

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 |
|---|---|
| Corporate level documents: Approved by Trust Board Signed by CEO. | Amend to 'Items reserved for the Board' Approved by Trust Board Signed by CEO. |
| Other Trust Wide documents: Approved by relevant Board committee Signed by relevant executive director | Other Trust Wide documents: Approved and signed by relevant Executive Director |
| Departmental Documents*: Relevant executive director | Departmental Documents: Clinical Director |
| Clinical Protocols#: Approved by relevant Board committee Signed by medical director | Clinical Protocols*: 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 | Other Trust Wide documents: Approved and signed by relevant Executive Director |

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|--|--|
| Approve procedure for declaration of hospitality and sponsorship | Other Trust Wide documents: Approved and signed by relevant Executive Director |
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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