Service & Pricing

Convene Board Portal

Board Portal Overview

Convene is a secure board portal and board management software solution designed for efficient meeting management. Trusted by more than 200 UK public sector organisations, including Central and Local Government, Government agencies, and NHS Trusts, Convene delivers the essential features required for effective governance.

As a comprehensive board portal solution, Convene enables organisations to add voting to agenda items, redact sensitive documents, control annotation permissions, add signatures to documents, and create action items that automatically carry forward for review. The built-in minuting function auto-generates minutes into a customisable template.

Convene Governance is the ideal board management software for Board meetings or any formal meeting where a controlled record is essential. Meeting outputs can be exported with options to include or exclude annotations as required.

Security & Compliance

Security is fundamental to the Convene board portal. Our board management software is built to meet the stringent requirements of public sector organisations:

- Encryption in transit and at rest using AES-256 standard
- Two-factor authentication via Microsoft Authenticator, Google Authenticator, or SMS
- ISO 27001 and SOC 2 Type II certified hosting infrastructure
- UK-based data centres ensuring data residency compliance
- GDPR compliant with comprehensive data protection controls
- Role-based access controls with granular document permissions

Included in License

Meeting Administration

- Create meetings with simple drag-and-drop agenda builder
- Add MS Office documents with no conversion required
- Add documents at any stage, even after the meeting has started
- Redact documents to restrict visibility within the agenda
- Schedule next meeting from a template

Meeting Export & Documentation

- Export meeting minutes with customisable templates
- Choose which annotations to include in the exported meeting pack
- Export complete meeting pack for archiving
- Document retention schedule management

Meeting Features

- Meeting calendar view in app
- Meeting timer and venue map
- Take meeting minutes directly within the board portal
- Make freehand annotations or private/shared notes
- Meeting resolutions via show of hands or secret ballot
- Add and assign actions with due dates
- Auto meeting summary: download a consolidated summary after the meeting
- Presenter Mode: synchronises page views during remote meetings for all participants
- Built-in audio and video conferencing

Document Library

- Centralised document storage with folder-based organisation
- Granular document permissions control
- Access documents via the Convene app on multiple platforms
- User and Board profile directory

Reporting

- Meeting attendance reports
- Efficiency assessment reports
- Meeting list reports

Hosting & Support

All support options below are included at no additional cost with your board portal license:

- Secure hosting service (ISO 27001 & SOC 2 Type II certified)
- Unlimited online storage
- Regular data back-ups
- Product updates and security patches
- Comprehensive manuals, user guides, and training videos
- 24/7 email support

- 24/7 phone support
- 24/7 chat support

Pricing

Setup and License Costs

Item	Price
Installation and Setup	£775 (one-off)
Annual Software License (per user, per year)	**£195***

**Volume discounts available for accounts with 50+ users. Contact us for a tailored quote.*

Integration and Support Add-Ons

Integration Add-On	Price
Remote Training	Included
Single Sign-On (SSO)	£775 (one-off)
Active Directory Integration	£775 (one-off)
SharePoint Connector	£775 (one-off)
MS Exchange Connector	£775 (one-off)

Convene AI (Optional)

Enhance your board portal with AI-powered capabilities. Convene AI includes:

- Convene AI Assistant: intelligent support for document search, meeting preparation, and governance queries
- Automated Minutes: AI-generated meeting minutes with configurable templates
- Convene Connect Plus: seamless integration with Microsoft Teams Video and Zoom for hybrid meetings

Convene AI	Price
Annual platform fee	£800 per annum
Per user fee	**£38 per user, per annum**

Multi-Platform Access

The Convene board portal app is available on multiple platforms including iOS, Android, Windows, and Mac. One license allows the use of the app on multiple devices, ensuring board members can access their board management software wherever they are.