

Our Ref: NG/RM/26052
Date: 10th March 2026

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Deputy Director of Governance
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Lawton House
Bellringer Road
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ST4 8HH

Reception: 0300 123 1535

Dear

Freedom of Information Act Request

I am writing in response to your e-mail of the 21st February 2026. Your request has been processed using the Trust's procedures for the disclosure of information under the Freedom of Information Act (2000).

Requested information:

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). **N/A**

2. DOCUMENT VOLUME AND PRODUCTION

- The approximate number of patient information leaflets currently maintained by the Trust. **Data not held**
- The software or system(s) used to produce and manage these leaflets (e.g., Microsoft Word, desktop publishing software, dedicated patient information management systems). **N/A**

3. REPORTING STRUCTURE

The job title of the senior manager to whom the person(s)/team(s) in question 1 directly report. **N/A**

4. BOARD-LEVEL ACCOUNTABILITY

The job title of the Board-level executive with overall accountability for patient information materials. **N/A**

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. **N/A**

- The job title of the Board-level signatory or accountable executive named in that document. **N/A**
- OR a copy of the policy itself if more convenient. **N/A**

Patient Information Leaflets are mainly produced by individual teams/ service.

The Trust does not have a central register or a central policy on their production.

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