



40/42 Friars Walk  
Lewes  
East Sussex  
BN7 2XW

[foi@secamb.nhs.uk](mailto:foi@secamb.nhs.uk)

24th February 2017

Email: [stella@c-prodirect.co.uk](mailto:stella@c-prodirect.co.uk)

Dear

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/17/01/38. Please accept my apologies for the delay in our reply.

You requested the following information:

**I would like to apply under the Freedom of Information Act 2000, for the following;**

- Any HR policies or procedures relating to the removal of a post(s) within the Trust**
- Please can this include any literature around the consultation process in these situations.**

All of our HR policies are currently under review. This was an issue which was raised by the Care Quality Commission and we are reporting back to them on our progress.

The Recruitment and Retention policy is one which is due to be reviewed and updated. Please can you confirm if you would like to receive a copy of this once it is ratified?

For your reference I am attaching an up to date copy of our Organisational Change Procedure for your information.

Each consultation would have specific letters sent to staff whose post is placed at risk. However, as these are unique for each role and we cannot provide a template.

I hope you find this information useful.

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

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

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