

## South East Coast Ambulance Service NHS Foundation Trust

South East Coast Ambulance Service NHS
Foundation Trust
Nexus House
Gatwick Road
Crawley
RH10 9BG

Date 29th January 2019

Email: Email: Email:foi@secamb.nhs.uk

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/19/01/03.

You requested the following information, please also see our response below:

## How much was spent on completing JE process in 2018

Unfortunately, this is not recorded. Panellists' do this as part of business as usual, and for ops staff, their line manager would sign this off.

## Staff wages and travel expenses to make this happen

We do not hold the claims made for staff expenses. Salaries are paid on their person's substantive job role and not as a JE Practitioner. I can confirm that the majority of JE Panels have 3-4 members of staff, and consistency checking panels usually have 2 members of staff. In general, 1-2 job evaluation panels run per week and ad-hoc panels are also run on a business needs basis on top of the scheduled dates.

## How many Job roles and what were the titles of those evaluated and how many times were they each done

108 job roles (titles and frequency in table below):

| Boot Title  | Evaluation |
|---|------------|
| Post Titles                                       | Frequency  |
| Ambulance Technician                              | 1          |
| Area Workshop Manager                             | 1          |
| ARP Delivery Specialist                           | 1          |
| Associate Director of Operation East/West         | 1          |
| Business Intelligence Developer                   | 1          |
| Cardiac Arrest Analyst                            | 2          |
| Change and Communication Manager                  | 2          |
| Clinical Audit Administrator                      | 2          |
| Clinical Audit Lead                               | 2          |
| Clinical Education Administration Manager         | 1          |
| Clinical Education Administration Manager- Appeal | 1          |



| Clinical Data Assistant - 2018 Clinical Quality & Safety Lead Clinical Safety Navigator Communication Manager ARP Project (STDP) 1 Community Public Access Defibrillators Lead 2 Consultant Clinician Assistant 1 Consultant Paramedic Consultant Paramedic Consultant Paramedic (Critical Care & Resuscitation) Contingency , Planning & Resilience Coordinator 1 Consultant Midwife Corporate Governance & Membership Manager 1 Critical Care Practitioner 1 Delivery Lead ARP (STDP) 1 Delivery Lead ARP (STDP) Appeal 1 Deputy Director of Operations 1 Digital Learning Specialist 1 Driving Instructor (Emergency Response Approved Driving Instructor Lead) 2 EMA Team Leader 2 EMA Team Leader 2 EMA Team Leader- Appeal 1 EOC System Analyst 1 EOC System Analyst 1 EOC System Support 1 EState Administrator 2 EVOC System Support 1 EState Administrative Assistance 1 Fleet Bervices Manager 1 Fleet Service Manager updated 1 Freedom to Speak Up Guardian 2 Frequent Caller Practitioner 1 HART Team Leader 1 HCP Consultant for Safeguarding 1 Head of EOC Scheduling 1 Head of EOC Scheduling 1 Head of EOC Scheduling 1 Head of Risk Management 1 Head of Risk Management 1 Information Governance Manager 1 Information Governance Manager   | Clinical Education Equipment Coordinator             | 2   |
|--|--|-----|
| Clinical Quality & Safety Lead Clinical Safety Navigator Communication Manager ARP Project (STDP) Community Public Access Defibrillators Lead Consultant Clinician Assistant Consultant Paramedic Consultant Paramedic (Critical Care & Resuscitation) Consultant Paramedic (Critical Care & Resuscitation) Consultant Paramedic (Critical Care & Resuscitation) Consultant Midwife Corporate Governance & Membership Manager Corjorate Governance & Membership Manager Critical Care Practitioner Delivery Lead ARP (STDP) Delivery Lead ARP (STDP) Delivery Lead ARP (STDP)- Appeal 1 Deputy Director of Operations 1 Digital Learning Specialist 1 Driving Instructor (Emergency Response Approved Driving Instructor (Emergency Response Approved Driving Instructor Lead) EMA Team Leader EMA Team Leader EOC Administrator 1 EOC System Analyst EOC System Analyst 1 EOC Systems Implementation Manager 1 EOC Systems Support 1 Estate Administrator 3 Executive Administrator 3 Executive Administrative Assistance 1 Fleet Services Manager 1 Fleet Service Manager updated 1 Freedom to Speak Up Guardian 2 Frequent Caller Support Officer 1 Frequent Caller Support Officer 1 HART Team Leader 1 HCP Consultant for Safeguarding 1 Head of Business Intelligence 1 Head of EOC Scheduling 1 Head of EOC Scheduling 1 Head of EOC Scheduling 1 Head of Health & Safety 2 Head of Risk Management 2 Head of Health & Safety 1 Information Governance Manager  |  |     |
| Clinical Safety Navigator Communication Manager ARP Project (STDP) Community Public Access Defibrillators Lead Consultant Clinician Assistant 1 Consultant Paramedic Consultant Paramedic (Critical Care & Resuscitation) Consultant Paramedic (Critical Care & Resuscitation) Consultant Midwife Consultant Midwife 1 Corporate Governance & Membership Manager Critical Care Practitioner 1 Delivery Lead ARP (STDP) Delivery Lead ARP (STDP) Delivery Lead ARP (STDP)- Appeal 1 Deputy Director of Operations 1 Digital Learning Specialist Driving Instructor (Emergency Response Approved Driving Instructor Lead) 2 EMA Team Leader EMA Team Leader EMA Team Leader EOC Administrator 1 EOC System Analyst EOC Systems Implementation Manager 1 EOC Systems Support 1 EOC Systems Support 1 EState Administrative Assistance 1 Fleet Manager Fleet Services Manager 1 Fleet Services Manager 1 Fleet Service Manager updated Freedom to Speak Up Guardian Freedom to Speak Up Guardian Frequent Caller Practitioner HART Team Leader 1 HCO Consultant for Safeguarding Head of Business Intelligence 1 Head of EOC Development 2 Head of EOC Scheduling -Revise 1 Head of Foc Scheduling -Revise 1 Information Governance Manager 1 Information Governance Manager   |  | 1   |
| Communication Manager ARP Project (STDP)  Community Public Access Defibrillators Lead  Consultant Clinician Assistant  Consultant Paramedic  Consultant Paramedic (Critical Care & Resuscitation)  Contingency , Planning & Resilience Coordinator  Consultant Midwife  Corporate Governance & Membership Manager  Critical Care Practitioner  Delivery Lead ARP (STDP)  Deliver Lead ARP (STDP)  D |  | 1   |
| Community Public Access Defibrillators Lead Consultant Clinician Assistant 1 Consultant Paramedic Consultant Paramedic Consultant Paramedic (Critical Care & Resuscitation) Contingency , Planning & Resilience Coordinator Consultant Midwife 1 Corporate Governance & Membership Manager Critical Care Practitioner Delivery Lead ARP (STDP) Delivery Lead ARP (STDP) Delivery Lead ARP (STDP)- Appeal 1 Deputy Director of Operations 1 Digital Learning Specialist 1 Driving Instructor (Emergency Response Approved Driving Instructor Lead) 2 EMA Team Leader EMA Team Leader EMA Team Leader- Appeal 1 End of Life Care Lead 1 EOC System Analyst EOC System Analyst 1 EOC Systems Support 1 Estate Administrator 3 Executive Administrative Assistance 1 Fleet Services Manager 1 Fleet Services Manager 1 Fleet Service Manager updated 1 Freedom to Speak Up Guardian 2 Frequent Caller Practitioner 1 HART Team Leader 1 HCP Consultant for Safeguarding 1 Head of Business Intelligence 1 Head of EOC Scheduling -Revise 1 Head of EOC Scheduling -Revise 1 Head of EOC Scheduling -Revise 1 Head of Health & Safety 1 Head of Health & Safety 1 Information Governance Manager 1 Information Governance Manager   | , ,  | 1   |
| Consultant Paramedic Consultant Paramedic (Critical Care & Resuscitation) Contingency , Planning & Resilience Coordinator Consultant Midwife Corporate Governance & Membership Manager Critical Care Practitioner Delivery Lead ARP (STDP) Delivery Lead ARP (STDP) Delivery Lead ARP (STDP)- Appeal Deputy Director of Operations 1 Digital Learning Specialist Driving Instructor (Emergency Response Approved Driving Instructor (Emergency Response Approved Driving Instructor Lead) EMA Team Leader 2 EMA Team Leader- EMA Team Leader- EOC Administrator 1 EOC System Analyst EOC System Support 1 EState Administrator 3 Executive Administrative Assistance 1 Fleet Manager Fleet Services Manager 1 Fleet Services Manager 1 Fleet Service Manager updated 1 Frequent Caller Practitioner 1 HART Team Leader 1 HCP Consultant for Safeguarding 1 Head of Business Intelligence 1 Head of EOC Scheduling Head of Health & Safety Head of Flisk Management 1 HCR Tensormation Programme Lead Inclusion Advisor 1 Information Governance Manager 1 Information Governance Manager   |  | 2   |
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| Driving Instructor (Emergency Response Approved Driving Instructor Lead)  EMA Team Leader  EMA Team Leader- Appeal  End of Life Care Lead  EOC Administrator  EOC System Analyst  EOC System Manalyst  EOC System Support  Estate Administrator  Executive Administrative Assistance  Fleet Manager  Fleet Services Manager  Fleet Service Manager updated  Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Scheduling  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  Inclusion Advisor  Information Governance Manager  1  1  2  2  2  4  4  4  4  4  5  6  7  7  7  8  8  |  | 1   |
| Driving Instructor Lead)  EMA Team Leader  EMA Team Leader- Appeal  End of Life Care Lead  EOC Administrator  EOC System Analyst  EOC Systems Implementation Manager  EOC Systems Support  EState Administrator  Eatate Administrator  Executive Administrative Assistance  Fleet Manager  Fleet Services Manager  Fleet Service Manager updated  Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  1 Head of EOC Development  Head of EOC Scheduling  Head of EOC Scheduling  Head of Risk Management  HCR Transformation Programme Lead  Inclusion Advisor  Information Governance Manager  1   | • • •  | 1   |
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| End of Life Care Lead  EOC Administrator  EOC System Analyst  EOC Systems Implementation Manager  EOC Systems Support  EState Administrator  Executive Administrator  Salexecutive Administrative Assistance  Fleet Manager  Fleet Services Manager  Fleet Service Manager updated  Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Scheduling  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  PINTER SAFETY  LEAD OF SAFETY  LE |  |     |
| EOC Administrator  EOC System Analyst  EOC Systems Implementation Manager  EOC Systems Support  Estate Administrator  Estate Administrator  Executive Administrative Assistance  1 Fleet Manager  Fleet Manager  Fleet Services Manager updated  Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Development  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  PINTERING AND   | - ' '  | 1   |
| EOC Systems Implementation Manager 1  EOC Systems Support 1  Estate Administrator 3  Executive Administrative Assistance 1  Fleet Manager 1  Fleet Services Manager 1  Fleet Service Manager 1  Fleet Service Manager updated 1  Freedom to Speak Up Guardian 2  Frequent Caller Support Officer 2  Frequent Caller Practitioner 1  HART Team Leader 1  HCP Consultant for Safeguarding 1  Head of Business Intelligence 1  Head of Compliance & Quality Assurance 1  Head of EOC Scheduling 1  Head of EOC Scheduling 1  Head of Health & Safety 2  Head of Risk Management 2  HR Transformation Programme Lead 1  Inclusion Advisor 1  Information Governance Manager 1  | End of Life Care Lead                                | 1   |
| EOC Systems Implementation Manager 1  EOC Systems Support 1  Estate Administrator 3  Executive Administrative Assistance 1  Fleet Manager 1  Fleet Services Manager 1  Fleet Service Manager updated 1  Freedom to Speak Up Guardian 2  Frequent Caller Support Officer 2  Frequent Caller Practitioner 1  HART Team Leader 1  HCP Consultant for Safeguarding 1  Head of Business Intelligence 1  Head of EOC Development 2  Head of EOC Scheduling 1  Head of EOC Scheduling -Revise 1  Head of Health & Safety 2  Head of Risk Management 2  HR Transformation Programme Lead 1  Inclusion Advisor 1  Information Governance Manager 1  | EOC Administrator                                    | 1   |
| ESCC Systems Support Estate Administrator 3 Executive Administrative Assistance 1 Fleet Manager 1 Fleet Services Manager 1 Fleet Service Manager updated 1 Freedom to Speak Up Guardian 2 Frequent Caller Support Officer 2 Frequent Caller Practitioner 1 HART Team Leader HCP Consultant for Safeguarding 1 Head of Business Intelligence 1 Head of Compliance & Quality Assurance 1 Head of EOC Development 2 Head of EOC Scheduling 1 Head of Health & Safety 2 Head of Risk Management 2 HR Transformation Programme Lead 1 Inclusion Advisor 1 Information Governance Manager  | EOC System Analyst                                   | 1   |
| Estate Administrator  Executive Administrative Assistance  Fleet Manager  Fleet Services Manager  Fleet Service Manager updated  Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Development  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  Inclusion Advisor  Information Governance Manager   | EOC Systems Implementation Manager                   | 1   |
| Executive Administrative Assistance  Fleet Manager  Fleet Services Manager  Fleet Service Manager updated  Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Development  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  HR Transformation Programme Lead  Inclusion Advisor  Information Governance Manager   | EOC Systems Support                                  | 1   |
| Fleet Manager Fleet Services Manager Fleet Service Manager updated Freedom to Speak Up Guardian Frequent Caller Support Officer Frequent Caller Practitioner HART Team Leader HCP Consultant for Safeguarding Head of Business Intelligence Head of Compliance & Quality Assurance Head of EOC Development Head of EOC Scheduling Head of Health & Safety Head of Risk Management Lead Inclusion Advisor I Information Governance Manager  | Estate Administrator                                 | 3   |
| Fleet Services Manager Fleet Service Manager updated Freedom to Speak Up Guardian Frequent Caller Support Officer Frequent Caller Practitioner  HART Team Leader HCP Consultant for Safeguarding Head of Business Intelligence Head of Compliance & Quality Assurance Head of EOC Development Head of EOC Scheduling Head of Health & Safety Head of Risk Management  HR Transformation Programme Lead Inclusion Advisor Information Governance Manager  | Executive Administrative Assistance                  | 1   |
| Fleet Service Manager updated Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Development  Head of EOC Scheduling  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  2  HR Transformation Programme Lead  Inclusion Advisor  I  Information Governance Manager  | Fleet Manager  | 1   |
| Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Development  Head of EOC Scheduling  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  HR Transformation Programme Lead  Inclusion Advisor  Information Governance Manager  | Fleet Services Manager                               | 1   |
| Freedom to Speak Up Guardian  Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Development  Head of EOC Scheduling  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  HR Transformation Programme Lead  Inclusion Advisor  Information Governance Manager  | Fleet Service Manager updated                        | 1   |
| Frequent Caller Support Officer  Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Development  Head of EOC Scheduling  Head of EOC Scheduling  Head of Health & Safety  Head of Risk Management  HR Transformation Programme Lead  Inclusion Advisor  Information Governance Manager  |  | 2   |
| Frequent Caller Practitioner  HART Team Leader  HCP Consultant for Safeguarding  Head of Business Intelligence  Head of Compliance & Quality Assurance  Head of EOC Development  Head of EOC Scheduling  Head of EOC Scheduling 1  Head of Health & Safety  Head of Risk Management  HR Transformation Programme Lead  Inclusion Advisor  Information Governance Manager   | ·  | 2   |
| HCP Consultant for Safeguarding1Head of Business Intelligence1Head of Compliance & Quality Assurance1Head of EOC Development2Head of EOC Scheduling1Head of EOC Scheduling -Revise1Head of Health & Safety2Head of Risk Management2HR Transformation Programme Lead1Inclusion Advisor1Information Governance Manager1  |  | 1   |
| Head of Business Intelligence1Head of Compliance & Quality Assurance1Head of EOC Development2Head of EOC Scheduling1Head of EOC Scheduling -Revise1Head of Health & Safety2Head of Risk Management2HR Transformation Programme Lead1Inclusion Advisor1Information Governance Manager1  | HART Team Leader                                     | 1   |
| Head of Business Intelligence1Head of Compliance & Quality Assurance1Head of EOC Development2Head of EOC Scheduling1Head of EOC Scheduling -Revise1Head of Health & Safety2Head of Risk Management2HR Transformation Programme Lead1Inclusion Advisor1Information Governance Manager1  | HCP Consultant for Safeguarding                      | 1   |
| Head of Compliance & Quality Assurance1Head of EOC Development2Head of EOC Scheduling1Head of EOC Scheduling -Revise1Head of Health & Safety2Head of Risk Management2HR Transformation Programme Lead1Inclusion Advisor1Information Governance Manager1  |  | 1   |
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| Head of Health & Safety2Head of Risk Management2HR Transformation Programme Lead1Inclusion Advisor1Information Governance Manager1   |  | -   |
| Head of Risk Management2HR Transformation Programme Lead1Inclusion Advisor1Information Governance Manager1   |  | 2   |
| HR Transformation Programme Lead 1 Inclusion Advisor 1 Information Governance Manager 1  |  |     |
| Inclusion Advisor1Information Governance Manager1  |  |     |
| Information Governance Manager 1   |  | 1   |
|  |  | · · |
| Intection Prevention and Control Administrator   2   | Infection Prevention and Control Administrator       | 2   |



| IT Telephony Support                            | 1 |
|---|---|
| Learning & Development Business Partner         | 1 |
| Make Ready Centre Manager                       | 1 |
| Management Development Trainer (East & West)    | 2 |
| Medical Equipment Specialist                    | 1 |
| Medicines Operational Lead Paramedic            | 1 |
| Mental Health Clinical Supervisor               | 1 |
| Operating Managers Clinical EOC                 | 1 |
| Operations Unit Administrator                   | 1 |
| Paramedic Practitioner/ Specialist Paramedic in |   |
| Urgent and Emergency Care                       | 1 |
| Performance Improvement Manager                 | 2 |
| Pharmacy HCP                                    | 1 |
| Pharmacy Healthcare Professional (Paramedic)    | 1 |
| Pharmacy Technician Higher Level                | 1 |
| Physiotherapy Assistant                         | 1 |
| Physiotherapist Team Leader                     | 1 |
| PMO Analyst                                     | 1 |
| PMO Project Manager Emergency Services Mobile   |   |
| Communications Programme (ESMCP)                | 1 |
| Pharmacy Support Worker                         | 1 |
| Pharmacy Support Worker Higher Level            | 1 |
| Programme Manager (PMO)                         | 1 |
| Programme Manager (PMO)-revise                  | 1 |
| Programme Manager ARP Project (STDP)            |   |
| Project Manager Emergency Services Mobile       |   |
| Communications Programme (ESMCP)- Revise        | 1 |
| Project Support Manager ARP Project (STDP)      | 1 |
| Quality & Compliance Admin Assistant            | 2 |
| Recruitment Coordinator                         | 1 |
| Safeguarding Coordinator                        | 1 |
| Safeguarding Coordinator Appeal                 | 1 |
| Safeguarding Lead                               | 1 |
| Senior Business Manager                         | 2 |
| Senior Business Manager- Revise                 | 1 |
| Senior Emergency Medical Advisor                | 1 |
| Senior Emergency Medical Advisor- Appeal        | 1 |
| Senior Operations and Performance Manager       | 1 |
| Senior Project Officer                          | 1 |
| Senior Project Manager ARP (STDP)               | 1 |
| Senior Project Manager ARP (STDP) Appeal        | 1 |
| Serious Incident Analyst                        | 2 |
| Serious Incident Investigator                   | 2 |
| Serious Incidents Lead                          | 1 |
| Serious Incident Manager- Appeal                | 1 |
| Service Desk Team Leader                        | 1 |
| Specialist Paramedic- Rotational Paramedic      | 1 |
| 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2         | 1 |



| Practitioner                          |   |  |
|---------------------------------------|---|--|
| SQL Database & Integration Architect  | 2 |  |
| Strategic Projects Programme Director | 1 |  |
| Vehicle Technician                    | 1 |  |
| Volunteer Services Manager            | 1 |  |
| Wellbeing Hub Administrator           | 1 |  |
| Wellbeing Coordinator                 | 1 |  |
| Workshop Manager                      | 1 |  |

How many roles were evaluated using 2 members of the same union in a panel Of the 108 roles 59 were evaluated by 2 members of the same union

were any roles evaluated, unless urgently required for business needs like Brexit over the two weeks of Christmas?

I hope you find this information of some assistance.

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

FOI@secamb.nhs.uk

Yours sincerely

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

