

Committee	Dated:
Members Privileges Sub (Policy and Resources) Committee – For Information	3rd September 2018
Subject: Usage of Chairmen's Room 1 and 2	Public
Report of: Town Clerk	For Information
Report author: Emma Cunnington & Rebecca Muscat, Town Clerk's	

Summary

At its meeting on 19 October 2017 the Members Privileges Sub-Committee agreed that the use of the small IT and the meeting rooms (Chairman's Room 1 and 2) located on the second floor of the West Wing should be made available for the use of all Chairmen and Deputy Chairmen only. It was also agreed that the meeting rooms should be:-

- managed by the Town Clerk's Office via the Personal Assistants appointed to support Chairmen;
- available on a first come first serve basis; and that
- the usage of the two rooms monitored and reported back to the Sub-Committee after six months of operating the arrangements.

This was subsequently endorsed by the Policy and Resources Committee.

This report sets out the usage of Chairman's Room 1 and 2 from mid-November 2017 to 31st July 2018. It provides an analysis of the room bookings made on a monthly basis, highlights usage at the busier times of the day and provides a breakdown of how the rooms were occupied.

Since monitoring began in mid-November 2017, both meeting rooms have been used regularly. The "first come, first served" arrangement used for managing occupancy of the rooms appear to be working well.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. At its meeting on 19 October 2017 the Members Privileges Sub-Committee considered the use of Chairman's Room 1 and 2 on the second floor of the West Wing.

2. Whilst the original proposal set out that these rooms be reserved for the Chairmen and Deputy Chairmen of Finance, Planning & Transportation, Establishment and Police Committees, Members of this Sub-Committee agreed, following consultation with other Chairmen and Deputy Chairmen, that the rooms would be available for all Committee Chairmen and Deputy Chairmen on a “first come, first served” basis. The Policy and Resources Committee endorsed this approach in November 2017.
3. Members of this Sub-Committee requested a report outlining the usage of Chairmen’s Room 1 and 2, which this report sets out to do.

Current Position

4. Currently, any Chairman or Deputy Chairman wishing to use Chairman’s Room 1 or 2 can book by sending an email to Chairmans.MR1@cityoflondon.gov.uk. Alternatively, Members can speak to Rebecca Muscat directly on 020 7332 1346.
5. The rooms are made available on a “first come, first served” basis and are available for Chairmen and Deputy Chairmen to use for City Corporation business only, and not as a private office.
6. The other Committee Rooms on the second floor of the West Wing continue to be managed by Mark Mojsak and Lee Austin and can be booked by emailing REMCommitteeRooms@cityoflondon.gov.uk.

Analysis of Usage

7. Both meeting rooms have been used extensively since usage was first monitored in mid-November 2017. At its peak, Chairman’s Room 1 was occupied for 57 hours during June 2018, and Chairman’s Room 2 was occupied for 58 hours during July 2018.
8. There was a slight dip in bookings in April 2018 and it likely that this was as result of the Easter recess. Chart 1A and 2A below shows more detail:

CHART 1A

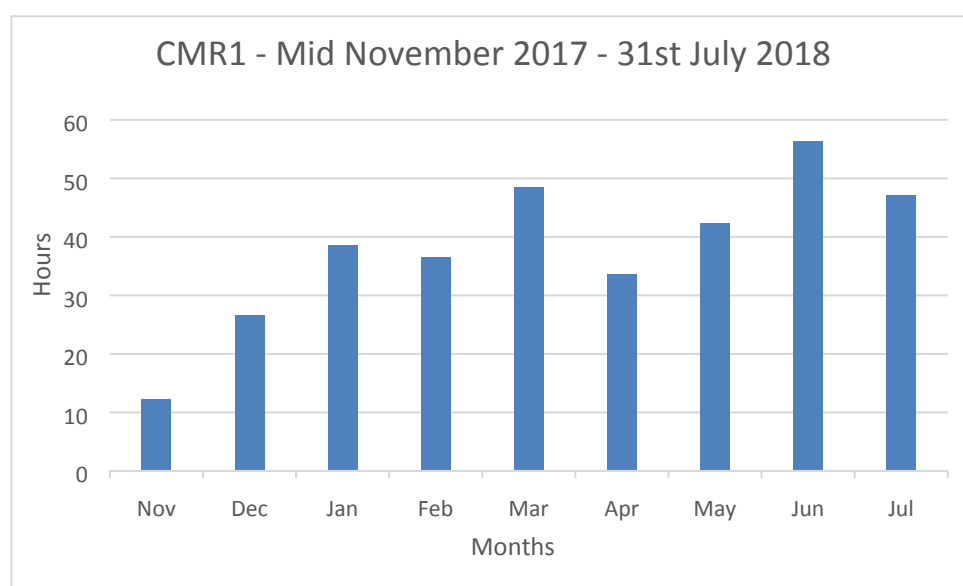
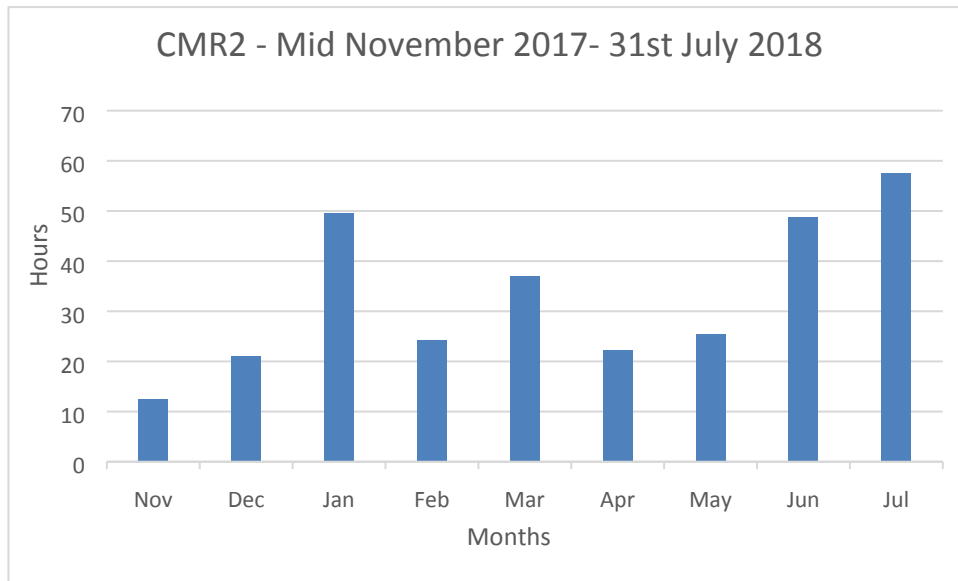


CHART 2A



9. Charts 1B and 2B below set out the times of day that the rooms are most used. At its peak, Chairman's Room 1 is predominately used in the late afternoon period, between 16:00-17:00. Chairman's Room 2 has more consistent peaks of usage during the late morning and early afternoon periods. Both rooms have little use over the lunchtime period.

CHART 1B

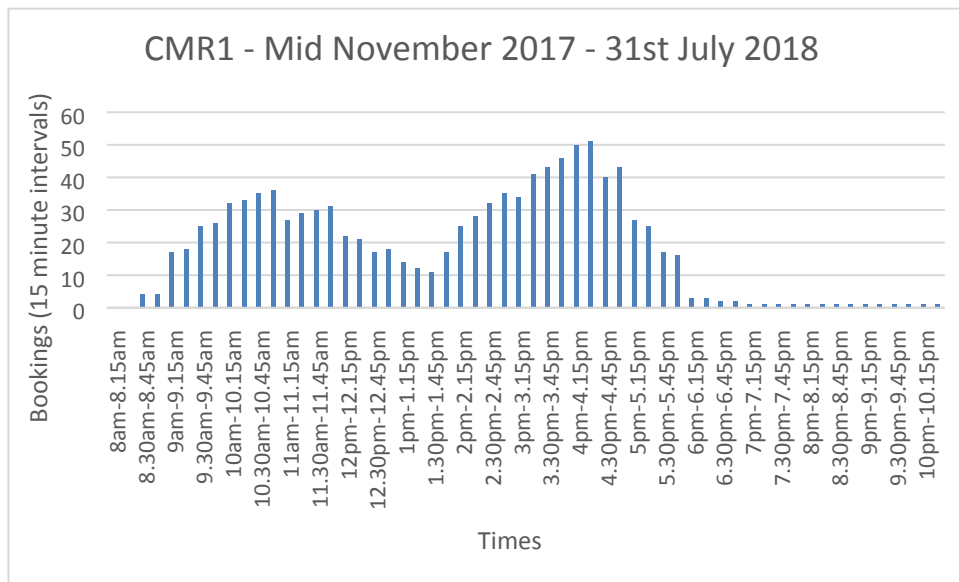
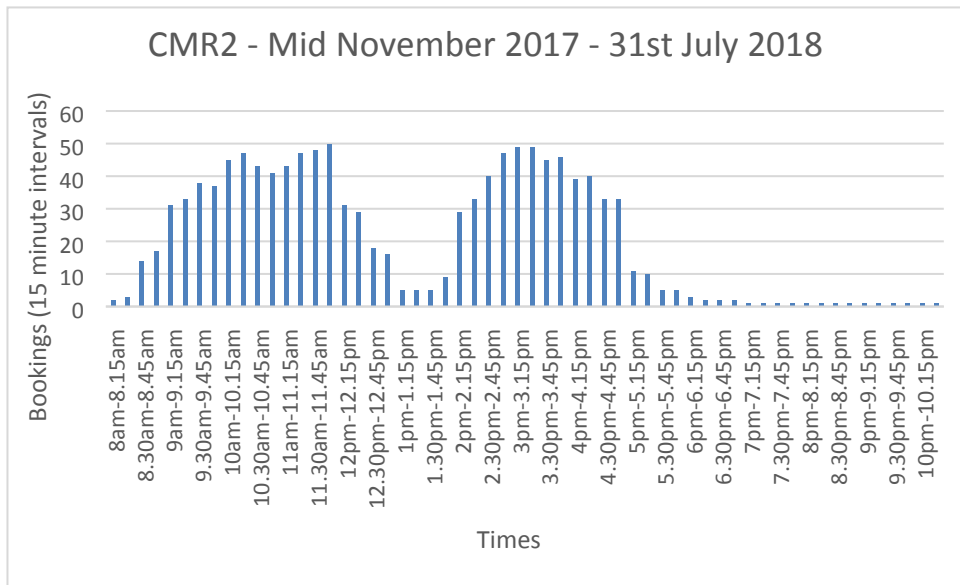
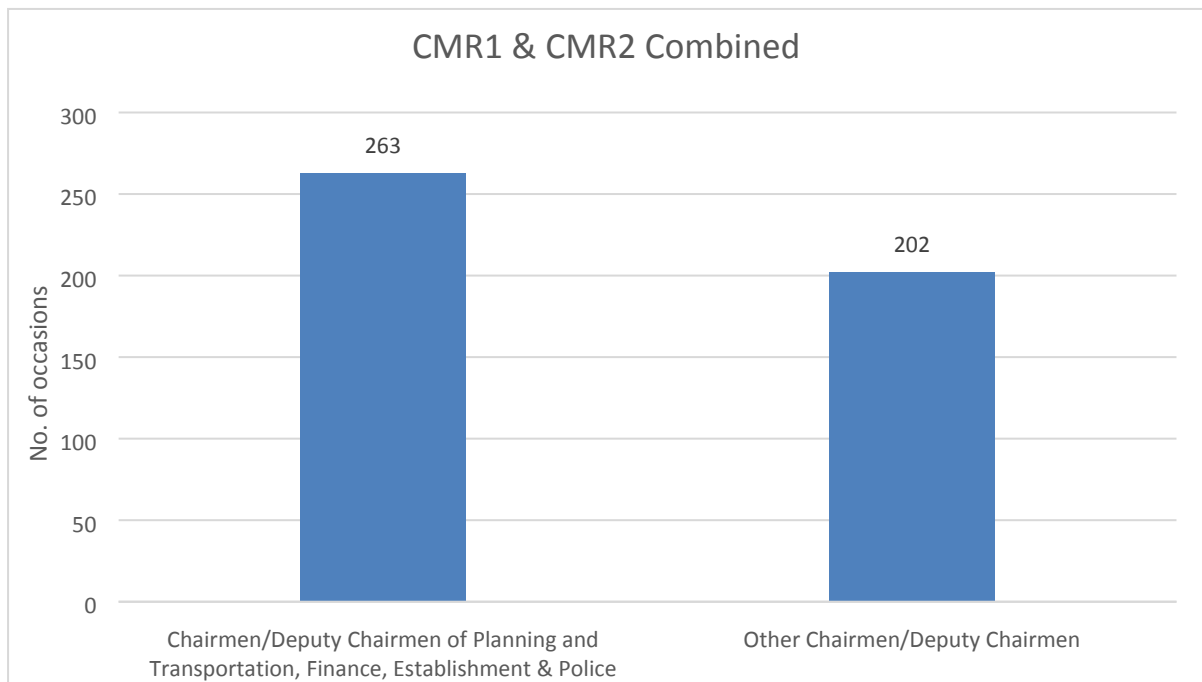


CHART 2B



10. Lastly, Chart 3 below shows the usage of the two rooms combined by the Chairmen and Deputy Chairmen of the Finance, Planning & Transportation, Establishment and Police Committees compared to Chairmen and Deputy Chairmen of other Committees.
11. The eight individuals who represent the Chairmen and Deputy Chairmen roles of the aforementioned Committees used the rooms 61 more times than those who represent other Committees.

Chart 3



12. The two charts below show the same data but separated between Chairman’s Room 1 and Chairman’s Room 2.

Chart 4a

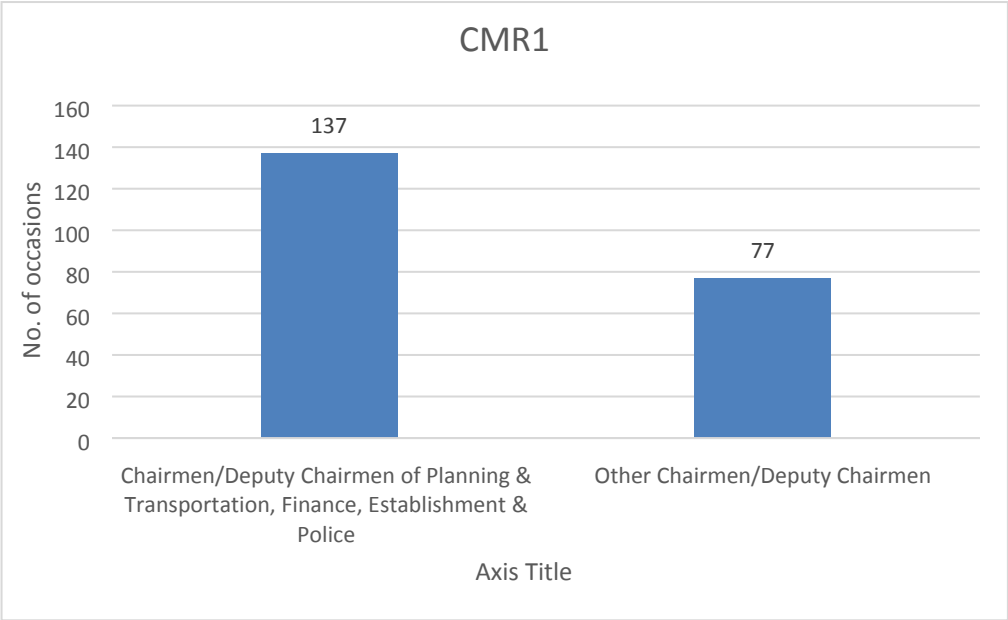
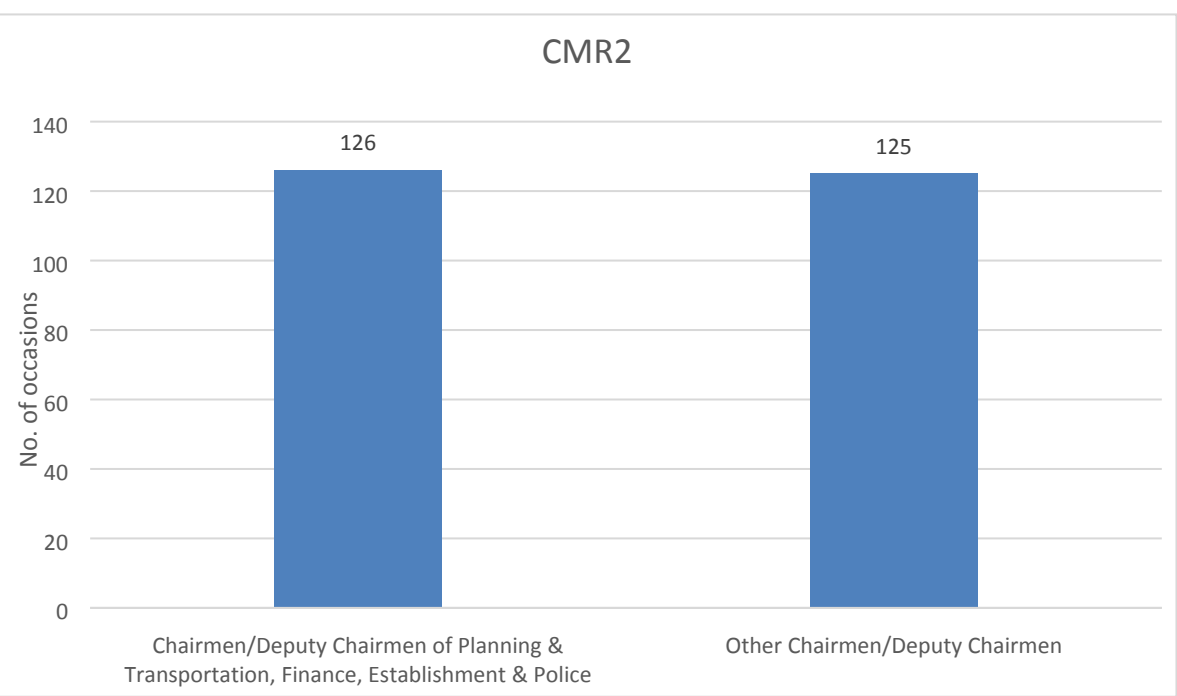


Chart 4b



Conclusion

The usage of Chairman's Room 1 and 2 on the second floor of the West Wing has been monitored as requested and this report, which is presented to the Sub-Committee for information, provides an analysis of usage since mid-November 2017. Since monitoring began both meeting rooms have been used regularly. The "first come, first served" arrangement used for managing occupancy of the rooms appear to be working well.

Appendices - 'None'

Background Papers

- *Decisions taken under delegated authority or urgency powers* – Members Privileges Sub-Committee – 21 September 2017
- *Chairmen and Deputy Chairmen's IT and Meeting Rooms* – Members Privileges Sub-Committee – 19 October 2017

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