

**FOI-356**

29 November 2023

[REDACTED]

Sent via email only:

[REDACTED]

Dear [REDACTED]

1. Thank you for your email of 2 November 2022 in which you requested information from UK Anti-Doping ('UKAD') under the Freedom of Information Act 2000 (the 'Act'). Specifically, you asked for the following information regarding committee meeting technology:

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?*

### **Summary of Response**

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2. UKAD confirms that it holds material relevant to your request and is disclosing some of that material as set out at paragraph 4 below.
3. As more particularly explained below, certain information that UKAD holds is not being disclosed because that information falls to be exempt by virtue of Section 43 of the Act. Further details as to the application of that exemption are set out at paragraph 5 below.

## Response

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4. The responses to your questions are set out below.

**Question 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?**

Response        We use a meeting management system called Convene

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

Response        Azeus UK Ltd

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

Response        Contract expiry 31 August 2025. Contract review 1 March 2025

**Question 4**    **How many users are on the board portal/management solution, and how much do you spend on this?**

Response        23 licences are covered under the agreement.  
Detail on spend is withheld on the basis of Section 43 of the Act.  
Please see paragraphs 5 to 12 below for further details

**Question 5**    **What is your cost per user?**

Response        Detail on cost is withheld on the basis of Section 43 of the Act.  
Please see paragraphs 5 to 12 below for further details

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

Response        Business Services department

5. As to questions 4 and 5 above, UKAD considers that the exemption in Section 43 of the Act applies to this information and that the information is not disclosable.

6. Section 43(2) of the Act provides as follows:

***Information is exempt information if its disclosure under this Act would, or would be likely to, prejudice the commercial interests of any person (including the public authority holding it).***

7. UKAD considers that the certain terms of the contract between UKAD and Azeus UK Ltd are exempt from disclosure because disclosure would be likely to prejudice the commercial interests of both UKAD and Azeus UK Ltd.
8. In particular, revealing such commercially sensitive information about the pricing of the services would be likely to place Azeus UK Ltd at a disadvantage in future negotiations with both UKAD and other organisations. Likewise, it would likely adversely affect UKAD's bargaining position in any future negotiations for these types of services and result in less competitive tender applications being made. Disclosing such information would also be likely to deter other companies from contracting with UKAD (and other public authorities) in the future, undermining UKAD's ability to obtain value for money in future contracts.
9. Having determined the prejudice that would likely arise from disclosing the pricing of services, UKAD has gone on to consider whether the public interest test requires disclosure of this information.
10. UKAD recognises the public interest in public authorities being transparent and accountable, particularly in relation to expenditure of public funds. UKAD also recognises that it is in the public interest to ensure that the authorities are obtaining value for money, and that disclosing the cost of the services would allow the public to undertake such an evaluation.
11. However, there is also the public interest in fairness of competition and in ensuring that the ability of public authorities to obtain value for money is not undermined. Disclosure of fees paid to Azeus UK Ltd would be likely to damage its ability to compete on a level playing field and cause fair competition to be reduced, simply because it has contracted with a public authority. As a result, the risk arises that fewer companies may be willing to contract with UKAD, undermining UKAD's ability to obtain value for money in its future expenditure of public funds.
12. Having considered the public interest arguments both for and against maintaining the exemption, UKAD has concluded that the balance of the public interests falls in favour of non-disclosure in this instance.

## Conclusion

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13. If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of this response via email to [foi@ukad.org.uk](mailto:foi@ukad.org.uk). Please remember to quote the reference number above in any further communications.
  
14. 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. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

A handwritten signature in blue ink that reads "UK Anti-Doping". The signature is written in a cursive, slightly stylized font.

**UK Anti-Doping**