

Oldham Borough Council
Record of Decision



Key Decision	Work Programme Reference
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1. **TITLE:** Corporate Room Booking System

2. **SERVICE AREA:** Economy Directorate

3. **PURPOSE OF DECISION**

As part of the transition into the new Spindles Workspace, options have been examined regarding the implementation of specialist software to allow staff and partners to easily book the new facilities. The new software will support the operation of the facilities within the new accommodation to further support new ways of working, which will see a more productive use of the council's new office facility moving forward.

Following a procurement process, Booking Lab have been identified as the preferred supplier for a three-year contract to provide the software and new hardware to the bookable spaces within the scheme. The decision maker is required to authorise the contract award.

4. **DECISION MADE BY:** Director of Economy

5. **DECISION:**

RESOLVED - That: To progress with the implementation of booking Lab software to the new workspace

6. **REASON FOR DECISION**

Options 1: Do nothing: Without a booking system to manage the 39 new bookable spaces, it is unlikely that the outcomes of "new ways of working" under Creating a Better Place Programme will be realised. Not recommended

Option 2: Do the minimum: Free options, including using Microsoft outlook calendars were considered. However, these would be limited with only council workers being able to view and book the rooms, making the area for Third Parties not fit for purpose. Not recommended.

Option 3: Implement Booking Lab solution Carry out a tender for a Booking System for the council to use in Spindles and the wider estate. Ensure user requirements from across the council are considered when carrying out the tender and full costs are known before making a decision.

7. **ALTERNATIVE OPTIONS CONSIDERED**

Option 1 and Option 2

8. **INTERESTS AND NATURE OF INTERESTS RECIEVED:**

None

9. **BACKGROUND DOCUMENT
CONSIDERED:**

None

Decision Number	Date of Decision Made	Date decision will be implemented
n/a	20 th December 2023	20 th December 2023