

31 January 2025

Our Ref: FOI 314

Dear

**Freedom of Information Act 2000
Information in Relation to the Structure of the Office of the Chief Executive.**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above, which you requested on 24 October 2025. Please accept my apologies for the delay in responding to your request. Thank you for your understanding and forbearance.

A response to the question you have raised has been provided by the Office of the Chief Executive and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

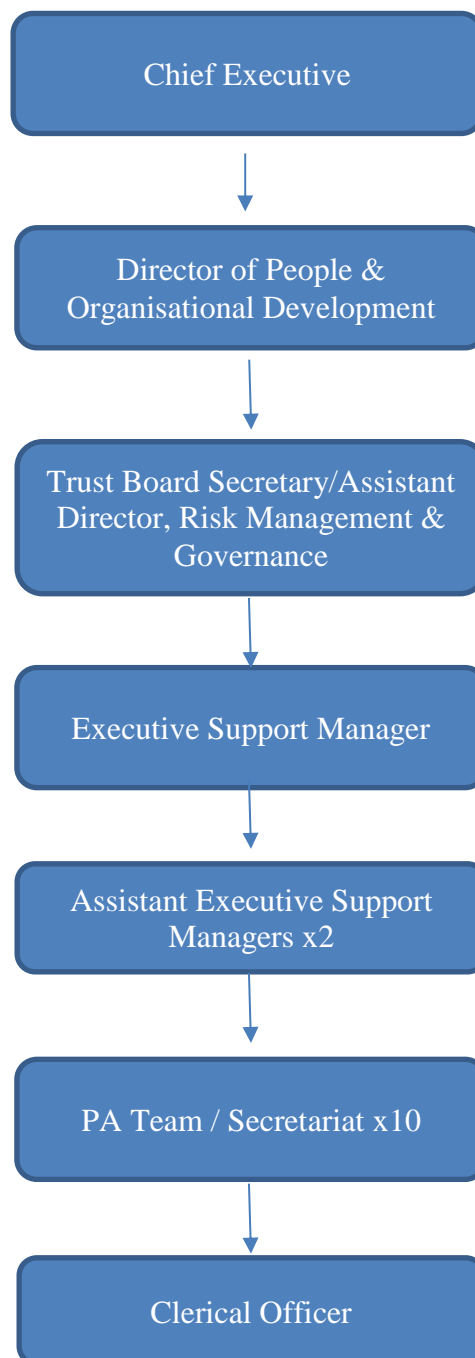
If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Caroline Degans
Information Governance Officer

- Q1. Could I request the following:**
- a. The current structure of the Office of the Chief Executive**
 - b. The Job Descriptions for each role in the structure**

A1a. The Office of the Chief Executive covers a number of different teams. Following your clarification, the current structure of the Executive Support Team, which forms part of the People & Organisational Development Directorate, is as follows:



A1b. Please see Attachment 1, Job Description for Assistant Director – Risk Management & Governance/Board Secretary.

Please see Attachment 2, Job Description for Executive Support Manager