

Freedom of Information request: Reference number FOI2025/00228

Date of request: 11th March 2025

Request:

Good afternoon,

I hope this email finds you well.

I am writing to submit a Freedom of Information request regarding the management of policies and standard operating procedures (SOPs) within your organisation. I would be grateful if you could provide the following information:

1. The total number of policies currently held by your organisation (if available/known).
 2. The number of standard operating procedures (SOPs) and guidelines, broken down by category.
 3. The percentage of policies that are currently in date.
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1. The percentage of processes / SOPs / Guidelines that are currently in date.
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1. The system or platform used to store, manage and access policies, SOPs and guidelines.
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1. Whether your organisation has a method in place to track the usage and access of policies, SOPs and guidelines.

Response:

Please see below for a response to your request.

1. The total number of policies currently held by your organisation (if available/known).

Total number of policies is 595.

2. The number of standard operating procedures (SOPs) and guidelines, broken down by category.

These are broken down by department and not by category.

3. The percentage of policies that are currently in date.

The percentage of policies in date is 68%

1. The percentage of processes / SOPs / Guidelines that are currently in date.
LFB lists all of these as policies and are not broken down separately.

1. The system or platform used to store, manage and access policies, SOPs and guidelines.

LFB stores policies on SharePoint and via database. They are accessed via Intranet and the internet.

1. Whether your organisation has a method in place to track the usage and access of policies, SOPs and guidelines.

LFB does not track usage and access to policies.