

Our Ref: NG/RM/25111
Date: 9th April 2025

Nicola Griffiths
Deputy Director of Governance
North Staffordshire Combined Healthcare NHS Trust
Lawton House
Bellringer Road
Trentham
ST4 8HH

Reception: 0300 123 1535

Dear

Freedom of Information Act Request

I am writing in response to your e-mail of the 25th March 2025. Your request has been processed using the Trust's procedures for the disclosure of information under the Freedom of Information Act (2000).

Requested information:

In accordance 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? What is their name and email address? **Nicola Griffiths, Deputy Director of Governance.**
Staff email addresses are exempt as they constitute personal data and would contravene the principles of the Data Protection Act 2018 (in accordance with qualified exemption S40 (2)(a) of the FOI Act).
- What digital tools does the trust use for the staff to reference these procedures and policies? - i.e. – intranet. **The Intranet - Combined Access Tool (CAT).**
- How does the Trust record that staff have read and comply with the procedures and policies? **The Trust does not record that all staff read and comply with procedures and policies.**
- Which tools are used for on-boarding new staff in relation to reading procedures and policies? **Corporate Induction.**
- How do the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates? **There is a Policy Governance Group and Policy Leads attend this Group and share information regarding updated/ new policies which is disseminated to teams. We also have a Senior Leadership Team that receives all policies for review/ update/ consultation and Committees receive for final approval.**

- How many staff have accessed your NHS Intranet in the past year? **There is no analytics set up on the intranet therefore this data is not collected.**

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review of the management of your request. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Dr Buki Adeyemo, Chief Executive, North Staffordshire Combined Healthcare Trust, Trust Headquarters, Lawton House, Bellringer Road, Trentham, ST4 8HH. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely



Nicola Griffiths
Deputy Director of Governance