

Date: 11/11/2015

Freedom of Information request 012470

In Reference To: Mobile Device Usage and Hardware: (Mobile Telephones/Smartphones and Touch Screen Tablets)

1) Please confirm the number of mobile phones or smartphones that are funded by the organisation and in use by the organisation.

600

2) The Name of the Organisation who acts as your mobile airtime service provider. (If multiple contracts are set up please confirm each specific provider).

One single contract with Everything Everywhere (EE)

2.1) please confirm;

(a) the date the aforementioned contract(s) started.

Each handset has its own contract

(b) the date the aforementioned contract(s) ends.

Each handset has its own contract

(c) the date the contract(s) will be reviewed (prior to termination).

The Trust is currently looking at the framework to enter into a new contract.

3) The number of mobile connections within the organisation. (If multiple contracts are set up please confirm each specific provider).

The Trust has one contract; 600 connections

4) Are mobile phones and smart phones purchased separately or 'bundled' as part of the airtime agreement?

Purchased separately

4.1) If handsets are 'bundled' with an airtime agreement, – please provide a cost breakdown between the devices and the airtime contract. (Example response maybe:

The organisation has a contract where the handsets are zero cost although data and calls are paid for —

Alternatively — Handsets were purchased at £50 each plus any calls and data.) Not Applicable

4.2) If handsets are procured separately, please provide details of how many mobile phones or smart phones have been purchased during the previous three years. (Please detail year on year spend and physical number of devices acquired.)

2013 – 443

2014 – 176

2015 - 34

4.3) If Handsets are procured separately please could you confirm if the devices are leased or purchased outright.

Purchased Outright

4.4) Does the organisation make ad-hoc purchases for Handsets during the normal contractual term.

Yes

4.5) Is the procurement process under a specific framework or does the organisation work independently of such a framework? Please provide details of framework if necessary.

Yes

5) Does the organisation purchase Tablets (for example – iPad's)?

Yes

5.1) If so, please provide details of how many individual devices have been purchased during the previous three years. Please detail year on year spend and physical number of devices procured.

The Trust has procured 28 iPads over the last three years.

16 in 2013

12 in 2014

0 in 2015

Year on year spend -

2013 - £2,000

2014 - £3,600

2015 - £2,100

5.2) Please could you confirm if the devices are leased or purchased outright.

Purchased outright

5.3) Is the procurement process under a specific (please detail) framework or does the organisation work independently of such a framework?

Purchased are included within the EE Contract

6) Do you include mobile devices (Phones and Tablets) within your asset register?

Yes

7) If your mobile devices (Phones and Tablets) are not held on your central asset register, please clarify how you manage/trace the mobile devices during their lifecycle within the company.

Not Applicable

8) What happens to mobile devices (Phones and Tablets) at the end of the contract term, or alternatively at the point of retirement?

All devices are disposed of and all data removed using a specialist company.

9) What is the current process for removing all sensitive data from the devices (Phones and Tablets) at the end of the contract term, or alternatively at the point of retirement?

All devices are disposed of and all data removed using a specialist company.

9.1) Please confirm the name of any third party companies involved in the retirement process, how long they have been contracted and when that contract is due to expire.

The contract is with Computer Disposals Limited and is reviewed annually.

10) Please provide full details of the person who is ultimately responsible for the Airtime Contact. (Please include: Name, Position, E-mail address, Contact Phone Number. Office Location).

Mrs Heather Taylor, Financial Services Manager

heather.taylor@dgh.nhs.uk Tel: 01384 321040

Russells Hall Hospital

11) Please provide full details of the person who is ultimately responsible for the Ad Hoc Procurement of Mobile Devices. (Please include: Name, Position, E-mail address, Contact Phone Number. Office Location.

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12) What is your current accounting treatment for mobile phone assets?

Mobile phones are charged to expenditure at the point of their purchase.

13) Do you currently insure your mobile devices?

No

14) Are Insurance services part of any current framework or would this service operate outside of any present framework agreement?

Not applicable