

7 May 2021

Information Rights & Compliance Team
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Our Ref: FOI/03682

Thank you for your request concerning IT Systems.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

Please could you provide the following information:

1) How many people are employed by your organisation, including full time and part time?

This information is published in our Annual Reports¹. Please follow this [link](#) to our disclosure log.

2) What is your current intranet solution? (Sharepoint, Wordpress, Invotra, etc)

We use the [Interact](#) platform for our intranet.

3) How long have you been using this intranet solution?

Since March 2019

4) When is your intranet contract up for renewal?

1st January 2024

5) What is your annual intranet budget?

We do not have a specific intranet budget. This is within the overall communications team budget.

6) Do you share an intranet/IT services with other organisations, if so who?

We do not share an intranet with other organisations. However, our ICT services are provided by [HBL ICT Shared Services](#).

7) Which team and/or individual(s) are responsible for managing your intranet internally?

Our intranet is managed by the communications team.

8) Are you using the Office 365 suite? If so, which applications from the suite are in use?

¹ Section 21 – Information is accessible through other means has been applied

Our standard builds include Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft OneNote and Microsoft Teams. As part of the national contract with Microsoft, we have access to all applications that form part of the N365 licence such as PowerApps, PowerAutomate, Sharepoint, PowerApps etc.

9) Which team and/or individual(s) are responsible for your intranet's procurement within the organisation?

The procurement exercise would be led by our procurement function with requirements established by IM&T and communications teams.

10) Is your Active Directory hosted on-premise, or in the cloud?

Our AD is on-premise

11) Could you provide us with a link to your Digital Workplace Strategy?

We do not have a "Digital Workplace Strategy". You can find Our Digital Strategy in [November 2019 Trust Board Papers here](#).

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

