



Ref: FOIA Reference 2023/24-605

Date: 19th December 2023

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 7th December 2023 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 Please could you provide answers to the following questions under the Freedom of Information (FoI) Act in relation to the management of policies and procedures in your organisation:

1. How many policies does your Trust have?

A1 As at 11th December 2023, there are currently 241 policies. Please note this only applies to trust-wide policies and doesn't include any local departmental/divisional policies.

Q2 How many procedures does your Trust have?

A2 Information not held

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

A3 All of these are live. 206 (85%) are in date.

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

A4 We have a register of all Trusts policies but nothing in place to specify specific legal requirements. However, individual policies will make reference to relevant legislation as appropriate.

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

A5 No

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

A6 Not applicable this is managed by the Corporate Governance department alongside other duties therefore unable to provide FTE

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

A7 As answer 6

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 As answer 6

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

A9 See below:

Microsoft Excel.
Umbraco – the Trust’s intranet platform software

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

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

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An anonymised copy of this request can be found on the Trust’s disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

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.

Yours,



Rachel Montinaro
Data Security and Protection Manager - Records