

<b>Committee(s)</b>	<b>Dated:</b>
Members Privileges Sub Committee	12 January 2018
<b>Subject:</b> Provision of a limited number of lockers for Chairmen and their Deputies using the small Members IT room on the Mezzanine floor space.	<b>Public</b>
<b>Report of:</b> City Surveyor	<b>For Decision</b>
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### Summary

The City Surveyor was requested by Members to look into the provision of a limited number of lockers for Chairmen and their Deputies using the small Members IT room on the mezzanine floor.

A drawing (see Appendix 1) has been created showing the existing layout, and the proposed layout with the following outcomes and costs:

- Retains the two larger desks currently in the room
- Provides a maximum of 24 lockers
- Option for key or combination locks (additional costs for combination locks)
- Appendix 2 shows a sample of the proposed lockers.

### Recommendations

Subject to the concurrence of the Policy and Resources Committee Members are asked to approve:-

1. the use of the small Members IT room on the mezzanine floor for the provision of a limited number of lockers;
2. retaining the two larger desks and chairs in that room and providing 24 lockers based on option 1 and as shown in Appendix 1; and
3. the cost of Option 1, lockers fitted with key locks, to be funded from the City Surveyor's local risk budget.

### Main Report

#### Background

1. In October 2017 the City Surveyor committed to undertake a review of the Member's room located next to the Post room, and incorporate lockers for Chairman and Deputy Chairman's use.

2. The intended outcome would provide a limited number of lockers for Chairmen and their Deputies to store committee papers, and small IT devices only, between meetings. This should include investigating whether they could be located in the small Members IT room on the mezzanine floor space.

### **Current Position**

3. The room contains three desks, two larger desks and one smaller desk as shown on CAD drawing Reference 4-C-4025, dated Nov 2017 (see Appendix 1). It will be necessary to remove the smaller of the three desks, and the PC to accommodate the locker proposal.

### **Options**

4. Option 1 - Purchase 24 lockers based on each locker being a total height of 1800mm, containing four lockers of 450mm each in height, 300mm wide and 450mm deep (see Appendix 2) fitted with key locks.  
The cost of this is estimated at £700.00 with delivery in 2-3 weeks from date of the order.
5. Option 2 - Purchase 24 lockers based on each locker being a total height of 1800mm, containing four lockers of 450mm each in height, 300mm wide and 450mm deep (see Appendix 2) fitted with combination locks.  
The cost of this is estimated at £1,400.00 with delivery in 5 weeks from date of the order.

### **Proposals**

6. Remove the smaller desk and PC.
7. Purchase 24 lockers based on each locker being a total height of 1800mm, containing four lockers of 450mm each in height, 300mm wide and 450mm deep (see Appendix 2) with keys.
8. Second keys can be held by Guildhall Security in the event that Members require this service.
9. Fund the costs from City Surveyor's local risk budget.

### **Appendices**

- Appendix 1 – CAD drawing Reference 4-C-4025, dated Nov 2017
- Appendix 2 – Mezzanine Floor Members Lockers Sample Pictures and Costs

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