

Information Governance

28th June 2023

Our Ref: RFI 50925

Dear

**Freedom of Information Act 2000
Information in Relation to Job Evaluation 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 the above which you requested on 11 May 2023. Please accept my apologies for the delay in responding to you request. Thank you for your understanding and forbearance.

A response to each of the questions raised has been provided by the People & Organisational Development 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

**Information Governance Officer
Rebecca Manning**

Q1. *An outline of the Trust's policy in relation to the back dating of pay following a job evaluation that increases the salary band for a job.*

A1. Please see Attachment 1 - Health & Social Care Northern Ireland Job Matching and Evaluation Protocol
Please see Attachment 2 - Job Evaluation Handbook

Q2. *How many job evaluations have resulted in pay being back dated to a date earlier than the submission date of the job evaluation request, broken down by year over the last five years.*

A2. The information requested is not available because the Trust do not record whether or not there is back pay or if the claimants have been rewarded pay further back than the point of evaluation.