



**East London**  
NHS Foundation Trust  
**Information Governance**  
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21 August 2024

**Our reference: FOI DA5523**

I am responding to your request for information received 1 August 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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We promise to work together creatively to: learn 'what matters' to everyone, achieve a better quality of life and continuously improve our services.  
**We care . We respect . We are inclusive**

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

**Request:**

**Question 1: How do you manage the documents and agendas for your meetings?**

Answer: The Trust manages the documents and agendas for our meetings using a board portal solution and by circulating PDF copies. For Board of Directors meetings held in public, papers are published on the website.

**Question 2: Do you have a solution in place or are you considering a board portal solution?**

Answer: Yes, the Trust has a solution in place.

**Question 3: If you do have a board portal solution in place, which one and when does it renew?**

Answer: The Trust currently uses Diligent Boardbooks Limited and the contract is due for renewal in June 2025.

**Question 4: What is your annual budget for board portals?**

Answer: The annual budget for the portal is £6000 plus VAT.

**Question 5: Who is the contact person for board portals at your organization?**

Answer: Cathy Lilley, Director of Corporate Governance.

**Question 6: Who is your IT Systems Manager or IT Manager who may look at IT Systems/Apps in your organization?**

Answer: Philippa Graves, Chief Digital Officer.



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