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FOI Ref: WCCGFOI29 -1617

31 May 2016

T Thomas

Dear Sir/Madam

Freedom of Information Act 2000 – Request for Information

Thank you for your request under the Freedom of Information Act. Our response is set out below.

1. What minimum qualifications are required to be a communications manager in your organisation (based on your existing job specs)

- Our communications leads are educated to masters level, with many years of experience in their field.
- We do not currently employ any communications managers. But if we did we would expect them to be educated to at least degree standard (or with substantial amounts of relevant experience).

2. May I request a copy of the job specification for the position of communications officer?

- The job specification is attached.

3. How many people work in the communications team & what is the composition, eg one manager and five officers, three managers and ten officers, five managers, five officers and five assistants etc etc

- We currently have two communications leads, and are currently finalising the recruitment process for one communications officer.

4. May I request a breakdown of the job roles and respective salaries for all posts within the communications team.

- The communications leads are paid at band 8A on the NHS's Agenda for Change payscale and the communications officer will be on band 5 of the same payscale. Available here:

<http://www.nhsemployers.org/case-studies-and-resources/2016/04/agenda-for-change-2016-pay-scales>

- The focus of the job roles are: – Strategic communication and Corporate Communication. Both roles target communication appropriate to stakeholders, manage portfolios of work specific to CCG, partner outcomes and the Wakefield health care economy. The band b5 supports the delivery of these roles.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request an internal review of our decision you should write to the Governance and Board Secretary, White Rose House, Wakefield, WF1 1LT.

If you are not content with the outcome of the internal review, with regards to this Freedom of Information request, you have the right to appeal to the Information Commissioner under Section 50 of the Freedom of Information Act. The Information Commissioner will not investigate your case unless you have exhausted our complaints procedure. The Information Commissioner can be contacted at: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Re-Use of Public Sector Information: If you wish to re-use the information you have requested, in whole or in part, please write to the Governance Officer, White Rose House, Wakefield WF1 1LT, quoting the reference number above, stating the purpose(s) you wish to re-use the information for. You will receive a response within 20 working days of receiving your request with any conditions and charges that relate to the re-use of the information. These will be determined in line with the 'Re-use of Public Sector Information Regulations 2005 (SI 2005 No. 1515).

Yours sincerely

Kirsty Box
Governance Officer
NHS Wakefield Clinical Commissioning Group