

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

**Ref:** FOI-022026-0002254

**Date:** 20.04.2026

**Address / Email:**

Dear

**Request Under Freedom of Information Act 2000**

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

Please provide the following information about the management of patient information leaflets:

**1. OPERATIONAL RESPONSIBILITY**

The job title(s) of the person(s) or team responsible for the development, production, approval, and management of patient information leaflets (including printed and digital materials). **Simon Ashby, Acting Head of Communications**

**2. DOCUMENT VOLUME AND PRODUCTION**

- The approximate number of patient information leaflets currently maintained by the Trust **400**  
- The software or system(s) used to produce and manage these leaflets (e.g., Microsoft Word, desktop publishing software, dedicated patient information management systems) **Microsoft Word**

**3. REPORTING STRUCTURE**

The job title of the senior manager to whom the person(s)/team(s) in question 1 directly report. **Emily Smith, Associate Director of Communications**

**4. BOARD-LEVEL ACCOUNTABILITY**

The job title of the Board-level executive with overall accountability for patient information materials. **Laura Broster, Communications Director**

**5. GOVERNANCE FRAMEWORK**

If the Trust has a formal policy or governance document covering patient information leaflets, please provide:

- The document title and version number **Patient Information Policy version 4**
- The job title of the Board-level signatory or accountable executive named in that document **Laura Broster, Communications Director**
- OR a copy of the policy itself if more convenient

Please note: I do not require personal data such as names or contact details – job titles and reporting structures are sufficient.

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](mailto: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](http://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**