

## Freedom of Information Act 2000 disclosure log entry

### Reference

21-22300

### Date sent

08/06/22

### Subject

Intra/Internet Contracts

### Details of enquiry

#### Intranet Questions

1. How many people are employed by your organisation, including full time and part time?
2. What is your current intranet solution? (Sharepoint, Wordpress, Interact, Invotra, Oak etc)
3. How long have you been using this intranet solution?
4. When is your intranet contract up for renewal?
5. What is your annual intranet budget?
6. What is your procurement process? Please can you include any portals used to list tenders and/or any suppliers/consultants used to procure.
7. Do you share intranet/IT services with other organisations, if so who?
8. Which team and/or individual(s) are responsible for managing your intranet internally?
9. Are you using the Office 365 suite? If so, which applications from the suite are in use?
10. Which team and/or individual(s) are responsible for your intranet's procurement within the organisation?
11. Is your Active Directory hosted on-premise, or in the cloud?
12. Could you provide us with a link to your Digital Workplace Strategy?

#### Website / Accessibility Questions

13. What software are you currently using for your website?
14. What team/individual is responsible for maintaining your website?
15. Do you work with an external supplier to maintain your website, if so when does your contract expire?
16. When did you last conduct an accessibility audit against your public website?
17. What team/individual is responsible for digital accessibility across your public facing services?
18. What is your budget for digital accessibility?
19. What is your annual marketing/communications budget for creating content for residents?
20. Do you work with external marketing/communications suppliers to create content for your public facing services?
21. When was the last time you conducted a content audit on your website to remove outdated content?

### Response sent

#### Intranet Questions

1. How many people are employed by your organisation, including full time and part time?  
**This information is publicly available at: <https://digital.nhs.uk/data-and-information/publications/statistical/nhs-workforce-statistics>**
2. What is your current intranet solution? (Sharepoint, Wordpress, Interact, Invotra, Oak etc)  
**Bespoke 'sandbox' CMS build by SmallWorld**
3. How long have you been using this intranet solution?

Since Summer 2017

4. When is your intranet contract up for renewal?  
**May 2023**
5. What is your annual intranet budget?  
**£10k pa**
6. What is your procurement process? Please can you include any portals used to list tenders and/or any suppliers/consultants used to procure.  
**Request for quote**
7. Do you share intranet/IT services with other organisations, if so who?  
**No**
8. Which team and/or individual(s) are responsible for managing your intranet internally?  
**The Communications Team**
9. Are you using the Office 365 suite? If so, which applications from the suite are in use?  
**Yes: Word, Excel, PowerPoint, Teams, Outlook, Power BI**
10. Which team and/or individual(s) are responsible for your intranet's procurement within the organisation?  
**The Procurement Department**
11. Is your Active Directory hosted on-premise, or in the cloud?  
**Hosted by Microsoft on the public Cloud and on premise**
12. Could you provide us with a link to your Digital Workplace Strategy?  
**We do not currently have a Digital Workplace Strategy, we have a transformation programme, and are planning to devise a digital strategy in the near future.**

Website / Accessibility Questions

13. What software are you currently using for your website?  
**Torchbox Wagtail**
14. What team/individual is responsible for maintaining your website?  
**The Communications Team**
15. Do you work with an external supplier to maintain your website, if so when does your contract expire?  
**Yes, an external supplier manages hosting and technical support. The contract continues in force until terminated by either party.**
16. When did you last conduct an accessibility audit against your public website?  
**August 2021**
17. What team/individual is responsible for digital accessibility across your public facing services?  
**The Communications Team**
18. What is your budget for digital accessibility?  
**N/A – digital accessibility funding is not specifically ring-fenced**
19. What is your annual marketing/communications budget for creating content for residents?  
**N/A –funding for creating content for residents is not specifically ring-fenced**
20. Do you work with external marketing/communications suppliers to create content for your public facing services?  
**Yes**
21. When was the last time you conducted a content audit on your website to remove outdated content?  
**Partial content audit – February 2022**