



Ref: FOIA Reference 2018/19-070

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 24th May 2018

Tel: 01782 676474
Email foi@uhn.nhs.uk

Dear

I am writing in response to your email dated 2nd May 2018 requesting information under the Freedom of Information Act (2000) regarding policies.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 I would be very grateful if you could please provide at your earliest convenience copies of the following:

- **Safeguarding policies**
- **Mental Capacity and Consent policy**
- **Complaints and Incidents Policy**
- **Clinical Governance policy**

A1 Please see below:

Safeguarding policies	Please see attached documents (C23, C36 and C43) please note that we also have a Deprivation of Liberty Safeguards (DOLs (C61)) policy which is due to be ratified
Mental Capacity and Consent policy	Information not held, however, some information is included in the consent policy (C43)
Complaints and Incidents Policy	Please see attached document (RM02, RM07)
Clinical Governance policy	Information not held

Q2 Please provide the names of the Trust’s nominated representatives for:

- **Contracts**
- **Quality**
- **Safeguarding**
- **Finance**

A2 Please see below:

- Contracts = Clare Riley
- Quality = Jamie Maxwell
- Safeguarding = Helen Inwood/Janice Johnson
- Finance = Sarah Preston

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



Mojgan Casillas
Interim Information Governance Manager



**University Hospitals
of North Midlands**
NHS Trust