



Trust Headquarters  
Nexus House  
4 Gatwick Road  
Crawley  
West Sussex  
RH10 9BG

Date:

Email:

Dear,

**Tel: 0300 123 0999**  
**[www.secamb.nhs.uk](http://www.secamb.nhs.uk)**

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 240417.

You requested the following information, please also see our response below:

**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 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?**

Managed by e-mails, no formal system currently in use.

- 2. If yes, what is the name of the supplier?**

Not Applicable.

- 3. If yes, what is the contract expiry and contract review date?**

Not Applicable.

- 4. How many users are on the board portal/management solution?**

Not Applicable.

- 5. What is your overall cost and cost per user?**

Not Applicable

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

We are unable to provide individual contact details as this would contravene the Data Protection Act.

Please use the following email [corpgovmeetings@secamb.nhs.uk](mailto:corpgovmeetings@secamb.nhs.uk)

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

**Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust**