

Our Ref: 270

February 2024

## Re: Your request made under the Freedom of Information Act 2000

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? **Via a Board Portal**
2. If yes, what is the name of the supplier? **Team Engine**
3. If yes, what is the contract expiry and contract review date? **31/03/2027 (6 months prior)**
4. How many users are on the board portal/management solution? **maximum of 100**
5. What is your overall cost and cost per user? **£6192 pa excluding VAT – N/A**
6. Could I also kindly ask for contact details for the best lead regarding this? **Trust Board Office**

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