

11/10/2022

Dear Requester,

**FOI 1689**

Thank you for your Freedom of Information request which was received within the Trust.

Please note, this is a cross-site response for Bedford site and Luton site.

You asked:

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,**[**http://Modern.Gov**](http://sophosmail-srv.xldh.nhs.uk:32224/?dmVyPTEuMDAxJiYyYzEzMWRiNTA3ZTM0MGI1ND02MzM1QjMzOV81MjI3XzEyOTA2XzEmJjcwMTdlZjEzNGU2ODY3Zj0xMjMzJiZ1cmw9aHR0cCUzQSUyRiUyRk1vZGVybiUyRUdvdg==)**, iBabs etc) or just emails etc?**

Yes, we use Diligent (Board Effect) for all our board meetings.

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

Diligent (Board Effect)

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

Contract expiry – August 2024 to review with tender going out in spring 2024

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

Currently have a contract subscription for 160 users – cost of £23,500 per annum with a 5% increase per year – 3 year contract as per Q3

1. **What is your cost per user?**

Cost per user unsure as we acquired a subscription package for 160 user as a whole including the whole Board Effect package.

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

Section 40 (personal information)

This information is provided for your personal use and is the property of Bedfordshire Hospitals NHS Trust and subject to any existing Intellectual Property and Database Rights. Any commercial application or use of this information may be subject to the provisions of the Re-use of Public Sector Information Regulations 2015 (RPSI). This means that if you wish to re-use the information provided for commercial purposes for any reason you must ask the Trust for permission to do so.

Please note that the Trust has a formal internal review and complaints process which is managed by the Information Governance Manager/Data Protection Officer. Should you have any concerns with our response, you can make a formal request for an internal review. Requests *for internal review* should be submitted within three months of the date of receipt of the response to your original letter, and should be addressed to: dataprotectionofficer@ldh.nhs.uk. This option is available to you for up to three calendar months from the date your response was issued.

If you are not satisfied with the Trust review under the Freedom of Information Act 2000 you may apply directly to the Information Commissioners Officer (ICO) for a review of your appeal decision. The ICO can be contacted at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF [www.ico.org.uk](http://www.ico.org.uk/)

Yours sincerely,

*FOI Officer*

Bedfordshire Hospitals NHS Foundation Trust