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Public Health
Wales

Freedom of Information request to Public Health Wales

FOI Reference:	FOI 265
Date request received	30 October 2019
Date information is due to be sent	27 November 2019

Information Requested:

I am writing to make a request for all the information to which I am entitled under Freedom of Information Act 2000. My requests are outlined below as specifically as possible to help you retrieve the information required. However, if any of the below is unclear, I would appreciate if you could contact me as I understand that under the act, you are required to assist requesters.

Please could you provide the following information:

- 1) How many employees are working for your organisation, including full-time, part-time, and contracted staff?
- 2) What is your annual intranet budget?
- 3) What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)
- 4) How long have you been using this solution, and when does your contract expire?
- 5) Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?
- 6) Which team/individual is responsible for managing your intranet internally?
- 7) Which other organisations have access to your intranet?
- 8) Do you share IT services with other organisations?
- 9) Are you using the Office 365 suite? If so, which applications from the suite are in use?
- 10) Who is responsible for your intranet's procurement within the organisation?
- 11) Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud?
- 12) Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)

If possible, please could you present the information via a Microsoft Word or Excel document, sent to me via email. I understand that under the act, I should be entitled to a response within 20 days and therefore I would appreciate if you could confirm receipt of my request.

Information provided for the answer:

Thank you for your recent request received on the 30th October 2019.

- 1) How many employees are working for your organisation, including full-time, part-time, and contracted staff?

As at 31/10/2019

Total Employees = 1864

Full time = 1246

Part Time = 617

Of which these are categorised as

Fixed Term Contract = 192

Permanent = 1672

- 2) What is your annual intranet budget?
There is no allocated intranet budget
- 3) What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)
Cascade, which is a product provided as part of our SLA with NHS Wales Informatics Service.
- 4) How long have you been using this solution, and when does your contract expire? We have been using Cascade since the trust came into being in 2009.
Contract expiry – the use of Cascade will cease from 1 April 2020.
- 5) Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?
NHS Wales Informatics Service , as per question above.
- 6) Which team/individual is responsible for managing your intranet internally?
The Communications Team are responsible for managing the intranet internally.
- 7) Which other organisations have access to your intranet?
NHS Wales health boards, trusts and special authorities
- 8) Do you share IT services with other organisations?
There is a national IT infrastructure for Wales and we use some of the component parts as do other organisations.
- 9) Are you using the Office 365 suite? If so, which applications from the suite are in use?
PHW is not using Office 365.
- 10) Who is responsible for your intranet's procurement within the organisation?
The Communications Team are responsible for the intranet's procurement within Public Health Wales.
- 11) Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud?

There is a national (Wales) Active Directory which is managed by NWIS as an on-premise instance – i.e. on-premise for all of Wales; there are no local AD tenancies.

- 12) Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)
Yes

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of the decision, you should write to the Corporate Complaints Manager, Public Health Wales NHS Trust, 3, Number 2, Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ.

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust. The Information Commissioner can be contacted at:

Information Commissioner for Wales

2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 029 2067 8400

Email: wales@ico.org.uk