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Tel: 0300 123 0999  
[www.secamb.nhs.uk](http://www.secamb.nhs.uk)

Internal Ref: 250912  
Email

Dear.

The trust acknowledges receipt of your Freedom of Information Act 2000 (FOIA) request, referenced above. Please ensure you quote this number in any future correspondence.

Please accept the Trust's apologies for the delay and inconvenience you have experienced regarding your FOIA request.

### **FOI Request**

You asked us:

**In your secondment policy 3.4 states that normal recruitment processes will be followed should a FTC or Secondment become permanent.**

**Having reviewed all vacancies through SECamb and your partner employment contractors no permanent post was advertised for the COOs position to what I can find.**

**Please can you provide details to confirm where the advert was posted, how long the advert was posted for and how many applications were received.**

**Please also confirm details of who the recruitment panel consisted of.**

### **Formal Response**

The Trust confirms it holds part of the information you have requested.

**In your secondment policy 3.4 states that normal recruitment processes will be followed should a FTC or Secondment become permanent.**



**Having reviewed all vacancies through SECamb and your partner employment contractors no permanent post was advertised for the COOs position to what I can find.**

**Please can you provide details to confirm where the advert was posted, how long the advert was posted for and how many applications were received.**

The NHS Fit and Proper Person Test (FPPT) and NHS England guidance on executive appointments in NHS Foundation Trusts applies to all Very Senior Manager (VSM) posts. VSM is defined as all non-clinical, non-medical posts on local terms and conditions above Agenda for Change Band 9. The FPPT Framework applies to all Board level appointments requiring full assessment on appointment and annual assessments thereafter.

As a Foundation Trust the appointment processes to all VSM roles at the Trust whether fixed term or permanent are overseen by the Appointments and Remuneration Committee. This ensures that all appointments are made in accordance with the FPPT and have an appropriate and robust selection processes, including NHS England representation, as required. The Committee also manages the talent management and succession planning process for Executives and business continuity risks and mitigations.

The Chief Operating Officer appointment process included an open advert and formal selection process with involvement from NHS England when originally appointed on a fixed term basis. Due to further changes in the Executive Team and to manage business continuity, the role was subsequently confirmed as permanent. A further FPPT was applied, and appropriate approvals and governance were confirmed.

**Please also confirm details of who the recruitment panel consisted of.**

The Trust will not release personally identifiable information. However, in accordance with the NHS England guidance and process that applies to appointments to VSM roles, the Trust can confirm that a full selection and assessment process had been carried out when an appointment was made to the fixed term role. For reasons of business continuity, retaining essential expertise and appropriate skill mix within the Executive Team the Appointments and Remuneration Committee applied a further FPPT and approved this appointment as permanent.

**The Trust does not provide individual names or contact details in response to FOI requests. Business enquiries can be made by emailing [enquiries@secamb.nhs.uk](mailto:enquiries@secamb.nhs.uk).**

**Alternatively, names and roles of SECamb employees already in the public domain can be found via our website here: [About Us | SECamb](#)**



## Next steps

Please note you will be able to source a lot of information which is made available on our website.

Should you be dissatisfied with our response then in the first instance please contact Richard Banks, Head of Corporate Governance, via the following email address: [FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

You can ask us to review our original response. If you would like us to carry out an internal review, please let us know within 40 working days of you receiving our original response. This review will be conducted by an individual who was not directly involved in reviewing the original response, ordinarily, the Trust Data Protection Officer.

We will endeavour to complete this request within 20 working days.

Should you remain dissatisfied then you can contact the [Information Commissioner's Office](#) (ICO). Complaints to the ICO should be made within six weeks of receiving the outcome of an internal review. The easiest way to lodge a complaint is through their website: [www.ico.org.uk/foicomplaints](http://www.ico.org.uk/foicomplaints).

Alternatively, the ICO's postal address is:  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Yours sincerely,

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



Saving Lives,  
Serving Our Communities

Chair: Michael Whitehouse CEO: Simon Weldon