

Reference Number: FOIAH2324/497
From: Private Individual
Date: 07 December 2023
Subject: Policy & Procedure Management

Q1 How many policies does your Trust have?

A1 227

Q2 How many procedures does your Trust have?

A2 280

Q3 What percentage of your policies are live and in date?

A3 85%

Q4 Do you hold a Legal Register (or similar document) to confirm which policies you must have in place by law?

A4 Information Not Held - no central register is maintained, however the Trust Corporate Governance Manual outlines the governance arrangements we have in place to comply with the Health and Social Care Act 2012 and maintain our Provider Licence.

Q5 Do you employ any scheme of prioritisation, business criticality or RAG rating to your policies?

A5 Reminder sent to document owner 6 months pre review date for all documents.

Q6 How many staff (if any) does your Trust employ purely to manage policies and procedures? Please indicate this as Full Time Equivalent (FTE)

A6 Information not held – the Trust does not employ dedicated staff to manage policies and procedures.

Q7 What grade(s) are the staff employed to manage policies and procedures?

A7 Information not held – as per A6

Q8 If you do not have dedicated staff to manage your organisation's policies and procedures, how is this governance managed and by which business function?

A8 Bimonthly report to Clinical Effectiveness and Outcomes Group highlighting compliance with Policies, Procedures, Guidelines and other documents. Overdue documents are escalated to the relevant Divisions and the Safety and Quality Assurance Committee. Any HR policies are reviewed and overseen at the Employment Policy Review Group that feeds into the People and Well Being Committee

Q9 Do you use any particular software to manage policies and procedures within your organisation?

A9 Bespoke Document Management System on Sharepoint.