

Justin Richards

Information Governance
White Building
Littlemore Mental Health Centre
Sandford Road
Littlemore
Oxford
OX4 4XN

Tel: 0845 219 1269
Fax: 0845 219 1275
Web: www.oxfordhealth.nhs.uk

24 April 2018
Reference no. 18190027

Dear Mr Richards,

Request for Information: Freedom of Information Act

Thank you for your email of 12 April making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request

- 1) does your Board / Corporate Secretary use a board portal / software supplier for paperless board meetings?
- 2) if yes to the above can you please tell me the name of the supplier, contract expiry and contract review date?
- 3) if yes can you also please tell me how many users there are and the spend on this software in the last 12 months?
- 4) can you also provide me with contact details for your Board/Corporate secretary (full name, job title, contact number and direct email address) ?
- 5) if the person responsible for the contact differs from this individual please can you also supply their full contact details?

Response:

1 to 3: The Trust holds no information in relation to your request.

4 and 5: The Trust publishes details on the website, accessible via the following links:

<https://www.oxfordhealth.nhs.uk/about-us/governance/board-of-directors/>

<https://www.oxfordhealth.nhs.uk/contacts/hq/>

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance