Reference Number:	FOI2021/088
From:	Commercial
Date:	18 March 2021
Subject:	Software tools used to administer board meeting / senior management meeting process

Q1   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?

A1   They are administered by the Executive Office Executive Assistants – templates are used by report authors and submitted to Executive office assistants for PDF and e mail circulation.

Q2   Is a "manual process" used for the above or does the NHS Trust use a dedicated Software tool?

Q3   If yes, what is the name of the software tool used?

A2-
A3   It is manual, however we do use PDF Writer in order to combine all of the individual documents into one document

Q4   If no, is the NHS Trust considering to acquire such a tool or "Board Portal" at some time in the future?

A4   We have reviewed this recently but have decided not to adopt a tool or Board Portal at the present time

Q5   Who is the most appropriate person, within the NHS Trust, to contact regarding this matter?

A5   Jennifer O'Brien, Executive Office Team Leader & Senior Executive Assistant - jennifer.o'brien@lhch.nhs.uk