

From: [REDACTED]
Subject: FOI
Date: 02 November 2022 11:25:15

Hi,

I hope all is well. 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:

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, 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?

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

Many thanks,

[REDACTED]

From: [Hendry, Angela](#)
To: [REDACTED]
Subject: FOI Acknowledgement
Date: 04 November 2022 11:48:00
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Dear [REDACTED]

FOI Ref: 83932/22

Thank you for your request for information, dated 03 November 2022, under the Freedom of Information Act 2000.

You requested:

I hope all is well. 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:

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, 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?**

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

The Commission aims to respond promptly and within the statutory deadline of 20 working days set by the Freedom of Information Act 2000. Please expect a response by **30 November 2022**.

In some cases a fee may be payable and if that is the case I will let you know. A fees notice will be issued to you, and you will be required to pay before I will proceed to deal with your request.

If you have any queries or concerns please do not hesitate to contact me on the details provided below. Please remember to quote the reference number above in any future communications.

Privacy Statement

When we receive a complaint from a person we make up an electronic file containing the details of the complaint. This normally contains the identity of the complainant and any other individuals involved in the complaint.

We will only use the personal information we collect to process the complaint and to check on the level of service we provide. We do compile and publish statistics showing information like the number of complaints we receive, but not in a form

which identifies anyone.

We will keep personal information contained in complaint files in line with our retention policy. This means that information relating to a complaint will be retained for three years from closure. It will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

Similarly, where enquiries are submitted to us we will only use the information supplied to us to deal with the enquiry and any subsequent issues and to check on the level of service we provide.

Emails - Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

You can find out more about how we collect and use personal information here (<http://www.lgbce.org.uk/about-us/privacy>). If you don't want us to handle your information, please email us to let us know.

Yours sincerely,

Angela Hendry
Office Manager and HR Lead
1st Floor, Windsor House
50 Victoria Street
London SW1H 0TL



Angela Hendry
Office Manager and HR Lead
1st Floor, Windsor House
50 Victoria Street
London SW1H 0TL



From: [Hendry, Angela](#)
To: [REDACTED]
Subject: FOI Response
Date: 08 November 2022 14:22:00
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Dear [REDACTED]

FOI: 83932/22

Thank you for your request under the Freedom of Information Act 2000 which we received on 2 November 2022.

You requested:

I hope all is well. 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:

- 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, 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?**

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

Response:

As a small organisation we do not use a committee meeting management tool. Microsoft 365 functionality more than fulfils our requirements, so there is no business need for us to procure a solution in the medium to long term.

If you have any further queries, please do not hesitate to contact me, quoting the reference number above in any correspondence.

If you wish to request a review of our decision, you should write to:

Lynn Ingram
Director of Corporate Services
Local Government Boundary Commission for England
1st Floor
Windsor House
50 Victoria Street
London
SW1H 0TL

Kind regards

Angela Hendry

Angela Hendry
Office Manager and HR Lead
1st Floor, Windsor House
50 Victoria Street
London SW1H 0TL



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