

Ref: FOI/GS/ID 8721

**Please reply to:**  
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14 December 2023

## **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Policy and Procedure Management.

*You asked: All questions are shown as received by the Trust.*

- 1. How many policies does your Trust have?*
- 2. How many procedures does your Trust have?*
- 3. What percentage of your policies are live and in date?*
- 4. Do you hold a Legal Register (or similar document) to confirm which policies you must have in place by law?*
- 5. Do you employ any scheme of prioritisation, business criticality or RAG rating to your policies?*
- 6. How many staff (if any) does your Trust employ purely to manage policies and procedures? Please indicate this as Full Time Equivalent (FTE)*
- 7. What grade(s) are the staff employed to manage policies and procedures?*
- 8. 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?*
- 9. Do you use any particular software to manage policies and procedures within your organisation?*

Trust response:

1. The Trust has 209 Trust-wide policies.
2. Most of the 209 Trust-wide policies contain associated procedures.
3. 100% of the Trust's Trust-wide policies are 'live' i.e. in active use; and all are effectively 'in date' as Trust-wide policies do not have an expiry date. However, 82% of the Trust-wide policies are currently within their stated "Review date".
4. No

5. No
6. 0.4 WTE
7. Agenda for Change Band 4
8. Not applicable
9. Q-Pulse by Ideagen