Reference Number:	FOI202425/020
From:	Private Individual
Date:	10 April 2024
Subject:	Board Meeting and Committee Meeting Technology

Q1　　How do you manage your board 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　　Board Meetings are administered by the Executive Office Executive Assistants – templates are used by report authors and submitted to Executive office assistants for PDF and email circulation.

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

A2　　It is manual process; however, we do use Adobe PDF Writer in order to combine all of the individual documents into one document.

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

A3　　Information not held – as per A1/A2.

Q4　　How many users are on the board portal/management solution?

A4　　Information not held – as per A1/A2.

Q5　　What is your overall cost and cost per user?

A5　　Information not held – as per A1/A2.

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

A6　　Ruth Gaunt, Executive Office Manager, Corporate Governance Lead - ruth.gaunt@lhch.nhs.uk.