



**Kent and Medway**  
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

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Dear [REDACTED]

### **Request for Information**

I write further to your request FOI ID 48806 under the Freedom of Information Act 2000 regarding: -

Procedures and Policies Management

Your request is set out below:

Who holds trust wide responsibility for the maintenance of procedures and policies?

**Trust Secretariat and the email address of [kmpt.policies@nhs.net](mailto:kmpt.policies@nhs.net) ?**

What is their name and email address?

**In order to ensure that staff are able to fully meet their organisational public duties, personal contact details for individuals are exempt from release under section 36 (conduct of public affairs) Freedom of Information Act 2000, and both the public interest test, and prejudice test enable the organisation to engage this exemption in this instance. For further information about how to contact the organisation please see our website at <https://www.kmpt.nhs.uk/contact-us/>**

What digital tools does the trust use for the staff to reference these procedures and policies?

**Our policies and procedures are hosted on our intranet powered by Blink.**

How does the trust record that staff have read and comply with the procedures and policies?

**Our intranet has the ability to track policies we mark as mandatory reads. This allows us to track who has read policies and marked them as 'read and understood'.**

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

**Policies and procedures are held on the Trust's intranet, which staff are introduced to at Corporate and local inductions.**

**We are proud to be smoke free**

Trust Chair – Dr Jackie Craissati  
Chief Executive – Sheila Stenson

How do the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates?

**The local induction checklist requires new starters to confirm that they have read all core employment policies. Important updates to policies are highlighted on the intranet.**

How many staff have accessed your NHS Intranet in the past year?

**4027**

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of  
The Information Governance Department