Re: Your request made under the Freedom of Information Act 2000

In line with the freedom of information act, please could you answer the following questions -

- Who holds trust wide responsibility for the maintenance of procedures and policies – Deputy Chief Executive has overall responsibility for corporate policy and oversight of compliance for this process. Each Division has responsibility for its own day today policy and procedures maintenance
- What digital tools does the trust use for the staff to reference these procedures and policies - ie – intranet Trust uses a mixture of internet for publishing and accessing policies and software application MONDAY.com for managing the database for policies.
- How does the trust record that staff have read and comply with the procedures and policies. Policy makes it clear that managers and individuals are to comply with policy and procedure requirements
- Which tools are used for on-boarding new staff in relation to reading procedures and policies. Local Induction process per division and individualised requirement for that new starter and job role.
- How do the heads of department monitor that clinical and non clinical staff have read/understood mandatory procedural updates Divisional and departments have different process for acknowledging from electronic doc control software to individual signing sheets to appraisal objectives, dependent on role etc.