

22 June 2021

[REDACTED]

Email: [REDACTED]

Dear [REDACTED]

Freedom of Information Act 2000 - Request Reference

With reference to your request for information received on 24 May 2021 reference CA123, please find the response provided below. All answers to your questions are in red.

1. Do you currently use any form of electronic signing tool? **Adobe Acrobat Pro**
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? **Adobe Acrobat Pro – this is provided by our IT Service Provider, 3C IT Services**
3. How many documents do you send for signature / approval annually? What % are printed? **No information held.**
4. Are your signing processes primarily paper-based? **No**
5. What is your current annual spend on paper, postage and document storage?
Postage - £1,447.11 – this is higher this year due to the ways of working.
Paper – £75.64 – please note this is what has been purchased in lockdown it does not include if staff have expensed any paper purchases, this is lower this year due to the ways of working.
Data storage - £4,421.20 – please note this is just Green Duck dropbox storage. Other data storage costs are covered by the IT Service provider, 3C ICT Services.
6. Do you currently have any active projects or initiatives aimed at reducing the amount of paper-based processes? **No**
7. If so, who is leading it? **N/A**
8. How much employee time is it taking to create, send, chase and store documents that require signature? **We do not record this information**
9. How many employees do you have? **90**

10. What percentage of employees work remotely? **100% of staff are currently working remotely.**

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

a. CIO / IT Director – **No position. 3C ICT Services**

b. Head of IT **No position. 3C ICT Services**

c. Head of Digital Transformation **No position. 3C ICT Services**

d. Head of Housing Operations **Roger Thompson –**

roger.thompson@cambridgeshirepeterborough-ca.gov.uk

e. Head of Legal **Robert Parkin, Robert.parkin@cambridgeshirepeterborough-ca.gov.uk**

f. Head of HR **Martin Jaynes, martin.jaynes@cambridgeshirepeterborough-ca.gov.uk**

g. Head of Legal Services **Robert Parkin, Robert.parkin@cambridgeshirepeterborough-ca.gov.uk**

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

a. O365 - **Yes**

b. SharePoint - **Yes**

c. Teams - **Yes**

d. Dynamics - **Yes**

e. Power Automate - **Yes**

13. Do you use any Adobe products? If yes, which ones? **Pro, Acrobat, Reader, Indesign**

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

a. Human Resources – **CitrusHR – ongoing subscription with no end date. One month required to end contract.**

b. Housing - **none**

c. Legal Services - **none**

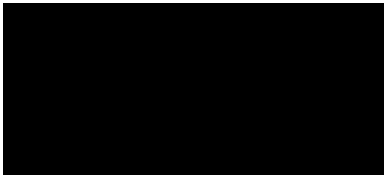
d. Email and Collaboration – **Microsoft provided by 3C IT Services**

I hope this information is helpful but 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, you should write to us via email address democratic.services@cambridgeshirepeterborough-ca.gov.uk or write a letter to Complaints, Cambridgeshire and Peterborough Combined Authority, the Mayor's Office, 72 Market Street, Ely, Cambs CB7 4LS within 40 days of the date of this e-mail.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or via their website: <https://ico.org.uk/>

Generally, the ICO will not undertake a review or make a decision on a request until the internal review process has been completed.

Yours sincerely



Governance Assistant