



**Kent and Medway**  
**NHS and Social Care Partnership Trust**  
**Information Governance & Records Management Department**

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Dear [REDACTED]

**Request for Information**

I write further to your request FOI ID 131 under the Freedom of Information Act 2000 regarding:-

Finance structure

Your request is set out below:

1. Finance Departmental structure including job title with pay banding.

**Please find attached Finance Departmental structure as requested**

2. Does this trust conduct finance and fundraising administration of the Charitable Fund?

**Yes, KMPT does conduct finance and fundraising administration of the Charitable Fund**

3. Charitable Funds accountant (if any) pay banding.

**This is covered within financial accounting team, there is no specific post**

4. Charitable Fund - Fundraising staff (if any) pay banding.

**Band 8a 0.60 WTE FTC until September 2023 – Charity Lead**

**Band 3 0.60 WTE – Charity Administrator – Vacant and currently on hold**

5. The date of job description/pay banding review of finance staff.

**Job Descriptions are evaluated and banded at the time of creation. Unless the role significantly changes, or the employee/ manager disputes the banding of the role, the description does not undergo re-evaluation.**

**We are proud to be smoke free**

Trust Chair – Dr Jackie Craissati  
Chief Executive – Helen Greatorex

**Pay reviews are considered annually between May-September in line with the Trust appraisal process. The annual performance of employees are considered at the appraisal and if, in line with NHS Terms and Conditions, their length of service means that they may progress to the next spine point of their pay banding, then their performance is reviewed and either confirmed as to the expected standards, at which point their pay is progressed, or if their performance has not been to standard, the pay progression may be delayed until the required standards are achieved.**

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of  
The Information Governance Department