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Foundation Trust Office: 01325 74 3625
Corporate Records Office: 01325 74 3700

Request for Information Reference: 12.23.23

FOI Direct line: 01325 743700
Email: cdda-tr.cddftfoi@nhs.net

Email only

28th December 2023

Dear

Freedom of Information Act 2000 – Request for Information

Thank you for submitting a request for information which we received on 7th December 2023 in relation to County Durham and Darlington NHS Foundation Trust (the Trust). Your request has been processed under the provisions of the Freedom of Information Act 2000 and I am now able to provide you with a response.

Your request was in relation to Policy and Procedure Management and I am providing the following information in response to your specific questions:

1. How many policies does your Trust have?

Policies - 429

2. How many procedures does your Trust have?

Procedures - 161
Guidelines - 545

3. What percentage of your policies are live and in date?

Policies - 76%

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

The Trust does not have a central register to confirm which policies are required by law.

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

No – review dates are monitored

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?

There are no staff employed to specifically manage policies and procedures. This remit is built into governance positions throughout the Trust as well as the central Corporate Records team.

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?

Governance Teams at Care Group Level,
The Corporate Records and Freedom of Information Team at a Trust wide level

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

Not at a Trustwide level, however some departments may incorporate their policies and procedures into department specific software.

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log on the Trust's website. However please be assured that we anonymise all responses prior to adding them to the disclosure log.

I hope that this response has provided you with the information you had requested. If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me by telephone or in writing. If however, you are dissatisfied with the way in which your request has been handled and would like an internal review, you will need to contact me in writing at the above address or via cdda-tr.cddftfoi@nhs.

If you remain dissatisfied with our response following an internal review you have the right to appeal to The Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. More information is available on their website; www.ico.gov.uk.

Yours sincerely

Corporate Records and Freedom of Information Facilitator