

Date: Thursday, 21st December 2023  
Our Ref: MB/CM FOI 6066

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**Re: Freedom of Information Request FOI 6066**

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 07th December 2023.

Your request was as follows:

1. How many policies does your Trust have?

The Walton Centre NHS Foundation Trust has 188 policies.

2. How many procedures does your Trust have?

The Walton Centre NHS Foundation Trust has 74 procedures.

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

The Walton Centre NHS Foundation Trust has 84% of all policies live and in date.

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 criticality or RAG rating to your policies?

No.

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

The Walton Centre NHS Foundation Trust has 2 WTE.

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

1 x Band 7

1 x 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?

N/A

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

The Walton Centre NHS Foundation Trust use Sharepoint.

Please see our response above in [blue](#).

#### **Re-Use of Public Sector Information**

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at [www.opsi.gov.uk](http://www.opsi.gov.uk) where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at [www.opsi.gov.uk/advice/psi-regulations/index.htm](http://www.opsi.gov.uk/advice/psi-regulations/index.htm)

If 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 the Freedom of Information Office at the address above.

**Please remember to quote the reference number, FOI 6066 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 by:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Online: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/>

Telephone: 0303 123 1113

Yours sincerely

*Mike Burns*

**Mr. Mike Burns, Executive Lead for Freedom of Information**