Our Ref: 67741

16 June 2021

southseftonccg.foi@nhs.net

Re: Freedom of Information Request

Please find below the response to your recent Freedom of Information request regarding administrative services within NHS South Sefton CCG.

Request/Response:

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?

   N/A

4. Are your signing processes primarily paper-based?

   N/A

5. What is your current annual spend on paper, postage and document storage?

   21/22 Budget = £6,306 (Budget is for Postage, and general Office Equipment such as Stationary).

6. Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes?

   No – the majority of staff are home working thus this has reduced the number of paper-based processes.

7. If so, who is leading it?

N/A

8. How much employee time is it taking to create, send, chase and store documents that require signature?

    There is no set time for this as it would all depend on the response time of the signatory.

9. How many employees do you have?

    160

10. What percentage of employees work remotely?

    72% approx.

11. Can you provide names and contact details for the following people within your organisation?

    a. CIO / IT Director – Martin McDowell – Martin.Mcdowell@southseftonccg.nhs.uk
    b. Head of IT – The CCG commission Informatics Merseyside
    c. Head of Digital Transformation – N/A
    d. Head of Housing Operations – N/A
    e. Head of Legal – N/A
    f. Head of HR – Gill Roberts (Midlands and Lancashire Commissioning Support Unit - gillian.roberts13@nhs.net
    g. Head of Legal Services -N/A

12. 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

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

    Yes – Adobe Acrobat XI Pro & Adobe Reader

14. What primary software systems do you use? (Deployed Systems, Product Name, Vendor, Version, Contract end date & Number of licenses)
    a. Human Resources - ESR
    b. Patient related – Ulysses
    c. Legal Services – N/A
    d. Email and Collaboration - O365 (outlook)

15. 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.

    SIRO - Martin McDowell Martin.Mcdowell@southseftonccg.nhs.uk
    Caldicott Guardian – Chrissie Cooke Chrissie.cooke@southseftonccg.nhs.uk

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

    The Relevant member of staff approaches the signature holder for approval to insert signature, generally this would be completed by the Directors PA.