

Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ

Ref: FOI-032025-0001499

Date: 24 April 2025

Address / Email:

Dear

Request Under Freedom of Information Act 2000

Thank you for requesting information under the Freedom of Information Act 2000

Request

1. Who holds trust wide responsibility for the maintenance of procedures and policies?
2. What is their name and email address?
3. What digital tools does the Trust use for the staff to reference these procedures and policies? - ie – intranet –
4. How does the trust record that staff have read and comply with the procedures and policies?
5. Which tools are used for on-boarding new staff in relation to reading procedures and policies?
6. How do the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates?
7. How many staff have accessed your NHS Intranet in the past year?

Response

Q1. Who holds Trust-wide responsibility for the maintenance of procedures and policies?	<p>Maintaining fit for purpose policies and procedures are the responsibility of the relevant leads and subject matter experts of which there are many across the Trust.</p> <p>The maintenance of the systems and processes used to manage these documents and make them accessible to all relevant staff sits with the Trust Compliance team who fall under the responsibility of the Trust Chief Nurse</p> <p>Martina Morris</p> <p>Chief Nurse</p>
Q2. What is name and email address?	Dgft.procedural.documents@nhs.net
Q3. What digital tools does the Trust use for the staff to reference these procedures and policies? - ie - intranet	We have recently moved over to SharePoint.
Q4. How does the trust record that staff have read and comply with the procedures and policies?	There is a Monitoring of Compliance Chart which includes how you monitor compliance with duty, training and documentation.
Q5. Which tools are used for on-boarding new staff in relation to reading procedures and policies?	All new starters follow an induction plan.
Q6. How do the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates?	<p>The Trust does not hold this information in a reportable format.</p> <p><i>The ICO guidance clearly states "FOIA only applies to information that a public authority already holds in recorded form at the time of a request. If you don't hold a particular piece of information that someone has asked for, you don't have to create it".</i></p>
Q7. How many staff have accessed your NHS Intranet in the past year?	<p>We have had an average of 2,628 unique users per day to the intranet.</p> <p>Please note as of 14th March we have moved over to SharePoint, therefore figures may be less than average.</p>

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager

Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ
Email: dgft.dpo@nhs.net

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team
The Dudley Group NHS Foundation Trust