Reference Number:	FOI202324/529
From:	Private Individual
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Subject:	Maintenance of policies and procedures

Q1　Who holds trust wide responsibility for the maintenance of procedures and policies

A1　All policy and procedure authors are responsible for the maintenance and review of their own documents. This is overseen by the executive lead for each area and compliance is then monitored by the Director of Risk and Improvement.

The Information Governance Team holds the central list of documents and review dates and is responsible for the timely publishing of documents to the staff intranet, as part of their wider roles.

Q2　What digital tools does the trust use for the staff to reference these procedures and policies- i.e. - intranet

A2　All policies and procedures are available in the documents library on the staff intranet.

Q3　How does the trust record that staff have read and comply with the procedures and policies

A3　The Trust mentions in contracts of employment that staff should be able to familiarise themselves with policies and procedures and that is also promoted during staff induction.

Q4　Which tools are used for on-boarding new staff in relation to reading procedures and policies

A4　All new starters attend the Corporate Induction on appointment (usually the first day of employment). As part of the training session the Learning and Development (L&D) team shares the key policies and procedures available and where they can be found on the Staff Intranet. A clear message is also sent to iterate that as part of the induction process there is expectations for all new starters to familiarise themselves with the key policies and procedures. The attendance of corporate induction and the completion of Local induction are monitored by the L&D Team.

Q5　How do the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates

A5　Monitoring is carried out through the Local Induction Checklist, where the new employee must tick that they have read the policy. Reading, checking, and understanding key policies is also part of the Local Induction Checklist of the new starter. This element of the induction is delivered by the employee's line manager. Heads of department can monitor completion rates of part of monthly compliance reporting.