



CONFIDENTIAL

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Dear,

I am in receipt of a formal communication issued by the Information Commissioners Office. This relates to your original enquiry under the Freedom of Information Act 2000 (FOIA). Reference FOI 240331.

Firstly, please accept my sincere apologies for the delay and inconvenience you have experienced regarding this request. In this instance the Trust did not respond to your request within the required 20 days, and for this I apologise.

At the time of writing the Trust continues to receive high volumes of FOI requests, many of which have been complex and time consuming.

FOI request:

I have now provided a response to your enquiry under the Freedom of Information Act 2000, this requested the following information:

- 1. How many colleagues/Manager/Executive Director/Non-Executive Director from Band 8a above have used TOIL for 2021-2022, 2022-2023, 2023-2024 and until now and are they using the TOIL on a regular basis?**

	FY 21-22	FY 22-23	FY 23-24
Total employees using TOIL	2,221	2,501	2,636
of which are Band 8a or above	39	34	34
Total employees using TOIL on a regular basis*	51	71	65
of which are Band 8a or above**	<10	<10	<10

**where an employee used TOIL in more than 6 months during the financial year.*

***To prevent potential reidentification and in accordance with the ICO Anonymisation Code of Practice, we have applied a less than 10 caveat within our response.*

2. How much travel expenses for each directorate, since lifting the restriction 2021-2022, 2022-2023 and 2023-2024 and present working from home?

Please see table below with figures recorded by payroll.

Directorate	FY 21-22	FY 22-23	FY 23-24
Trust Board & Exec Directors	£8,038	£23,154	£45,430
Finance	£27,984	£31,588	£56,445
Quality & Nursing	£21,708	£21,907	£49,867
Strategic Planning and Transformation	£5,631	£9,154	£13,572
Human Resources	£13,008	£26,138	£38,323
Medical	£22,900	£46,328	£58,822
Operations	£8,556	£17,737	£21,436
Total	£107,825	£176,004	£283,893

*A number of the Trust's support functions, e.g., Finance, HR, work under a hybrid model between home and Trust locations as agreed as part of a flexible working agreement. Travel expenses are claimed in accordance with the Trust's policies.

*Values exclude those roles delivering direct patient care, although some staff may be delivering that via home under our remote working policy (for example, delivering clinical advice over the phone).

3. How many colleagues/Manager/Executive Director/Non-Executive Director have been supporting hire car as a part of their role since 2021 until present?

The information we have available describes the total number of car hire bookings made by the Trust for its employees. These totals are per business year, which for this trust begins in July and ends the following June. We have provided this below:

Business Year (Jul-Jun)	Total Hire Car Bookings
2020-2021	1464
2021-2022	754
2022-2023	926
2023-Present	994

Unfortunately, the way these figures are recorded by the Trust do not allow for breakdown by role, or to establish how many individuals accounted for the total number of hires.

4. How many colleagues/Manager/Executive Director/Non-Executive Director have their mileage protected lifelong until present? If it is identified, please respond with Yes and No

The Trust is not aware of any individuals with lifelong travel protection. Travel is protected for a maximum of 4 years for relocation under Agenda for Change.

No colleagues/Manager/Executive Director/Non-Executive Director have their mileage protected lifelong, however, if there is a base change due to the build of our Make Ready Centres (recently Banstead and Medway) then employees may have mileage protected for 4 years for the additional mileage incurred to the new base location at the reserve rate (as per the NHS Terms and Conditions of Service Handbook.

(<https://www.nhsemployers.org/publications/tchandbook>)

5. Do any of the colleagues/Manager/Executive Director/Non-Executive Director have been supported with hotel charges on a regular basis?

No colleague is supported with hotel charges on a regular basis, only as part of normal business activities (e.g., overnight stays due to working away), in line with NHS Terms and Conditions.

6. How many staff have been supported with Mutual Agreement as a part of their exit to the organisation and under which directorate?

There have been fewer than 10* Mutual Agreements since October 2023 to date.

**To prevent potential reidentification and in accordance with the ICO Anonymisation Code of Practice, we have applied a less than 10 caveat within our response.*

We do not know values/sums but assume it would be usual contractual notice provisions.

We are not able to share specific directorates as this could identify individuals through specific location details.

7. Does the Trust pay all the expenses of any of the agency colleagues from home and support with hotel bookings and other expenses?

Agency employees are treated the same as normal employees and can claim expenses in line with Trust policies; individuals cannot claim household expenses (utilities etc.).

8. Does any manager Band 8a above get support with hotel charges and mileage from home?

Hotel charges are only reimbursed where they are incurred during normal business activities, e.g. attending a meeting that requires overnight stay due to distance, etc. Any manager 8a and above is likely to be eligible for this, according to the Trust expenses policy that forms part of their employment terms.

No employees are currently supported with mileage claims assessed from their residential address. Employees that are eligible submit mileage claims assessed from the nearest SECamb ambulance station to their ordinary residential address. Any manager 8a and above is likely to be eligible for this, according to the trust expenses policy that forms part of their employment terms. This is paid at the HMRC rate, currently 0.45p per mile.

Further information

As a Trust SECamb acknowledges and understands its statutory legal obligations around the completion of Freedom of Information requests. It further supports the process through a fully functioning publication scheme where responses, in an anonymised format are uploaded onto our public website.

It has a robust internal FOI process in place whereby all requests are initially reviewed and forwarded to the appropriate stakeholder portfolio to provide the requested information.

Information is collated, with all responses undertaking a vigorous review and sign off process prior to sending. This review process also includes the associated portfolio Director and Trust FOI Lead.

Whilst writing I would like to confirm that as part of the Trusts Quality Improvement and Continuous Improvement programme, 2 separate reviews of the FOI process has been undertaken. These reviews have been used to identify opportunities for improvement and are set to continue over the coming year.

Once again, please accept my apologies for the inconvenience caused in relation to completing your request.

Yours sincerely

Caroline Smart

Head of Information Governance
South East Coast Ambulance Service NHS Foundation Trust

