

**Freedom of Information Request**

**Ref: 23-931**

15 December 2023

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

**1. How many policies does your Trust have?**

228

**2. How many procedures does your Trust have?**

Clinical Guidelines: 2537

Standard Operating Procedures (SOP): 2491

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

75%

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

No

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

No

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

1WTE

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

Band 4

**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?**

Not applicable

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

Yes. We currently use an in-house system but are in the process of migrating to the MyStaff app to manage procedural documents.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. 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:

Data Protection Officer  
University Hospitals Bristol and Weston NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

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

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**Freedom of Information Team**  
**University Hospitals Bristol and Weston NHS Foundation Trust**