

FOI Ref: 2122029 – Electronic Signing Tool**1. Do you currently use any form of electronic signing tool?**

NHS Calderdale CCG does not use any form of electronic signing tool.

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?

Not Applicable.

3. How many documents do you send for signature / approval annually? What % are printed?

The amount of document sent for signature annually is done on an ad-hoc basis, it is not possible to calculate the number of documents sent for signature. Since March 2020 none of these documents have been printed.

4. Are your signing processes primarily paper-based?

No, the CCG has an in-house process using electronic signatures.

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

The CCGs overall cost for postage and franking in 20/21 was £2,256.69.

The cost for storing documents which have IG retention periods is £809.23, however other documents are stored on site, the CCG could not provide a cost for this.

The CCGs cost for paper in 2020/21 was £0, this is due to CCG staff working from home since March 2020.

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

Currently all Calderdale CCG staff are working from home which has reduced paper-based processes.

7. If so, who is leading it?

Not applicable, the whole organisation is involved in reducing paper-based processes, the CCG Chair is the sustainability lead.

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

It is not possible to calculate the amount of employee time taken to create, send, chase and store documents as they are done on an ad-hoc basis, no one individual has responsibility for creating documents this role is incorporated into different teams and job roles.

9. How many employees do you have?

As of the 30th March 2021 the CCG has 88 staff members.

10. What percentage of employees work remotely?

Since March 2020, 100% of Calderdale CCG employees work remotely.

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

a) CIO / IT Director

The CCG does not have a role as described, Richard Main, Head of Digital NHS Calderdale CCG – calccg.contact@nhs.net

b) Head of IT

The CCG does not have a role as described, Richard Main, Head of Digital NHS Calderdale CCG – calccg.contact@nhs.net

c) Head of Digital Transformation

The CCG does not have a role as described, Richard Main, Head of Digital NHS Calderdale CCG – calccg.contact@nhs.net

d) Head of Housing Operations

The CCG does not have a role as described

e) Head of Legal

The CCG does not have a role as described, Lesley Stokey, Director of Finance NHS Calderdale CCG would have responsibility for oversight of legal matters – calccg.contact@nhs.net

f) Head of HR

The CCG does not have a role as described

g) Head of Legal Services

The CCG does not have a role as described, Lesley Stokey, Director of Finance NHS Calderdale CCG would have responsibility for oversight of legal matters – calccg.contact@nhs.net

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

a) O365

No

b) SharePoint

No

c) Teams

Yes

d) Dynamics

No

e) Power Automate

No

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

Yes, Adobe reader and where required adobe professional

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

a) Human Resources

The CCG utilised the NHS ESR system, all employees have an ESR account.

b) Patient related

The CCG utilises Broad Care for continuing healthcare, V1.0.41+B84F440, March 31st 2024, the CCG has ten licences.

c) Legal Services

No system in use.

d) Email and Collaboration

Office 365 under the NHS Digital contact to October 2024, the CCG have 108 licences.

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

Neil Smurthwaite, calccg.contact@nhs.net , 01422 307400

Caldicott Guardian

Steven Cleasby, calccg.contact@nhs.net , 01422 307400

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

The current approval – signature process is via an internal log and email trail with the individual necessary for sign off.