

Date: Friday, 12th April 2024
Our Ref: MB/CM FOI 6265

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Re: Freedom of Information Request FOI 6265

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 10th April 2024.

Your request was as follows:

I am currently researching the digitalisation of the UK's public sector - with a focus on committee meeting technology. I wanted to ask a few questions regarding this:

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?

[Meeting Portal Software.](#)

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

[Team Engine.](#)

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

[2 Year contract.](#)

[Up for renewal May 2026](#)

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

[Up to 100 users and administrators.](#)

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

[Annual cost £6,700](#)

[Overall cost £13,400](#)

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

[Katherine Dowson, Corporate Secretary - The Walton Centre NHS Foundation Trust does not disclose individual staff members contact details. You can write to staff using the address above or alternatively email \[wcf.enquiries@nhs.net\]\(mailto:wcf.enquiries@nhs.net\) asking for your correspondence to be forwarded on.](#)

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 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

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 6265 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 by:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Online: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/>

Telephone: 0303 123 1113

Yours sincerely

Mike Burns

Mr. Mike Burns, Executive Lead for Freedom of Information