



Trust Headquarters
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www.secamb.nhs.uk

10th August 2026
Internal Reference: 260725
Email:

Dear ,

Thank you for your request for information, which we received on **10/07/2026**.
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.

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

Your Request and our Formal Response

I am writing under the Freedom of Information Act 2000 to request information regarding the provision, management and governance of legal services within your organisation.

For the purposes of this request, "legal services" includes - but is not limited to - the provision or management of legal advice relating to litigation, employment matters, inquests, contracting, commercial matters, information governance, public law, governance, regulatory matters and other legal support functions.
Please provide the following information:

1. Legal Services Structure

Does your organisation maintain an in-house legal team?

Yes



Saving Lives,
Serving Our Communities

Chair: Michael Whitehouse CEO: Simon Weldon

If yes, please provide:

a) The establishment of the legal team, including:

- Job titles
- Agenda for Change bands (or equivalent grading)
- Whole-time equivalents (WTE)

Head of Legal Services 1.0 AFC B8B

Assistant Head of Legal Services 1.0 AFC B7

Legal Administrators AFC B4 2.6 WTE

b) The directorate, division or department within which the legal team sits.

Chief Executive Directorate

c) The reporting line for the most senior legal lead (e.g. General Counsel, Head of Legal Services, Director of Corporate Governance, Director of Workforce etc.).

Director of Corporate Governance

2. Scope of Responsibilities

Please describe the principal functions and responsibilities of your in-house legal team or provide job descriptions for the titles above.

Please review the Job descriptions attached.

3. External Legal Services

Does your organisation procure legal services from external law firms?

Yes

If yes, please provide:

a) Whether this arrangement is:

- Fully outsourced
- Hybrid model (in-house and external)
- External provision only for specialist matters

The arrangement is external provision only for specialist matters

b) The categories of legal work typically outsourced. Contracts/procurement, estates, employment.

The category of legal work typically outsourced is employment

c) Whether external legal advice is commissioned through:

- A central legal team
- A single designated lead
- Individual directorates/services

- Another arrangement (please describe)

The external legal advice is commissioned through individual directorates/services.

d) The job title and department of the individual or team responsible for commissioning and managing external legal advice. No individual responsible – typically heads of function for procurement, estates, employee relations.

The Deputy Chief People Officer and Head of Employee Relations in partnership with Procurement.

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