

Reference Number: FOI202223/332
From: Private Individual
Date: 08 December 2022
Subject: Details of systems used to manage meetings

Q1 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?

A1 Meetings are scheduled via Teams/outlook calendar. Agendas and minutes are typed up in Word and circulated in PDF via email. Papers/minutes/agenda are stored in designated folders in a Committee drive. No Board portal software is used at present but we will be exploring further functions provided by Microsoft Teams to help streamline the process in the future.

Q2 If yes, what is the name of the supplier?

A2 Information not held – As per A1

Q3 If yes, what is the contract expiry and contract review date?

A3 Information not held – As per A1

Q4 How many users are on the board portal/management solution, and how much do you spend on this?

A4 Information not held – As per A1

Q5 What is your cost per user?

A5 Information not held – As per A1

Q6 Could I also kindly ask for contact details for the best lead regarding this?

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