

Michael Wagner
Michael Wagner <michaelw@pervasent.com>

Date: 27th August 2024

Dear Michael Wagner

Re: FOI request FOI202425/183

Further to your request under the Freedom of Information Act 2000, please find a response to your questions below.

Q1 How do you manage the documents and agendas for your meetings?

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 email circulation.

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

A2 No portal in place. The Trust is not considering implementing a board portal solution.

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

A3 Information not held – no portal in place.

Q4 What is your annual budget for board portals?

A4 Information not held – no portal in place.

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

A5 Ruth Gaunt, Executive Office Manager, Corporate Governance Lead - ruth.gaunt@lhch.nhs.uk

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

A6 Leila Brown, Associate Director of Digital Transformation

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Should you not be happy with the information provided you have a right to request a review of our response. In the first instance this should be addressed to:

Information Governance Manager
Health Records Department
Liverpool Heart & Chest Hospital
Thomas Drive
Liverpool
L14 3PE

If you ask for a review and are dissatisfied with the outcome, under Section 50 of the Freedom of Information Act you then have a right of appeal to the Information Commissioner. The Information Commissioner's address is:

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

Yours sincerely

**Information Governance Team
Liverpool Heart and Chest Hospital NHS FT**

E-Mail: FOIRequests@lhch.nhs.uk

