

**Request for information under the Freedom of Information Act – 2022.183
Released – 11 October 2022**

Thank you for your email received 29 September 2022 requesting information regarding committee meeting software.

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

Summary of your original request:

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?

By email and a board portal

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

VirtualBoard

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

June 2023

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

31

5. What is your cost per user?

The cost is per meeting room rather than per user

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

It is Trust policy to not release names and contact details of staff below Executive Director Level as this constitutes personal information which is 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:

Chair John Goulston Chief Executive Mairead McCormick

Trust HQ The Oast, Unit D, Hermitage Court, Hermitage Lane, Barming, near Maidstone, Kent ME16 9NT

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.

We can advise that the Director of Corporate Services has overall responsibility for this software; however there is currently no one in this role.