

Reference Number: FOI202324/407
From: Private Individual
Date: 07 December 2023
Subject: Policy & Procedure Management

Q1 How many policies does your Trust have?

A1 401 corporate documents including policies, procedures, plans, guidelines and protocols.

Q2 How many procedures does your Trust have?

A2 As per A1.

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

A3 86.90%

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

A4 The Trust have a policy tracker which includes a list of all Trust policies. The Trust hold a Corporate Governance Manual which include the policies that support our legal constitution and requirements.

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

A5 The Trust doesn't have a scheme of prioritisation, business criticality or RAG rating as all policies are important. The Trust does have different cycles of review timeframes.

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

A6 Zero.

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

A7 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 Document control is managed by the Information Governance Team as part of their daily roles.

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

A9 Microsoft Excel.