

5 January 2023

Information Rights & Compliance Team
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Our Ref: FOI/04519

Thank you for your request concerning our meeting management software.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

- 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 use BoardEffect.

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

Diligent

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

September 2023

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

The contract value is £10,000 per annum.

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

The Trust considers the breakdown into unit costs to be commercially sensitive under Section 43 (2) of the Freedom of Information Act. Information is exempt if disclosure would, or would be likely to prejudice the commercial interests of any person, including the public authority holding the information.

This is a qualified exemption and therefore subject to the public interest test. We have considered the reasons for and against disclosure below:

Reason in favour of disclosure

There is considerable interest in ensuring the Trust is transparent about its spending of public money at a time when public finances are under considerable scrutiny.

Reason against disclosure

The Trust is obliged to protect its commercial relationships with third parties; they must have confidence that their commercial information is secure when provided to the Trust. The release of this information is likely to prejudice our on-going relationship with these providers.

Furthermore, the suppliers would be placed at an additional competitive disadvantage as other providers would also have access to this information which could then be used to distort prices to the detriment of the supplier and ultimately us.

We reached the view that, on balance, the public interest is better served by withholding this information under Section 43 (2) of the Freedom of Information Act.

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

Our Corporate Office Manager is responsible for this contract. All our management contact details can be obtained through [Binley's Database of NHS Management](#)¹.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).



¹ Section 21 – Information is available through other means.