

Request for information under the Freedom of Information Act – 2024.022

Released – 29 April 2024

Thank you for your email dated 10 April 2024 requesting information regarding committee meeting technology.

Please find detailed below a summary of your original request together with our response.

Original request:

1. 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?

Email, shared folder and board portal

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

Simplifile

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

June 2024

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

32

5. What is your overall cost and cost per user?

Overall cost is £5000 which equates to £156.25 per user

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

It is Trust policy not to release the names of staff below executive director level as this constitutes personal information. Therefore staff names are exempt under Section 40(2) in conjunction with Section 40(3A)(a) of the Freedom of Information Act 2000 which relates to 'Personal Information'.

An excerpt of the relevant Freedom of Information legislation can be found below:

Section 40 – Personal information

(2) Any information to which a request for information relates is also exempt information if—

(a) it constitutes personal data which does not fall within subsection (1), and

(b) either the first, second or third condition below is satisfied.

(3A) The first condition is that the disclosure of the information to a member of the public otherwise than under this Act

(a) would contravene any of the data protection principles, or

(b) would do so if the exemptions in section 24(1) of the Data Protection Act 2018 (manual unstructured data held by public authorities) were disregarded.

However, we can confirm that the executive director with overall responsibility for this is Pauline Butterworth – Chief Operating Officer, pauline.butterworth@nhs.net

Chair John Goulston Chief Executive Mairead McCormick

Trust HQ Trinity House, 110-120 Upper Pemberton, Eureka Park, Ashford, Kent TN25 4AZ