

16 June 2021

Information Rights & Compliance Team
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Our Ref: FOI/03938

Thank you for your request concerning board meeting software .

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) 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?**

We have a yearly Board Planner which is used to formulate a draft agenda, Chair, CEO and Company Secretary meet to discuss and finalise the draft agenda. PA to Chair and Company Secretary calls for agenda items, collates pack with software called 'BoardPacks'. PA distributes pack to board members via email.

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

As noted above, the Board papers are pulled into a pack using software called 'BoardPacks'

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

Please see the answer to question 2.

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

Not applicable.

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

The information you are requesting is available through our public website under [Board of Directors](#). Alternatively all our management contact details can be obtained through [Binley's Database of NHS Management](#)¹.

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

¹ Section 21 – Information is available through other means

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](#).

