

Ref: FOI/GS/ID 5308

Please reply to:
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Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Board and Senior Management meeting software.

You asked:

- 1. How does the Trust administer and manage board and other senior managed events? – What process is followed to prepare, collate and manage the board meeting documents pack, including print / e-mail and distribution?*
- 2. Is a “manual process” used for the above or does the Trust use a dedicated Software tool?*
- 3. If yes, what is the name of the software tool used?*
- 4. If no, is the Trust considering acquiring such a tool or “Board Portal” at some time in the future?*
- 5. Who is the most appropriate person, within the Trust, to contact regarding this matter?*

Trust response:

1. Board (and other sub-committee) meeting packs are prepared as follows:
 - A call for papers is issued by the Trust Secretary
 - Once received from individual contributors, reports are formatted and a standard cover sheet applied
 - The reports are individually PDF'd and then combined into a PDF meeting pack, fronted with the agenda and issued by email to the appropriate forum membership
 - To follow reports are issued separately by email
 - Board and other committee members largely view their meeting packs electronically, using their own devices

- Limited hard copy packs are produced for public attendees of the public Board meeting and for Patient Representatives who attend the Patient Experience Committee meeting
2. The process is 'manual', i.e. no dedicated software tools are used in the process
 3. Not applicable
 4. Yes (this process is currently in its final stages)
 5. PMO Co Ordinator, Transformation and Programme Office.
The Trust considers the names and contact details requested exempt under Freedom of Information Act 2000 Section 40(2) (personal information) as it relates to the personal information of employees. These members of staff are not of sufficient senior level where there is reasonable expectation that this information would be released into the public domain.

The Trust follows guidance issued by the Information Commissioner's Office on the disclosure of personal data including direct contact details.