FOI325 Response

Request

I am requesting this information under the Freedom of Information Act 2000.

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?

Response

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?

The Trust currently uses an on-line portal manage board and other senior managed events.

2. Is a "manual process" used for the above or does the NHS Trust use a dedicated Software tool?

The Trust currently uses a software tool.

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

 The software tool used is Convene.

4. If no, is the NHS Trust considering acquiring such a tool or "Board Portal" at some time in the future?

Not applicable, please refer to the response above.

5. Who is the most appropriate person, within the NHS Trust, to contact regarding this matter?

Not applicable, please refer to the response above.