

Freedom of Information request 015831

16/9/21

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?
- Not known, not recorded
4. Are your signing processes primarily paper-based? - Currently yes
- 4a. What signing processes are primarily paper-based (i.e. prescription forms) and how are these generated and archived? - Not known, the amount of paperwork produced by the Trust is immense and no Trust wide audit has been done to capture this information.
5. What is your current annual spend on paper, postage and document storage?
6. Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes? - Yes
7. If so, who is leading it? - Various work streams targeting reduction in paper based processes are underway
8. How much employee time is it taking to create, send, chase and store documents that require signature? - Not known, not recorded.
9. How many employees do you have? - Staff numbers can be found in the annual report which can be found on the Trust website <http://www.dgft.nhs.uk/about-us/publications/annual-report/>
10. What percentage of employees work remotely? - The trust operates a hybrid model with staff having the ability to work from home if their role allows. There is no fixed percentage as this is managed at departmental level
11. Can you provide names and contact details for the following people within your organisation? -
Questions 11 to 31 :To see what leads the Trust has please go to the Trust's external website <http://www.dgft.nhs.uk/about-us/> If you look down the left hand side and click on Board of Directors this will give you an overview of the Directors at the Trust, in that section you can also click on 'structures' and this will give a further break down. There is also a section on Trust Governors and members where it lists staff elected Governors, public elected Governors and appointed Governors.
12. Independent member (GP and/or nurse)
13. Chief medical officer
14. CCG - Lay member-Governance/Chair Audit

15. Committee
16. CCG - Lay member - Patient and Public Involvement
17. CCG Locality Chair
18. CCG Lead - Primary Care Quality
19. Head of Clinical Services
20. Primary Care Commissioning Committee – Member or Chair
21. CCG - Board Member - Public Health
22. CCG Lead - Primary Care Quality
23. Clinical Lead
24. CCG - Lead - Commissioning
25. Comm Mbr - Clinical/Integrated Governance
26. Commissioning Contracts Manager
27. Community Commissioning lead
28. Programme Clinical Lead
29. CCG - Lead Prescribing and Medicines Management
30. Acute Commissioning lead
31. Primary Care Development lead

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 - Yes

13. Do you use any Adobe products? If yes, which ones? - Yes – Adobe Acrobat Reader

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

1. Human Resources To see previous response please go to the Freedom of Information disclosure log <http://www.dgft.nhs.uk/about-us/freedom-of-information/disclosure-log/> and in the search box type in 015526
2. Patient related – This covers quite a lot, so see previous responses on IT Systems please go to the Trust website (as listed above) and in the search box type in IT Systems
3. Legal Services - 4. Email and Collaboration - NHS Mail