



FOI REF: 21/147

29<sup>th</sup> March 2021

Tel: 0300 131 4500  
Website: [www.esht.nhs.uk](http://www.esht.nhs.uk)

## FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

**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.**

- 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?**

For Trust Board and other senior meetings, once we receive papers we format them offline. We then upload them to our Board Portal, admincontrol. This is used for two purposes:

- to collate the papers into a single pdf for email distribution for those that choose not to use the portal,
- to allow those who have access to documents to view these electronically via the portal, allowing meeting attendees to read papers, make notes, etc.

We encourage staff not to print meeting papers unless absolutely necessary.

- 2. Is a “manual process” used for the above or does the NHS Trust use a dedicated Software tool?**

The Trust uses a dedicated software tool.

- 3. If yes, what is the name of the software tool used?**

Admincontrol.

4. **If no, is the NHS Trust considering to acquire such a tool or “Board Portal” at some time in the future?**

Not applicable.

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

Pete Palmer  
Deputy Company Secretary  
[peterpalmer@nhs.net](mailto:peterpalmer@nhs.net)

If I can be of any further assistance, please do not hesitate to contact me.

Should you be dissatisfied with the Trust's response to your request, please write to Lynette Wells, Director of Corporate Affairs, East Sussex Healthcare NHS Trust ([lynette.wells2@nhs.net](mailto:lynette.wells2@nhs.net)) quoting the above reference.

Yours sincerely

Linda Thornhill (Mrs)  
Corporate Governance Manager  
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