

Ref. No: 1627
Date: 25/03/25
Subject: Policy compliance

REQUEST & RESPONSE

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

Overall reporting of the Trusts Governance position for procedural documents sits with the Deputy Director of Governance.

Trust Divisional leads have responsibility to action reviews/update and propose new procedural documents and take through Divisional and Trust governance processes for ratification.

2. What is their name and email address?

Carol Fowler - [Contact us](#)

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

Intranet resource

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

We don't have one trust recording system

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

We don't have one tool staff are advised of the Intranet at Induction

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

Trust induction to direct staff and within appraisal processes

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

Users = Number of visitors

Views = Number of pages viewed by these visitors

Events = Number of interactions on these pages, for example clicking a link, opening a PDF, or watching a video etc.

Users – 701,381

Views – 5,456,407

Events – 12,646,499