



Trust Headquarters
Nexus House
4 Gatwick Road
Crawley
West Sussex
RH10 9BG

Tel: 0300 123 0999
www.secamb.nhs.uk

Date:

Email:

Dear

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 230426.

You requested the following information. Please also see our response below.

I understand the current Annualised Hours procedure (version 3) was due for review in June 2021.

Version 4 was due for review in July 2021. This has now been replaced with V5 as below.

I am aware the reviewed annualised hours procedure (version 4) is currently awaiting approval from the Joint Partnership Forum.

Version 5 Annualised Hours Policy was approved on 29 March 2023 by EMB.

When are the Joint Partnership Forum going to review and approve this Annualised Hours procedure version 4?

JPF meetings are currently suspended awaiting ACAS discussions between Management and Unions

Also, trust wide what date was the last Annualised Hours contract authorised for a member of staff?

The most recent contract was authorised end July 2023. The member of staff starts their Annualised Hours Contract 28th August 2023.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

FOI@secamb.nhs.uk

Yours sincerely

**Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust**

