

Direct Line: 01623 672232  
Our Ref: 204  
E-mail: [sfh-tr.foi.requests@nhs.net](mailto:sfh-tr.foi.requests@nhs.net)

**King's Mill Hospital**  
Mansfield Road  
Sutton in Ashfield  
Nottinghamshire  
NG17 4JL

16<sup>th</sup> August 2024

Tel: 01623 622515  
Join today: [www.sfh-tr.nhs.uk](http://www.sfh-tr.nhs.uk)

Dear Sir/Madam

**Freedom of Information Act (FOI) 2000 - Request for Information Reference:** Usage of board portals

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

## Home, Community, Hospital.

**Patient Experience Team**  
01623 672222  
[sfh-tr.pet@nhs.net](mailto:sfh-tr.pet@nhs.net)



We are proud to  
be a smoke-free  
site

**Chair** Claire Ward  
**Chief Executive** Paul Robinson

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
1. How do you manage the documents and agendas for your meetings?	We prepare meeting papers on the Trust's shared drives in restricted folders. This approach enables collaborative working amongst teams. Once documents are ready for circulation, they are published via MS Teams file-share to members of the relevant governance meeting.			
2. Do you have a solution in place or are you considering a board portal solution?	We have a solution in place and are not currently considering a separate Board portal.			
3. If you do have a board portal solution in place, which one and when does it renew?	The Trust utilises MS Teams file-share to distribute meeting papers to the Board.			
4. What is your annual budget for board portals and how many users do you have/need?	We now utilise MS Teams file-share for distributing meeting papers. We no longer require the use of a separate Board portal to do this.			
5. Who is the contact person for board portals at your organization?	The Corporate Secretariat can support with queries regarding this. Ultimately it would be the Director of Corporate Affairs Sally Brook-Shanahan			
6. Who is your IT Systems Manager or IT Manager who may look at IT Systems/Apps in your organization?		Yes	Section 40(2) staff personal Information	<p>Names, job titles (other than that of our board of directors) and email addresses constitute personal data.</p> <p>Section 40(2) provides that personal data is exempt information if one of the conditions set out in section 40(3) is satisfied. In our view, disclosure of this information would breach the</p>

				<p>data protection principles contained in the General Data Protection Regulations and Data Protection Act 2018</p> <ul style="list-style-type: none"><li>• The reasonable expectations of the employees given their positions; Sherwood Forest Hospitals NHS Foundation Trust considered that none of the individuals would have a reasonable expectation that their personal data would be disclosed;</li><li>• The consequences of disclosure; and</li><li>• any legitimate public interest in disclosure.</li></ul> <p>Section 40(2) is an absolute exemption and therefore not subject to the public interest test</p>
--	--	--	--	---

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email [sally.brookshanahan@nhs.net](mailto:sally.brookshanahan@nhs.net).

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email [casework@ico.org.uk](mailto:casework@ico.org.uk).

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email [sfh-tr.foi.requests@nhs.net](mailto:sfh-tr.foi.requests@nhs.net).

Yours faithfully

### **Information Governance Team**

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.