

## Amendment to the Document Management Policy and Corporate Governance Manual.

Following the governance review changes are required to the current system of document control and document approval.

### Document Management Policy:

Current	Proposed new
<b>Corporate level documents:</b> Approved by Trust Board Signed by CEO.	<b>Amend to 'Items reserved for the Board'</b> Approved by Trust Board Signed by CEO.
<b>Other Trust Wide documents:</b> Approved by relevant Board committee Signed by relevant executive director	<b>Other Trust Wide documents:</b> Approved and signed by relevant Executive Director
<b>Departmental Documents*:</b> Relevant executive director	<b>Departmental Documents:</b> Clinical Director
<b>Clinical Protocols#:</b> Approved by relevant Board committee Signed by medical director	<b>Clinical Protocols*:</b> SRG chair

Where there is one all documents will be reviewed by the relevant expert advisory committee e.g. Health and Safety, Infection Control.

\* Denotes authority to approve where there is no financial or reputations risk associated with the approved document. If there are risks e.g. a protocol which deviates from national guidance then executive level approval is required. This would be the Director of Operations and Transformation.

# Denotes authority to approve where there is no financial or reputations risk associated with the approved document. If there are risks e.g. a clinical protocol which deviates from national guidance then executive level approval is required. This would be Medical Director.

### Corporate Governance Manual:

Current	Proposed new
The approval of Trust management policies including:	
Human resources policies incorporating the appointment, removal and remuneration of staff	<b>Other Trust Wide documents:</b> Approved and signed by relevant Executive Director

Approve procedure for declaration of hospitality and sponsorship	<b>Other Trust Wide documents:</b> Approved and signed by relevant Executive Director

**Items reserved for the Board:**

Corporate Governance Manual

Decision rights framework

Trust Strategy

Supporting strategies e.g.:

- Quality Strategy
- Risk Management Strategy
- IM+T Strategy
- HR+OD Strategy

Quality Manual

Annual Business Plan (inc NHSI submission)

Document Control Policy