

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

12 March 2019
Reference no.18190435

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 19 February 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 and Response:

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?
 - a. Response – manual process involving printing hard copy packs and emailing soft copies to those who request. Started to pilot a software tool but not widely rolled out yet.
2. Is a “manual process” used for the above or does the Trust use a dedicated Software tool?
 - a. Response – see above.
3. If yes, what is the name of the software tool used?
 - a. Response – the software tool which has started to be piloted is Board Papers by Pervasant.
4. If no, is the Trust considering to acquire such a tool or “Board Portal” at some time in the future?
 - a. Response – see above
5. Who is the most appropriate person, within the Trust, to contact regarding this matter?

a. [Response](#) – Mark Walker, Head of IT

If you are concerned 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