

FOI 0563 2025 Response

- 1. Who holds trust wide responsibility for the maintenance of procedures and policies?**

Executive Director for Quality and Safety delegated to the Chair of the Policy, Development and Management Group.

- 2. What is their name and email address?**

The Trust is unable to provide a response to this query.

This is because we do not routinely share staff members personal information for those below a band 8c role.

The Trust therefore rely on exemption Section 40 of the freedom of information Act 2000 to deny this aspect of your request.

- 3. What digital tools does the trust use for the staff to reference these procedures and policies? - ie – intranet**

Trust Intranet

- 4. How does the trust record that staff have read and comply with the procedures and policies?**

No formal process in place currently

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

During local inductions

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

New policies/procedures are shared at a number of committees including local Clinical Governance Committees.

Managers are also encouraged to facilitate discussions regarding new processes in team meetings, as well as RMS sessions (1:1 session with Manager).

In addition to this, learning from incidents will also identify gaps in staff understanding of policies or procedures.

Furthermore, service areas deploy special learning events where gaps in understanding have been identified.

During environmental risk assessments and peer reviews, staff are also asked about specific policies and processes based on any risks identified for that ward/ staff group.

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

The requested information is not recorded.