

Ref: 042FOI21.22 – Documents and Systems

- 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?**
Not applicable.
- 3. How many documents do you send for signature / approval annually? What % are printed?**
We do not record or hold this information.
- 4. Are your signing processes primarily paper-based?**
We do not hold this information.
- 5. What is your current annual spend on paper, postage and document storage?**
The annual spend in 2020/21 financial year for Greater Huddersfield and North Kirklees CCGs (the predecessors to Kirklees CCG) was:

 - Paper - £120.73
 - Postage - £3,253.62
 - Document Storage - £1,981.13
- 6. Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes?**
The CCG's Sustainable Development Management Plan sets out our ambition to reduce our paper usage.
- 7. If so, who is leading it?**
The CCG's Sustainability Lead is Ian Currell.
- 8. How much employee time is it taking to create, send, chase and store documents that require signature?**
We do not record or hold this information.
- 9. How many employees do you have?**
As at 30 June 2021, the CCG employed 189 staff equating to 175.80 full time equivalent.
- 10. What percentage of employees work remotely?**
All CCG staff, apart from by limited exception, have been working from home in line with Government guidance since March 2020. The CCG is starting to transition to a hybrid model of working, including an element of remote working during Summer 2021.

11. Can you provide names and contact details for the following people within your organisation?
- a. **CIO / IT Director** - The CCG does not have an equivalent post.
 - b. **Head of IT** - Richard Main r.main@nhs.net
 - c. **Head of Digital Transformation** - The CCG does not have an equivalent post.
 - d. **Head of Housing Operations** - The CCG does not have an equivalent post.
 - e. **Head of Legal** - The CCG does not have an equivalent post, and outsources its legal support.
 - f. **Head of HR** - The CCG does not have an equivalent post, and outsources its HR support.
 - g. **Head of Legal Services** - The CCG does not have an equivalent post, and outsources its legal support.
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?
Adobe Professional (very limited use).
14. What primary software systems do you use? (Deployed Systems, Product Name, Vendor, Version, Contract end date & Number of licenses)
- a. **Human Resources** NHS ESR
 - b. **Patient related** BroadCare
 - c. **Legal Services** n/a
 - d. **Email and Collaboration** Office 365