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25 February 2019

## Freedom of Information Request – Ref: FOI 332-1819

Thank you for your recent Freedom of Information request about Board and Committee meeting administration. Please find our response below.

1. How does the 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? **Reports are received in the Trust Secretariat; these are then collated and sent to Board or Committee members as a combined PDF document.**
2. Is a “manual process” used for the above or does the Trust use a dedicated Software tool? **It is a Manual process.**
3. If yes, what is the name of the software tool used? **N/A**
4. If no, is the Trust considering to acquire such a tool or “Board Portal” at some time in the future? **Not at the current time.**
5. Who is the most appropriate person, within the Trust, to contact regarding this matter? **Anna Hilditch, Assistant Trust Secretary**

Yours sincerely,

*Lisa Evans*

**LISA EVANS**  
**Information Governance Officer**  
**2gether NHS Foundation Trust**

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or write to: OPSI, 102 Petty France, London SW1H 9AJ.