

## FOI 0218/2022 Response

- 1. How do you manage your meetings (organise agenda, minutes etc)? Do you use a committee meeting management software such as a board portal (CMIS, Modern.Gov, iBabs etc) or just emails etc?**

We manage and organise our Board and Board committees via an external portal called Convene in addition to emails, agenda setting meetings and MS Teams catch-ups with Committee Chairs.

- 2. If yes, what is the name of the supplier?**

Convene is the named and approved supplier.

- 3. If yes, what is the contract expiry and contract review date?**

The contract ends March 2024.

- 4. How many users are on the board portal/management solution, and how much do you spend on this?**

The Trust is unable to provide the number of licences in conjunction with the spend.

This is because the requested information provides granular details of the contract we hold for Convene and disclosure of this information may seriously prejudice the interests of the incumbent supplier, and any third parties that may wish to bid to supply this service in the future.

The Trust therefore rely on exemption Section 43 of the Freedom of Information Act 2000 to deny this aspect of your request.

However, the Trust can confirm that the annual cost of the licences is £5,012.

- 5. What is your cost per user?**

The Trust is unable to provide a response to this query.

This is because the requested information provides granular details of the contract we hold for Convene and disclosure of this information may seriously prejudice the interests of the incumbent supplier, and any third parties that may wish to bid to supply this service in the future.

The Trust therefore rely on exemption Section 43 of the Freedom of Information Act 2000 to deny this aspect of your request.

- 6. Could I also kindly ask for contact details for the best lead regarding this?**

The Trust is unable to provide a contact email as we do not routinely release staff members information for those below a band 8c role.

However, I can confirm the contact number for the lead (Corporate Governance and Membership Manager) is 0121 301 301 1111.

