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Date 10th December 2019

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/19/11/41.

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

1. How many staff in the hr department are?

Full time employees 57

Part time employees 8

Agency workers 8

Volunteers N/A

On fixed term contracts 12

And for each of these groups how many are on what pay band

Pay Band	Full time	Part time	Fixed Term	Agency
Band 3	3	0	1	5
Band 4	10	4	2	0
Band 5	11	0	5	5
Band 6	15	2	2	0
Band 7	6	0	0	0
Band 8	12	2	2	0
Band 8d	0	0	0	1
VSM	0	0	0	1

2. How many hours have been recorded as sick for HR between April 01st 2019 and 01 November 2019?

We do not record this in hours, only in days. From 1st April to 1st November 2019 there were 325.29 full time equivalent days lost to sickness absence in the HR Directorate

How many RTW have been recorded?

There were 6 completed return to work interviews recorded on GRS (Global Rostering System). Please be advised that some line managers do not use GRS to record the data requested so this may not be accurate

3. How many maternity risk assessments have been completed for how many staff?

There have been less than 10 maternity risk assessments for staff. As this figure is less than 10 we are unable to provide the exact number as it may be identifiable to individuals.

Have any of these staff received more than 1 maternity related risk assessment.

Yes

4. How many staff have left the hr department between April 01 st 2019 and November 01 2019.

Ten staff left the HR Directorate between 1st April 2019 and 1st November 2019

5. How many staff in the hr have uploaded their insurance details for claiming mileage pay. How many have the correct level of cover?

As of 9th December 2019, 21 staff in HR department have uploaded their insurance details for mileage claims. It is the individual's responsibility to ensure they have the correct insurance to cover the claim being made.

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