



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Suite 9

Buckingham Row

Brick Kiln Lane

Wigan

WN1 1XX

Email: foi@wwl.nhs.uk

Web: www.wwl.nhs.uk

Ref: FOI/2024/10055

Date Received: 13th August 2024

Response Due: 11th September 2024

Date: 16th August 2024

Dear Sir/Madam

With reference to your request for information received on 13th August 2024, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

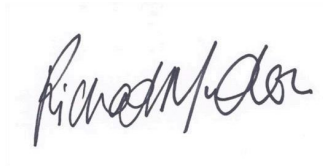
In your request you asked:

- 1. How do you manage the documents and agendas for your meetings?**
The Trust uses Admin Control (board portal).
- 2. Do you have a solution in place or are you considering a board portal solution?**
Yes, the Trust uses Admin Control.
- 3. If you do have a board portal solution in place, which one and when does it renew?**
Admin Control, it has recently been renewed until 2027.
- 4. What is your annual budget for board portals and how many users do you have/need?**
There is not a defined budget for board portals. There are currently 132 users.
- 5. Who is the contact person for board portals at your organization?**
The Deputy Company Secretary.

We are unable to release the names of staff that are NOT in a public facing role and are below AfC Band 8a.
- 6. Who is your IT Systems Manager or IT Manager who may look at IT Systems/Apps in your organization?**
Catherine Baker, Head of IT Services.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Mundon', is enclosed within a thin black rectangular border.

Richard Mundon
Director of Strategy and Planning

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, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

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 123 111