



**The Clatterbridge  
Cancer Centre**  
NHS Foundation Trust

Clatterbridge Road  
Bebington  
Wirral  
CH63 4JY

Tel: 0151 556 5000  
Web: [www.clatterbridgecc.nhs.uk](http://www.clatterbridgecc.nhs.uk)

Date: 31 March 2022

**Re: Freedom of Information Request**  
**Ref: 71-2022**

Thank you for your email dated the 4/3/22, requesting information in relation to risk management.

The information that you require is as follows:

1. Please provide a copy of your organisations Risk Management Strategy [Please see attached.](#)
2. Please provide a copy of your organisations Risk Management Policy if this is a separate document to the Strategy [as above](#)
3. Please provide your organisations Risk Appetite Statement [Please see attached meeting papers for January 2022. These are publically available on the Trust website.](#)
4. Please provide your organisations approach to risk tolerance

[The Trusts SOP for the Management of Risks and Risk register has the following statement within it: 'Where a risk score has been reduced to its lowest level through actions and controls, but is considered to still be an ongoing risk then this can remain on a risk register with the review period being set to annual. This will allow for ongoing sight of the risk, but with no need for regular updating unless there is a change to the risk or any controls.'](#)

5. Please provide the minutes and any associated papers from the last meeting where your Board of Directors reviewed the Trust's risk appetite statement and setting the risk tolerance levels within the organisation

[Please see attached meeting papers for January 2022. These are publically available on the Trust website.](#)

6. Please provide a copy of your organisations latest Corporate Risk Register Report

**This has only just been received this week by the trust and current in draft form and under review.**

**7. Please provide a copy of your organisations latest Board Assurance Framework**

**Please see attached meeting papers for January 2022. These are publically available on the Trust website.**

**8. Please provide a copy of your latest Risk Management Internal Audit report**

**This has only just been received this week by the trust and current in draft form and under review.**

**9. Please confirm how your organisation records risk – do you use a system, if so which system e.g. in house, Ulysses, Datix, Radar etc, or do you use excel spreadsheets?**

**Datix**

**10. Please provide the risk management role structure within your organisation including the Banding of these roles**

**Please find attached – we do not have a separate Risk Management Department or team in CCC, it is part of the Quality and Governance Department portfolio and remit.**

Should you require any further information please do not hesitate to contact me on the email address provided below.

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

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and 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: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/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.

**In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:**

**<https://www.surveymonkey.co.uk/r/H39RFMM>**

Kind Regards,

Margaret Moore  
Information Governance Administrator  
Contact Email: [ccf-tr.foi@nhs.net](mailto:ccf-tr.foi@nhs.net)