

Reference Number: FOI202425/564
From: Private Individual
Date: 25 March 2025
Subject: Policy compliance

Q1 Who holds trust wide responsibility for the maintenance of procedures and policies?
What is their name and email address?

A1 Information exempt under Section 21 of the Freedom of Information Act 2000 -
'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our 2023/24 Disclosure Log, please see FOI Request Ref: 529:
<https://www.lhch.nhs.uk/resources/disclosurelogs>

Enter the year into the Year field and reference number into the Search field then click Search. Select Download to open.

Q2 What digital tools does the trust use for the staff to reference these procedures and policies? - ie - intranet

A2 As per A1

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

A3 As per A1

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

A4 As per A1

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

A5 As per A1

Q6 How many staff have accessed your NHS Intranet in the past year?

A6 Information not held – the Trust does not routinely collate or hold this information centrally as part of its management or performance data.
We have no way to accurately record this as the intranet automatically opens on staff machines when they go onto the internet. However, Average Daily logins is approximately 2200.

