

Mr John Gilchrist
Freedom of Information Officer

21 March 2019

Ref: FOI/February 2019/ Karen Steggles

By email to karen.steggles@praxonomy.com

The Burroughs
Hendon
London
NW4 4BT
United Kingdom

Tel: +44 (0)20 8411 4061
e-mail:
j.gilchrist@mdx.ac.uk
www.mdx.ac.uk

Dear Ms Steggles

Your request for information received on 27 February 2019 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

The following freedom of information request is designed to establish what process and specific software tools are used to administer the board meeting / senior management meeting process, within the University.

1. How does the University administer and manage board and other senior managed events? – what process is followed to prepare, collate and manage the board meeting documents pack, including print / e-mail and distribution?
2. Is a “manual process” used for the above or does the University use a dedicated Software tool?
3. If yes, what is the name of the software tool used?
- 4 What is the renewal date of your current contract with the software vendor?
5. If no, is the University considering to acquire such a tool or “Board Portal” at some time in the future?
6. Who is the most appropriate person, within the University, to contact regarding this matter?

University Response

1. The University still uses a manual process to administer and manage board and other senior managed events.
2. – 4. See above.
5. There are no immediate plans to acquire such a tool.
6. Teresa Kelly, Clerk to the Board of Governors, t.kelly@mdx.ac.uk

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University’s response to your request for information. If you have

such a complaint, you may contact Mr David Maplas, Director of Student Affairs, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 5830, d.malpas@mdx.ac.uk within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

John Gilchrist
Freedom of Information Officer