

Date: Thursday, 08th December 2022  
Our Ref: MB/CM FOI 5478

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**Re: Freedom of Information Request FOI 5478**

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 08th December 2022.

Your request was as follows:

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>, iBabs etc) or just emails etc?
2.  If yes, what is the name of the supplier?
3.  If yes, what is the contract expiry and contract review date?
4.  How many users are on the board portal/management solution, and how much do you spend on this?
5.  What is your cost per user?

I confirm that The Walton Centre NHS Foundation Trust (WCFT) holds the information you have requested. However, I am unable to provide you with that information as I consider that the following exemptions apply to it.

**Section 21 - Information already reasonably accessible to you**

This information is exempt from disclosure under Section 21 of the Freedom of Information Act 2000 (FOIA), as it is already reasonably accessible to you. The information you have requested is published on The Walton Centre NHS Foundation Trust (WCFT) website, under FOI disclosure log - FOI 5374. Please use the following link:

<https://www.thewaltoncentre.nhs.uk/contact-us/disclosure-log.htm>

This exemption is not subject to the public interest test. This response therefore acts as a refusal notice under section 17 of the FOIA.

Please see our response above in [blue](#).

**Re-Use of Public Sector Information**

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at [www.opsi.gov.uk](http://www.opsi.gov.uk) where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at [www.opsi.gov.uk/advice/psi-regulations/index.htm](http://www.opsi.gov.uk/advice/psi-regulations/index.htm)

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Freedom of Information Office at the address above.

**Please remember to quote the reference number, FOI 5478 in any future communications.**

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

*Mike Burns*

**Mr. Mike Burns, Executive Lead for Freedom of Information**