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3rd July 2026
Internal Reference: 260641
Email:

Dear ,

Thank you for your request for information, which we received on **20/06/2026**
We have considered your request under the Freedom of Information Act 2000.
Please ensure you quote the Internal Reference number above in any future correspondence.

Your Request

Under the provisions of the Freedom of Information Act 2000, I request access to information relating to your organisation's current workforce structure.

Scope of Request

Please provide the most recent available data (preferably within the last 12 months) covering the entire organisation, including operational, clinical, corporate, and support services.

1. Organisational Structure

A copy of the current organisational chart(s) for the service, including:

Executive and senior management structure

Directorate/service-level structures

Operational command structure (e.g., frontline services, control centres)

Corporate/support services (e.g., HR, finance, governance, digital)

2. Workforce Establishment and Roles

For each identified role within the organisation, please provide:

Job title

Agenda for Change (AfC) banding (or other pay framework if not AfC)

Number of established posts

Number of current post holders (WTE if available)

Directorate/service area alignment

3. Job Descriptions

Copies of job descriptions and person specifications for each role (or, where excessive, a representative set covering all distinct role types).

If providing all job descriptions exceeds cost limits, please prioritise:

All roles Band 6 and above

All specialist clinical roles

All governance, safety, and leadership roles

4. Additional Clarifications

Please confirm the date the data reflects

Where organisational change is ongoing, please provide the most up-to-date approved structure

If any roles fall outside AfC, please include the equivalent grading/pay framework





Final Response

The Trust has considered your request under the Freedom of Information Act 2000. This request is broad in scope and covers the Trust's whole workforce structure, including organisational charts, establishment data, role information, Agenda for Change banding, current post holders, directorate/service alignment, and copies of job descriptions and person specifications for each role across operational, clinical, corporate and support services.

1.Organisational Structure

The Trust applies Section 21 of the Freedom of Information Act 2000 to this part of your request, where relevant. Section 21 provides that information is exempt from disclosure where it is reasonably accessible to the applicant by other means. Information about the Trust's Board, Executive Directors, governance structure and senior leadership arrangements is routinely published on the Trust's website and through the Trust's Annual Report and Board papers. These sources provide the most appropriate published overview of the Trust's current senior organisational structure.

Relevant published sources include the Trust's Organisation Chart, Trust Board page and Annual Reports page found on the [Trust website](#).

For wider directorate and service-level structures, the Trust is currently operating within a developing organisational context, including ongoing partnership and group-development work with South Central Ambulance Service NHS Foundation Trust. Where organisational change is ongoing, structures may be subject to change and the Trust can only provide information that is held in recorded form at the time of the request.

The Trust does not hold one single, consolidated organisational chart that covers every operational, clinical, corporate and support service role across the whole organisation in the level of detail requested.

2. Workforce Establishment and Roles

The Trust records workforce information using standard NHS workforce systems, including Electronic Staff Record (ESR). However, the information is not held in a single report that directly aligns to all of the fields requested in this FOI, namely job title, Agenda for Change banding, number of established posts, number of current post holders/WTE and directorate/service area alignment for every role across the organisation.

Where workforce information is requested by a defined staff group or service area, the Trust can use available workforce reporting fields, such as Position Title, AfC band, headcount, WTE and directorate/service area, as the closest available match. This approach has been used in previous FOI responses where requester-defined role categories did not directly align to ESR workforce categories.



However, to provide this level of detail for every role across the entire Trust would require the Trust to identify, extract, review, cleanse and manually validate a substantial volume of workforce data across multiple directorates and role groups. This would include operational, clinical, corporate and support services and would require input from multiple subject matter experts to ensure that the data was interpreted correctly.

The Trust estimates that complying with this part of the request in full would exceed the appropriate cost limit under Section 12 of the Freedom of Information Act 2000. Section 12 allows a public authority to refuse a request where it estimates that the cost of complying would exceed the appropriate limit, which for NHS organisations is £450, calculated at £25 per hour. This equates to 18 hours of staff time.

Accordingly, the Trust is applying Section 12 to this part of your request. In accordance with its duty to provide advice and assistance under Section 16 of the Act, the Trust may be able to consider a refined request if you are able to narrow the scope. For example, you may wish to limit your request to:

- a specific directorate or service area;
- a defined staff group, such as Emergency Operations Centre roles, HART roles, corporate governance roles, or another named workforce group;
- roles at a specified Agenda for Change band;
- current headcount/WTE only, without establishment figures;
- a specific reporting date; or
- a smaller number of named roles.

A refined request would allow the Trust to consider whether the information can be extracted and reviewed within the statutory cost limit.

3. Job Descriptions and Person Specifications

The Trust holds job descriptions and person specifications for roles across the organisation. However, providing copies of job descriptions and person specifications for each role across the entire Trust would require a manual search, review and collation exercise across multiple directorates and role groups.

The Trust does not hold a single central document containing all current job descriptions and person specifications for every distinct role across the organisation. To identify and provide all relevant documents would require the Trust to locate the relevant job descriptions, confirm whether each version is current, remove duplicate or superseded versions, and review the documents for any information requiring redaction prior to disclosure.

The Trust therefore estimates that complying with this part of the request in full would exceed the appropriate cost limit under Section 12 of the Freedom of Information Act 2000. Section 12 is therefore applied to this part of the request.

In line with Section 16 of the Act, the Trust may be able to assist with a refined request for job descriptions and person specifications if the scope is narrowed to a specific role group, directorate, service area or a small number of named roles.



You have indicated that, if providing all job descriptions exceeds cost limits, the Trust should prioritise:

- all roles Band 6 and above;
- all specialist clinical roles; and
- all governance, safety and leadership roles.

The Trust considers that this revised scope would still be broad and would require searches and validation across a significant number of directorates, including Operations, Quality and Nursing, Medical, Human Resources, Digital, Finance, Corporate Governance, Risk, Patient Safety, Health and Safety, Emergency Preparedness, Resilience and Response, and other corporate and clinical functions. The Trust therefore cannot confirm that this prioritised scope would fall within the appropriate cost limit without further refinement.

Examples of possible refinements include requesting job descriptions for one named directorate, one named service area, or a limited list of specific job titles.

4. Additional Clarifications

The Trust can confirm that workforce data is normally reported from ESR or associated workforce reporting systems as at a specified reporting date. If a refined request is submitted, the Trust will confirm the reporting date used in its response. Where organisational change is ongoing, the Trust can only provide the most up-to-date recorded information held at the time the request is processed. Any information provided should therefore be read as a snapshot of the position at that time and may be subject to subsequent organisational change.

Most Trust posts are aligned to Agenda for Change. Where roles fall outside Agenda for Change, the Trust would confirm the relevant pay framework or equivalent grading information where this is held and falls within the scope of a refined request.

Next steps

Some information held by the Trust is routinely published on our [website](#) and may be of assistance.

If you are dissatisfied with the Trust's response to your request, you have the right to ask for an internal review.

Requests for an internal review should be submitted within **40 working days** of the date of this response and should be sent to:

Richard Banks, Head of Corporate Governance at FOI@secamb.nhs.uk

The internal review will be conducted by an individual who was not directly involved in handling your original request, ordinarily the Trust's Data Protection Officer. We aim to complete internal reviews within **20 working days** of receipt.





If you remain dissatisfied following the outcome of the internal review, you may complain to the Information Commissioner's Office (ICO). The ICO generally expects complaints to be raised promptly following the completion of an internal review.

The easiest way to raise a complaint is via the ICO's website:

www.ico.org.uk/foicomplaints

Alternatively, you may write to:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Yours sincerely,

Corporate Governance Team

South East Coast Ambulance Service NHS Foundation Trust



Saving Lives,
Serving Our Communities

Chair: Michael Whitehouse Interim CEO: Jen Allan