

Freedom of Information Act 2000 disclosure log entry

Reference

18-19388

Date sent

15/03/2019

Subject

Software to Manage Meeting Papers

Details of enquiry

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 to acquire 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?

Response Sent

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?

All these processes are undertaken manually without use of dedicated meeting paper software

2. Is a “manual process” used for the above or does the Trust use a dedicated Software tool?
See above response

3. If yes, what is the name of the software tool used?
n/a

4. If no, is the Trust considering to acquire such a tool or “Board Portal” at some time in the future?
No

5. Who is the most appropriate person, within the Trust, to contact regarding this matter?
David Wyndham Lewis, Director of Transformation and Technology.

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