

**EXECUTIVE SUMMARY****REPORT TO THE BOARD OF DIRECTORS****15<sup>TH</sup> JANUARY 2014**

<b>Subject</b>	Paperless meetings for the Board, its committees and TEG – Project Proposal
<b>Supporting TEG Member</b>	Neil Riley, Assistant Chief Executive
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<b>Status<sup>1</sup></b>	A

**PURPOSE OF THE REPORT**

To seek Board of Directors approval for a project to move to paperless meetings for the Board of Directors, its committees and TEG.

**KEY POINTS**

- Currently there is mixed economy in the Trust for managing the meeting packs (i.e. agenda, minutes and papers) of the Board, its committees and TEG. Some members exclusively use hard copies, others use emailed electronic copies on lap-tops or tablets and some use a combination.
- The project proposes to move from the current arrangements for the production and circulation of hard copy meeting packs to paperless meetings using board portal software and mobile devices.
- Board portal software electronically manages Board meetings and documents. It is a web-based, online workspace that offers board members confidential access to meeting materials, past and present, and provides tools to make it easier to prepare for meetings. It can be extended to other high level groups within the organisation and has the flexibility to be used across multiple meetings and multiple organisations.
- The paper makes the strategic case for paperless meetings; describes the key features and benefits of a board portal; estimates the cost of the current arrangements and details the project costs and expected savings; outlines the timetable for implementation and recommends a preferred supplier.
- The move to paperless meetings will mean a fundamental change in practice for the Board of Directors.
- At their meeting held on 8th January 2014 TEG approved the project and necessary funding.

**IMPLICATIONS<sup>2</sup>**

<b>AIM OF THE STHFT CORPORATE STRATEGY 2012-2017</b>		<b>TICK AS APPROPRIATE</b>
1	Deliver the Best Clinical Outcomes	
2	Provide Patient Centred Services	
3	Employ Caring and Cared for Staff	
4	Spend Public Money Wisely	X
5	Deliver Excellent Research, Education & Innovation	

**RECOMMENDATIONS**

The Board of Directors is asked to **APPROVE** the project.

**APPROVAL PROCESS**

<b>Meeting</b>	<b>Date</b>	<b>Approved Y/N</b>
TEG	08/01/2014	Y
Board of Directors	15/01/2014	

