



**East London**  
NHS Foundation Trust  
**Information Governance**  
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**Website:** <https://www.elft.nhs.uk>

29 April 2024

**Our reference: FOI DA5325**

I am responding to your request for information received 10 April 2024. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

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**Interim Chief Executive Officer:** Lorraine Sunduza  
**Chair:** Eileen Taylor

**Request:** I wanted to make Freedom of Information request. 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:

**Question 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?

**Answer:** Yes, the Trust uses a meetings management portal as well as sending PDFs via email.

**Question 2:** If yes, what is the name of the supplier?

**Answer:** The supplier is Diligent Boards.

**Question 3:** If yes, what is the contract expiry and contract review date?

**Answer:** The contract expiry date is 5 June 2024.  
The contract review date is 4 June 2024.

**Question 4:** How many users are on the board portal/management solution?

**Answer:** The Trust has 20 users on the management solution portal.

**Question 5:** What is your overall cost and cost per user?

**Answer:** For financial year 2023-2024:

- The overall cost was £8,607.60 plus VAT.
- The cost per user was £291.81 plus VAT.

**Question 6:** Could I also kindly ask for contact details for the best lead regarding this?

**Answer:** Cathy Lilley, Director of Corporate Governance  
Email: [cathy.lilley@nhs.net](mailto:cathy.lilley@nhs.net)



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