FOI 1845

Date 17/01/2023

Dear Requester,

Thank you for your Freedom of Information request. 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, Modern.Gov, iBabs etc) or just emails etc?

Emails & MS Office Apps

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

N/A

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

N/A

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

N/A

1. What is your cost per user?

N/A

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

N/A

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 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

 Yours sincerely,

 *FOI Officer*

 Bedfordshire Hospitals NHS Foundation Trust