

File reference	W18FOI631
Key words	Software used to administer Trust Board Meetings
Date of release	01/03/2019
Attachments	No

Freedom of Information Act Disclosure log - Reply Extract

You asked

The following freedom of information request is designed to establish what Process and specific software tools are used to administer the board meeting / senior management meeting process, within the Trust.

- 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?**

Papers for the Trust Board are collated and distributed electronically.

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

The Trust does not use a dedicated software tool for Board paper collation and distribution.

- 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?**

The Trust may consider a Board Portal in the future.

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

The Board Secretary

Attachments included: No