

## Hendry, Angela

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**From:** [REDACTED]  
**Sent:** 18 December 2017 12:50  
**To:** FOI  
**Subject:** Freedom of Information Act 2000 request

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Boundary Commission for England,

I am writing to you under the Freedom of Information Act 2000 to request the following information from you :

- The software used by the Media/Communications team to manage press enquiries, send press releases and maintain a press contacts database. Please specify the value and length of any contracts associated with the tools you use.
- The software used by the Media/Communications team to monitor the media. Please specify the value and length of any contracts associated with the tools you use.
- The software used by the Media/Communications team to manage and store interactions with stakeholders (e.g. the media, regulators, government agencies, the community, the public). Please specify the value and length of any contracts associated with the tools you use.
- The software used by the Public Affairs or any other relevant team to monitor the political environment and Parliament and log interactions with politicians, civil servants, lobbying bodies, trade unions, etc. Please specify the value and length of any contracts associated with the tools you use.

I`m happy to receive the information in electronic format.

If you have any queries please don't hesitate to contact me via email and I will be happy to clarify what I am asking for.

I look forward to your response.

Kind Regards,

[Redacted]

[Redacted]



## Hendry, Angela

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**From:** Hendry, Angela  
**Sent:** 03 January 2018 12:01  
**To:** [REDACTED]  
**Subject:** Response to Freedom of Information Request

Dear [REDACTED]

### **Our ref: 32661**

Thank you for your request for information, dated 18<sup>th</sup> December 2017, under the Freedom of Information Act 2000.

The Commission does hold information relevant to your request.

You requested:

- The software used by the Media/Communications team to manage press enquiries, send press releases and maintain a press contacts database. Please specify the value and length of any contracts associated with the tools you use.

The Commission uses the Vuelio UK Media Database product as its press contacts media database. The service is procured through a two-year contract worth £1980.00 per annum (incl. VAT). In order to manage other aspects of its press activity, the Commission uses standard Microsoft applications such as Outlook and Excel.

- The software used by the Media/Communications team to monitor the media. Please specify the value and length of any contracts associated with the tools you use.

The Commission uses Kantar Media news service to monitor media relating to its activity. The service operates through an annual rolling contract worth approximately £5180.00 per annum (incl. VAT).

- The software used by the Media/Communications team to manage and store interactions with stakeholders (e.g. the media, regulators, government agencies, the community, the public). Please specify the value and length of any contracts associated with the tools you use.

Most interactions with stakeholders take place during the course of public consultations on boundary proposals. There are two main ways for stakeholders to contact the Commission: first by email which is hosted through a Microsoft Outlook account which is part of the Commission's overall IT support package. The Commission also runs a specialist consultation portal through which it displays mapping, information and guidance about reviews. The portal allows users to submit their views directly on all reviews and includes functionality such as 'draw my boundary' and other map labelling options. The site also stores responses for later analysis by the Commission. The overall site costs £33310.00 per annum (incl. VAT) for licensing, support and maintenance as part of a two-year contract. All correspondence and interaction with stakeholders is finally kept on a Microsoft Access database which is part of the Commission's overall IT support contract.

- The software used by the Public Affairs or any other relevant team to monitor the political environment and Parliament and log interactions with politicians, civil servants, lobbying bodies, trade unions, etc. Please specify the value and length of any contracts associated with the tools you use.

The Commission does not use any specific software beyond standard Microsoft Office products to monitor Parliament and the political environment.

If you have any further queries, please do not hesitate to contact me, quoting the reference number above in any correspondence.

If you are unhappy with the response or the way in which your request was dealt with and wish to make a complaint or request a review of our decision, you should write to:

Lynn Ingram  
Finance Director  
Local Government Boundary Commission for England  
14<sup>th</sup> Floor, Millbank Tower  
Millbank  
London  
SW1P 4QP

Kind regards

Angela

**Angela Hendry**  
**Office Manager and HR Lead**  
LGBCE  
14<sup>th</sup> Floor Millbank Tower  
London SW1P 4QP  
0330 500 1264

The  
Local Government  
Boundary Commission  
for England



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