

## Freedom of Information Request

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**Reference Number:** EPUT.FOI.24.3648  
**Date Received:** 1<sup>st</sup> August 2024

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### Information Requested:

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

Board Administrator collates papers from authors / Board members and uploads these to the Board Portal once finalised.

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

Yes - Board Portal in place.

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

Team Engine, renews May 2025.

4. What is your annual budget for board portals?

The Trust believes that this information is of commercial interest and may prejudice either the supplier or the Trust. The Trust is therefore applying \*Section 43 of the Act (Commercial Interests).

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

In an effort to ensure that the Trust does not receive unsolicited communications and/or any potential malicious malware, the Trust does not routinely publish the names or contact details of staff other than those publicly available through our Trust website.

Any staff details disclosed will be at senior level only and should not be used for the purpose of unsolicited communications or marketing purposes (in accordance with The Privacy and Electronic Communication Regulations, PECR) as well as ICO (Information Commissioner's Office) guidance.

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

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## Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link

<https://eput.nhs.uk>

### Section 43 (Commercial Interests):

- (1) Information is exempt information if it constitutes a trade secret
- (2) Information is exempt information if its disclosure under this Act would, or would be likely to; prejudice the commercial interests of any person (including the public authority holding it)
- (3) The duty to confirm or deny does not arise if, or to the extent that, compliance with section 1(1)(a) would, or would be likely to, prejudice the interests mentioned in subsection (2)