

Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk
Web: www.wwl.nhs.uk

Ref: FOI/2023/9456

Date Received: 7th December 2023

Response Due: 9th January 2024

Date: 8th January 2024

Dear Sir/Madam

With reference to your request for information received on 7th December 2023, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

1. How many policies does your Trust have?

There are a total of 339 policies in the trust.

2. How many procedures does your Trust have?

There are a total of 1070 procedures in the trust.

3. What percentage of your policies are live and in date?

78% of policies and procedures are live and on the intranet.

4. Do you hold a Legal Register (or similar document) to confirm which policies you must have in place by law?

No, we do not.

5. Do you employ any scheme of prioritisation, business criticality or RAG rating to your policies?

Not at present however the policy is currently being rewritten and a prioritisation of policies and procedures RAG rating will be implemented.

6. How many staff (if any) does your Trust employee purely to manage policies and procedures? Please indicate this as Full Time Equivalent (FTE)

One member of staff working 37.5 hours per week.

7. What grade(s) are the staff employed to manage policies and procedures?

Band 5 overseen by a band 8B – Head of Compliance.

8. If you do not have dedicated staff to manage your organisation's policies and procedures, how is this governance managed and by which business function?

N/A

9. Do you use any particular software to manage policies and procedures within your organisation?

Microsoft Excel

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Ehsan Haqqani
Associate Director of Governance & Patient Safety

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 111