

Ref: FOI/GS/ID 8725

**Please reply to:**  
FOI Administrator  
Trust Management  
Maidstone Hospital  
Hermitage Lane  
Maidstone, Kent  
ME16 9QQ  
Email: [mtw-tr.foiadmin@nhs.net](mailto:mtw-tr.foiadmin@nhs.net)  
[www.mtw.nhs.uk](http://www.mtw.nhs.uk)

13 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 Standard Operating Procedures (SOPs).

*You asked: All questions are shown as received by the Trust.  
I'm trying to find the person with responsibility for Standard Operating Procedures (SOPs) within the trust.*

Trust response:

The process for developing local clinical and non-clinical local policies, guidelines and SOPs is determined locally. There is no central template, administrator or process.