



31 October 2025

Our Ref: FOI 1457

Dear

**Freedom of Information Act 2000
Information in relation to Porters within the Trust**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 8 October 2025.

A response to each of the questions raised has been provided by the Nursing, Midwifery, Allied Health Professionals and User Experience Directorate 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

Rebecca Manning
Information Governance Officer

Q1. *The current pay banding for porters (Agenda for Change banding, or equivalent) within your Trust.*

A1. The current pay banding within the Trust for Porters is Band 2. However, some staff may have decided to remain as Band 1 during the process of transitioning to Band 2 in 2020 as directed by the then Health Minister, Robin Swann.

Q2. *The job description(s) or job role profiles for porters currently in use.*

A2. Please see Attachment 1 – Patient Experience Service Assistant Job Description.
There may be porters with Historic job descriptions, however this is the job description agreed with Trade Unions and has been in use since 2019.

Q3. *If applicable, any variations in pay banding for porters across different sites or specialisms within the Trust.*

A3. Staff are employed as Support Services Assistants and are all employed as Band 2.
Role allocation happens via the Recruitment and Selection Shared Service Centre (RSSC) as they appear on the scoring sheet or via their requirements i.e. part-time, full-time. There may be a small number of staff at Band 1, as they were given the choice to transition to Band 2 or remain as band 1 as part of the closing of band 1 process.