

FOI_0358_22/22 – FOI request concerning – Electronic Signing Tool

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?**
This information is not recorded centrally
4. **Are your signing processes primarily paper-based?**
Yes or saved electronic signatures
5. **What is your current annual spend on paper, postage and document storage?**
This information is not recorded centrally
6. **Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes?**
No
7. **How much employee time is it taking to create, send, chase and store documents that require signature?**
This information is not recorded centrally
8. **How many employees do you have?**
Current headcount is 5124.
9. **What percentage of employees work remotely?**
Under current Covid restrictions approx. 90% of all office based staff work from home, approx. 80% of clinical staff remain on sites.
10. **Can you provide names and contact details for the following people within your organisation?**
 - a) **CIO / IT Director**
Neil Shazell Neil.Shazell@solent.nhs.uk
 - b) **Head of IT**
Dawn Day Dawn.Day@solent.nhs.uk

- c) **Head of Digital Transformation**
Gareth Banks Gareth.Banks@solent.nhs.uk
- d) **Head of Housing Operations**
N/A
- e) **Head of Legal**
N/A
- f) **Head of HR**
Jo Charlton-Smith Joanne.Charlton-Smith@solent.nhs.uk
- g) **Head of Legal Services**
N/A

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

- a) **O365**
Yes
- b) **SharePoint**
Yes
- c) **Teams**
Yes
- d) **Dynamics**
No
- e) **Power Automate**
No

12. **Do you use any Adobe products? If yes, which ones?**

Yes – Adobe and Adobe Pro

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

- a) **Human Resources**
 - Healthroster & Bank Staffing Systems supplied through Allocate
 - ESR (Oracle)
 - LMS supplied by Totara Learning Solutions Limited (version 12.28)
- b) **Patient related**
 - TPP SystemOne: Contract start date – 27/11/2014. Contract end date – 19/07/2025

- R4: Contract start date – 01/03/2020. Contract end date – 31/03/2021 (Rolling 12 month contract)
- INFORM: Contract start date - 05/10/2012. Contract end date - 31/07/2022.

c) Legal Services

N/A

d) Email and Collaboration

Microsoft Office 356. Microsoft. N-1. Contract end date - 28/02/2023, c5250

14. Do you have a Senior Information Risk Officer (SIRO) and Caldicott Guardian? If so, can you please share their contact name, email and phone number.

Yes.

Senior Information Risk Officer (SIRO) - Andrew Strevens (Deputy CEO and Chief Financial Officer) Andrew.Strevens@solent.nhs.uk

Caldicott Guardian – Daniel Baylis (Chief Medical Officer) Daniel.Baylis@solent.nhs.uk

15. Understanding that every member of the NHS has to be GDPR compliant, what is the current approval - signature process?

N/A