Ref: FOI/GS/ID 6631

30 March 2021

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 the software tools used to administer our board meeting / senior management meeting process.

You asked:
1. How does the NHS 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 NHS Trust use a dedicated Software tool?
3. If yes, what is the name of the software tool used?
4. If no, is the NHS Trust considering acquiring such a tool or "Board Portal" at some time in the future?
5. Who is the most appropriate person, within the NHS Trust, to contact regarding this matter?

Trust response:
1. The Trust Secretary's Office manages the Administration of the Trust Board and associated sub-committees, dedicated software is utilised from the management of the "meeting book" including the distribution process

2. The Trust uses a dedicated software tool

3. Admincontrol

4. Not applicable as the Trust already has "Board Portal" software

5. Kevin Rowan, Trust Secretary