23 June 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 various matters relating to operations and governance processes within the Trust.

You asked:
1. Do you currently use any form of electronic signing tool?
2. If yes, who is your current provider? When does the contract expire? How much does it cost per year? How many licences (users or transactions) do you have?
3. How many documents do you send for signature / approval annually? What % are printed?
4. Are your signing processes primarily paper-based?
5. What is your current annual spend on paper, postage and document storage?
6. Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes?
7. If so, who is leading it?
8. How much employee time is it taking to create, send, chase and store documents that require signature?
9. How many employees do you have?
10. What percentage of employees work remotely?
11. Can you provide names and contact details for the following people within your organisation?
a. CIO / IT Director
b. Head of IT
c. Head of Digital Transformation
d. Head of Housing Operations
e. Head of Legal
f. Head of HR
g. Head of Legal Services

12. Do you currently use any of the following Microsoft applications?
a. O365
b. SharePoint
c. Teams
d. Dynamics
e. Power Automate
13. Do you use any Adobe products? If yes, which ones?
14. What primary software systems do you use? (Deployed Systems, Product Name, Vendor, Version, Contract end date & Number of licenses)
a. Human Resources
b. Patient related
c. Legal Services
d. Email and Collaboration
15. Do you have a Senior Information Risk Officer (SIRO) and Caldicott Guardian? If so, can you please share their contact name, email and phone number.
16. Understanding that every member of the NHS has to be GDPR compliant, what is the current approval - signature process?

Trust response:
1. No.
2. Not applicable
3. Not applicable
4. Yes
5. What is your current annual spend on paper, postage and document storage? –The Trust is unable to provide detail of expenditure on paper alone without reviewing individual invoices. Financial year 2020/21 all printing and stationery £1350720
Postage: financial year 2020/21 £850,672
Storage: financial year 2020/21 ££410,480.
6. Yes.
7. Programme Director for EPR (Sunrise) and Digital Transformation
8. The Trust does not hold this data.
9. The average number of employees during the 2020/21 financial year was 6180
10. Snapshot of May 2021 – 2.82% of shifts recorded as WFH
11.The Trust Executive structure chart is available on the Trust website www.mtw.nhs.uk and details of our Clinically Led Organisation can be found on the trust website using the following link: https://www.mtw.nhs.uk/about-us/our-quality-story/clinically-led-organisation/
Alternatively, from our website home page, click the About Us Tab, then the Clinically-led Organisation tab where you will find all the information.
The Trust follows guidance issued by the Information Commissioner's Office on the disclosure of personal data including direct contact details.
Information relating to staff that is not currently publicly available on our website will not be released under Freedom of Information Act 2000 Section 40(2) (personal information) as it relates to the personal information of employees.
If you wish to contact members of the board, please contact the Executive secretarial team on telephone 01622 226412.

For any queries regarding the Trust Board, please contact Kevin Rowan, Trust Secretary, on telephone 01622 228 698 or email kevinrowan@nhs.net

12.

f.   O365 – Yes

g.   SharePoint - Yes

h.   Teams - Yes

i.   Dynamics – No

j.   Power Automate – No

13. Yes. Adobe Acrobat X1 standard: DC Reader, Creative Cloud, Acrobat Pro.

14.

e.   Human Resources –
Occupational Health currently use a system called OPAS supplied by CIVICA. HR - Product Name is Trac- vendor is Civica, contract ends on 08.01.2023- 1 Licence for the whole trust
Allocate HealthRoster – v11. HT E Framework, Contract end 24/08/2023, 6500 licenses
Allocate 247Time – Gcloud Contract, contract ends March 2023, Pay per use
Allocate Bank Staff – H T E Framework, expires 24/08/23, 7250 users
Learning & Development - Totara Learn - Contract end date Q2 2023, circa 10,000 licenses

f.   Patient related - Allscripts Patient Administration System (PAS). Changing to Sunrise EPR June 2021. End date July 2028. The licences are circa 700 concurrent users

g.   Datix - Datix Cloud IQ, Datix Ltd, Gcloud10 Contract, Expires 30/04/23, Enterprise License

h.   Email and Collaboration – NHS Mail

15. Yes, At the Trust the Chief Nurse fulfils the role of SIRO and the Medical Director has been appointed as Caldicott Guardian. If you wish to contact members of the board, please contact the Executive secretarial team on telephone 01622 226412.

16. We need to advise that each processing of data is subject to legal justification but we provide clear information to our service users around data processing and legal justification. We have steps in place to ensure data security and we have an appointed Data Protection Officer and contracts with suppliers with the appropriate GDPR clauses.