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Date 19<sup>th</sup> December 2019

Email:

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Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/19/11/43.

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

**A list of all restructures with in SECAMB between 2018 and today, their start dates and completion dates or expected completion date, how many staff were involved in each, how many were slotted in, to same band or whether one up or down.**

Please see table below:

Dept / team	Start date – end date	How many staff within scope?	How many staff slotted in?
Scheduling Services, Operations Directorate	14 April 2019 – 1 Sept 2019	28	n/a as relocation of staff
Make Ready Centre Management, Operations Directorate	16.11.18 – 18.12.19	10	7
Operations Phase 1 - Capability / resizing	28.01.19	7	0
111 – SHA's moving to Team Leaders	TBC not yet agreed	17	TBC not yet agreed
Medicines Governance & Pharmacy Services Transformation - Medicines / Medical Directorate	10.04.19 – 09.05.19	8	3
Estates transformation / Finance Directorate	30.08.19 – 30.09.19	4	1
EOC / Clinical Audit (Operations / Medical Directorates) Split of Audit and Training functions	13.08.2019 paused on 14.10.2019	14	0 as all staff have new JD's
Human Resources	June 18 – December.19	60	58

**How many were made redundant, how many are still displaced.**

To date 4 staff were made redundant, 5 are still displaced

**The documents used to complete the restructure process and acknowledgement that all have followed or are following this process.**

Organisational Change Procedure May 2015. We're all following this policy as the one in situ. As we know, there's been exceptions for those acting-up or seconded for over 1 year whereby employees have been slotted in to post – in line with 2015-16 Ops restructure and length of time it's taken Trust to progress things.

**What grievances have been submitted to contest the restructure process and the outcome of those grievances.**

2 and 4 collective

Outcomes to date are as follows:

- Resolved – Partially Upheld
- Resolved Informally
- Withdrawn

*Please note some are still awaiting an outcome*

**How many and which ones, of the restructures have started by confirming the current JD is accurate of the role at that time?**

Please see table below:

Dept / team	Started by confirming the current JD is accurate of the role at that time?
Scheduling Services, Operations Directorate	Yes
Make Ready Centre Management, Operations Directorate	JD's were re-written as part of the re-structure process
Operations Phase 1 - Capability / resizing	Yes
111 – SHA's moving to Team Leaders	Yes
Medicines Governance & Pharmacy Services Transformation - Medicines / Medical Directorate	Yes
Estates transformation / Finance Directorate	Yes
EOC / Clinical Audit (Operations / Medical Directorates) Split of Audit and Training functions	Yes, all JD's were evaluated and reviewed again during consultation based on feedback from staff
Human Resources	JD's were re-written where needed as part of the re-structure process

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

Yours sincerely

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