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Request Ref: 2722

FOI Request dated **22/09/2022** as follows -

1. *How do you manage your meetings (organise agenda, minutes etc)? Do you use a meeting management software such as a board portal or a software such as Teams, 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?*

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

<u>Response</u>

1. MS Word, Outlook and Teams – we do not have any specific board portal software.
2. Not applicable as per Q1
3. Not applicable as per Q1
4. All staff use MS Word, Outlook and Teams
5. Not applicable as per Q1
6. There isn't a specific lead, it would sit with ICT/Service Management.