



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Wrightington Hospital

Hall Lane

Appley Bridge

Wigan

WN6 9EP

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Ref: FOI2020/7464

Date Received: 30th April 2021

Response Due: 1st June 2021

Date: 29th June 2021

Dear Sir/Madam

I'd like to request the following information please:

1. Do you currently use any form of electronic signing tool?

No

2. If yes, who is your current provider? When does the contract expire? How much does it cost per year? How many licences (users or transactions) do you have?

N/A

3. How many documents do you send for signature / approval annually? What % are printed?

We do not record this information.

4. Are your signing processes primarily paper-based?

Yes

5. What is your current annual spend on paper, postage and document storage?

Paper - £36k spend based on 20/21 full year

The cost of postage for the Trust for last year April 2020 – March 2021 is £317,829.13 for all sites.

Document Storage – We do not record this information.

6. Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes?

- We have a 'Digital Letters' Project which is aimed at reducing the amount of paper-based processes for appointments and patient communications.
- HID Digitisation

7. If so, who is leading it?

- This project is led by the Healthcare Operations Team (responsible for booking and appointment processes) and supported by the Transformation Team.
- IM&T – Production & Modernisation

8. How much employee time is it taking to create, send, chase and store documents that require signature?

We do not record this information.

9. How many employees do you have?

Headcount as at 30 Apr was: 6744

10. What percentage of employees work remotely?

We do not record this information.

11. Can you provide names and contact details for the following people within your organisation?

1. **CIO / IT Director** - Malcolm Gandy

2. **Head of IT** – Garry Harris

3. **Head of Digital Transformation** – Malcolm Gandy

4. **Head of Housing Operations** – We do not have anyone under this job title at the Trust.

5. **Head of Legal** – Helen Smith

6. **Head of HR** – Alison Balson

7. **Head of Legal Services** – Helen Smith

12. Do you currently use any of the following Microsoft applications?

1. **O365** - Yes

2. **SharePoint** - Yes

3. **Teams** - Yes

4. Dynamics - No

5. Power Automate - No

13. Do you use any Adobe products? Yes, If yes, which ones?

After Effects, Animate, Audition, Bridge, Character Animator, Creative Cloud, Dimension, Illustrator, Lightroom, Media Encoder, Photoshop, Premiere Pro, Content Viewer and Air

14. What primary software systems do you use? (Deployed Systems, Product Name, Vendor, Version, Contract end date & Number of licenses)

1. Human Resources

Deployed Systems	Product Name	Vendor	Version	Contract end date	Number of licenses
Human Resources	IJES	Microcare Technologies		30.11.23	N/A
	DRS	Skills for Health		01.09.21	Unlimited
	TRAC	TRAC Systems Ltd		19.03.21	6252
	E-Job Planning	Allocate		30/08/2025	315
	NHSP Doctors Direct	NHSP		31.03.22	Unlimited
	Empactis Absence Management	Empactis		19.10.22	6526

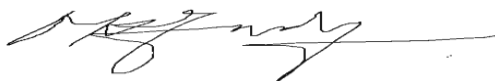
2. Patient related – Allscripts SCM – 18.4. Enterprise Licence

3. Legal Services – N/A

4. Email and Collaboration - Office 365; 3 Years NHS Contract, 7000 licences

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Malcolm Gandy
Chief Information Officer
PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Wrightington Hospital, Hall Lane, Appley Bridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

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

Helpline number: 0303 123 1113