

# SSRO

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26 November 2019

Dear [REDACTED]

**Freedom of Information Request, Reference RFI 028**  
**Subject: Intranet Queries**

Thank you for your Freedom of Information request received on 7 November 2019.

In your request, you asked us to provide information relating to twelve questions as follows:

- 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)?

Our response to your questions is as follows:

- 1) The SSRO has 38 employees.
- 2) The SSRO has no specific intranet budget and intranet costs are covered from a general IT budget.
- 3) The SSRO uses SharePoint Online.
- 4) The SSRO has been using this solution since May 2015 and our SharePoint license contract expires in December 2020.

- 5) The SSRO develops its intranet internally and uses third parties where necessary, such as Risuale Ltd and Littlefish (UK) Ltd.e
- 6)e The SSRO's Corporate Resources team is responsible for managing our intranet internally.e
- 7)e Authorised staff from the SSRO's IT Managed Service partner Littlefish (UK) Ltd have access to the SSRO's intranet.e
- 8)e The SSRO does not share IT services with any other organisation.e
- 9)e Yes, the SSRO is using the Office 365 suite and uses the following applications: Outlook, Word, Excel, PowerPoint, Skype for Business, Teams, Power BI, SharePoint.e
- 10)e Dagmar Jeschin, Head of IT and IM is responsible for the SSRO's intranet procurement.e
- 11)e The SSRO uses MS Azure AD (in the cloud). People data managed relates to work and role details.e
- 12)e Trello, Xero, Jira, itrent, Acuity Stream, SmartSurvey, Zahara, Expensify, Board Intelligence.e

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be addressed to: Neil Swift, c/o Enquiries, [enquiries@ssro.gov.uk](mailto:enquiries@ssro.gov.uk).

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.

Yours sincerely,

[REDACTED]  
Enquiries