Enter amount to pay The amount will have been provided by the Accommodation Officer £ 25.00 Continue
2c	Check your details Full Name Sarah Smith/DRI/01 Feb 23/190009 Change Total to pay £25.00 Change Continue to payment
2d	Enter card details Payment summary DBTH Tenancy Bond Total amount: £25.00 Card number Accepted credit and debit card types  
2e	Once payment has been made a receipt is emailed to the resident from the Gov.Uk site with a unique receipt number

3	The resident must then email that receipt to dbth.accommodation@nhs.net immediately upon receiving it
Same Day Bookings	
4	Residents will have up to 3pm on the day of arrival to book accommodation/evidence proof of payment for that evening. The accommodation officer will only allocate keys upon receiving proof of payment. Bookings outside of this time will need to go through the current process of attending switchboard and obtaining a spare room key (availability permitting)
Reoccurring Monthly Payments	
5	<u>Employed by DBTH</u> Residents employed by the Trust must be moved to pay services within 1 month of arriving by providing accommodation with their new assignment number, failure to do so could impact your accommodation provision. <u>Not employed by DBTH</u> There is functionality for residents to set up a monthly payment plan via the Gov.Uk website. Where applicable the accommodation officer will inform the resident to set up the payment plan via the Gov.Uk site, making payments by the 1st of each month.
Credits	
6	Where a resident vacates early and is due a credit payment, the accommodation officer will need to inform finance. Credits can only be issued upon a copy of the original receipt having been provided.
Tenancy Bonds	
7	Residents will be able to pay their tenancy bond in advance of their arrival in the same way as the payment process above however there will be a different link to the Gov.Uk site. The confirmation email will have full detail of what the resident needs to enter into the Gov.Uk Site. New arrivals who have a confirmed medium to long term tenancy will be expected to pay the bond equal to one month's rent and the confirmed first month's rental rate in advance of arrival, along with returning a signed copy of their tenancy agreement to enable keys to be issued.
Arrival	
8	On your day of arrival, you will receive an email confirming details of your accommodation along with key collection

Accommodation Service Contact

If you have any further enquiries regarding accommodation, then please call:

Doncaster Royal Infirmary: 01302 642091

Bassetlaw Hospital: 01909 572877

(Monday – Friday 0800 – 1600)

Or alternatively please email dbth.accommodation@nhs.net

A member of our team will be happy to assist you.

APPENDIX 4 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Accommodation Policy	Estates & Facilities	Suzy Macfarlane	Existing	12 Sep 2025
1) Who is responsible for this policy? Name of Division/Directorate: Estates & Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? Process/guidance for the allocation and management of Accommodation				
3) Are there any associated objectives? Legislation, targets national expectation, standards:				
4) What factors contribute or detract from achieving intended outcomes? – None				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No				
If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – N/A				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] No				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function / policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
Date for next review: Sep 28				
Checked by: Kirsty Edmondson-Jones			Date: Sep 25	