

Your contact for this matter is:

Ref. FOI/2019/0189

FOI Team
foi@west-lindsey.gov.uk

12 March 2019

Dear Sir/Madam,

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST No.0189

Your request for information has now been considered and the information requested is below.

Do you use a computer based system at the council to manage your meeting rooms and their bookings both internally and externally if applicable. [Internally in Outlook, tenants use a web-based form.](#)

If you do can you please tell me what system / provider you are currently using, is it a in house system or bought? [In- house plus Outlook](#)

If not, how do you manage them, is it paper based, or spreadsheet based? [Based around Outlook](#)

If bought what is the term of the contract you took out with the provider? [N/A](#)

What are the total yearly costs for using said system? [£366.74](#)

If you have a system in place how many staff administer the system? [Less than 1 FTE](#)

I hope this is the information you are seeking. If you require and further information, please do not hesitate to contact us further.

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If you are dissatisfied with the handling of your request please contact Alan Robinson, Monitoring Officer, West Lindsey District Council, Guildhall, Marshall's Yard, Gainsborough, Lincs, DN21 2NA

Yours sincerely
FOI Team
West Lindsey District Council