



Trust Headquarters
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West Sussex
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6th April 2021

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 210333.

You requested the following information, please also see our response below:

The following freedom of information request is designed to establish what process and specific software tools are used to administer your board meeting / senior management meeting process, within the NHS Trust. I am requesting this information under the Freedom of Information 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?**
- 2. Is a “manual process” used for the above or does the NHS Trust use a dedicated Software tool?**
- 3. If yes, what is the name of the software tool used?**
- 4. If no, is the NHS Trust considering to acquire such a tool or “Board Portal” at some time in the future?**
- 5. Who is the most appropriate person, within the NHS Trust, to contact regarding this matter?**

The Trust used BrainLoop up until the end of March 2021 and is now using Microsoft Teams and sharing papers via PDF/email as well as making them accessible via Teams/SharePoint. We have no specific intention to introduce another system. The Corporate Governance Team manage compilation and distribution of Board packs - please use ftmembership@secamb.nhs.uk as a point of contact.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

FOI@secamb.nhs.uk

Yours sincerely

Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust