

From: Freedom of Information

Sent: 22 June 2021 15:57

To:

Subject: Freedom of Information Response (Our Ref: K/21/151)

To Whom it May Concern,

Freedom of Information Response (Our Ref: K/21/151)

Thank you for your Freedom of Information (FOI) request dated 24 March 2021, reference K/21/151.

Your request read:

- “1. How does the University administer and manage meetings within your University's governance structure? – what process is followed to prepare, collate and circulate the board meeting agenda and document pack?
2. Is a “manual process” used for the above, or does the University use a dedicated software tool?
3. If software is used, what is the name of the software?
4. If software is currently not used, is the University considering acquiring such a tool or a “Board Portal” at some time in the future?
5. Who is the most appropriate person within the University to contact regarding this matter?”

The University of Leeds holds this information.

- 1. How does the University administer and manage meetings within your University's governance structure? – what process is followed to prepare, collate and circulate the board meeting agenda and document pack?**
- 2. Is a “manual process” used for the above, or does the University use a dedicated software tool?**

We address these questions together.

Committee papers are circulated electronically either via email or shared via MS Teams or the University's Sharepoint/OneDrive sites. For a number of key University committees (the Council and some of its committees) we also use a software tool to share committee papers and other relevant documents.

- 3. If software is used, what is the name of the software?**

BoardPacks

4. If software is currently not used, is the University considering acquiring such a tool or a “Board Portal” at some time in the future?

N/A

5. Who is the most appropriate person within the University to contact regarding this matter?

[Catherine Cho](#), Head of Governance Support. Please note that we are not actively seeking to replace our current provider but would be happy to keep details on file if and when we do review the matter.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds

