

FOI 3026

18th April 2025**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**

Who holds health board wide responsibility for the maintenance of procedures and policies?**Response:**

The director who oversees non-clinical policy governance is the Director of Human Resources and Organisational Development. Individual Policy authors, and their Directors, are responsible for the policy content. Procedure documents which are not part of a policy are maintained by appropriate managers at directorate level.

What is their name and email address?**Response:**

The director responsible for policy governance is Mrs Vivienne Toal, Director of Human Resources and Organisational Development.

Email: vivienne.toal@southerntrust.hscni.net

What digital tools does the health board use for the staff to reference these procedures and policies? – i.e. – intranet**Response:**

The Trust hosts Policies on a Trust SharePoint intranet site.

How does the health board record that staff have read and comply with the procedures and policies?**Response:**

At corporate and departmental induction Trust staff will be directed to policies and procedures that are relevant to their roles. Depending on the policy or procedure in question compliance audits may be undertaken.

Which tools are used for on-boarding new staff in relation to reading procedures and policies?**Response:**

None. Specific policies are referred to in Departmental induction checklists and Corporate Welcome.

Email: Foi.Team@Southerntrust.hscni.net