



Ref: FOIA Reference 2024/25-314

Date: 21<sup>st</sup> August 2024

Email [foi@uhnm.nhs.uk](mailto:foi@uhnm.nhs.uk)

Dear Sir/ Madam

I am writing to acknowledge receipt of your email dated 13th August 2024 requesting information under the Freedom of Information Act (2000) regarding Usage of board portals

On 14<sup>th</sup> August 2024 we contacted you via email with the following:

To continue with your request we require clarification what are you referring to as a board portal, please give an example? Also, what time frame?

On 15<sup>th</sup> August you replied with the following:

'A board portal is collaborative software that allows members of a board of directors to securely access board documents.

What is your yearly budget and how many users do you have or would need on a board portal?'

We replied via email with:

Thank you for the email below, however you haven't addressed our query for what year you want the information collating? This year, last year?

On the same day you replied with:

*'If you can provide the information for this year and last year that would be great. If you can additionally provide any proposed budget for next year that would also be incredibly helpful.'*

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

**Q1 I'm writing to you to request information on your usage of board portals. It would be appreciated if you could provide answer to the following questions by email:**

**How do you manage the documents and agendas for your meetings?**

A1 We use a Board portal solution to pull agendas and papers together where Board members can access and make personal annotations on Trust Board/Committee papers.

**Q2 Do you have a solution in place or are you considering a board portal solution?**

A2 Yes we have a board portal solution in place.

**Q3 If you do have a board portal solution in place, which one and when does it renew?**

A3 We currently use Board Intelligence Ltd. Our contract expires in October 2024.

**Q4 What is your annual budget for board portals and how many users do you have/need?**

**Clarified as: If you can provide the information for this year and last year that would be great. If you can additionally provide any proposed budget for next year that would also be incredibly helpful.**

A4 We have licences for 22 users (20 readers and 2 administrators) We currently pay £9,720 per year (excluding VAT)

**Q5 Who is the contact person for board portals at your organization?**

A5 Jason Dutton\* (Corporate Governance Support Manager) and Nicola Hassall\* (Deputy Director of Governance)

**Q6 Who is your IT Systems Manager or IT Manager who may look at IT Systems/Apps in your organization?**

A6 Robert Stedall\* (Deputy Head of IT Service Delivery) and Shane McLackland\* (IM&T Desktop Support Team Leader).

Additional question

**Q7 How many users do you have or would need on a board portal?**

A7 22 users (20 readers and 2 administrators)

\*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk).

Yours,



**Rachel Montinaro**  
Data Security and Protection Manager - Records