Reference Number:	FOI202223/324
From:	Other
Date:	29 September 2022
Subject:	Committee Meeting Software supplier and contract information

I hope all is well. I wanted to make Freedom of Information request. I am currently researching my thesis for my MSc in Public Policy about the digitalisation of the UK's public sector – with a focus on committee meeting technology. I wanted to ask a few questions regarding this:

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   We use Adobe Pro to merge all the papers so we create one PDF. We do not use any meeting management software.

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

A2   Not applicable, as per A1 above

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

A3   Not applicable, as per A1 above

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

A4   Not applicable, as per A1 above

Q5   What is your cost per user?

A5   Not applicable, as per A1 above

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

A6   Not applicable, as per A1 above