

Committee(s): Members Privileges Sub-committee	Date(s): 18 February 2020
Subject: Provision of accommodation for Chairmen and Deputy Chairmen	Public
Report of: Town Clerk	For Decision
Report author: Chris Rumbles, Town Clerk's Department	

Summary

The Chairman of the Finance Committee has requested that consideration to be given to the provision of dedicated office space within Guildhall for the position of Chairman of Finance. The request is made in light of the increasing volume of work and the amount of time the officeholder is now required to spend at Guildhall.

Currently, only the Chief Commoner and Chair of the Policy and Resources Committee have dedicated office space. This is based on the high level of business activities, the level of one to one engagement with Members and other stakeholders undertaken by the two positions and the amount of time they also have to spend at Guildhall.

The provision of assigned space for the Chairman Finance has been considered previously. In 2013 thought was given to providing dedicated overnight accommodation for the officeholder as part of the Members Facilities and Accommodation project. More recently in 2017, whilst not exclusive, consideration was given to dedicating the IT and meeting rooms on the second floor as shared space for use of the Chairmen and Deputy Chairmen of the Finance, Planning and Transportation, Police, and Establishment. However, following consultation with all committee Chairmen and Deputy Chairmen this was not pursued and the IT room and the two meeting rooms continue to be a designated resource for the use of all Chairmen and Deputy Chairmen on a first come first served basis. Notwithstanding its decision, the Sub-Committee undertook to keep the situation under review.

Whilst this report has been prepared in response to a request from the Chairman of Finance, it is timely as the provision of accommodation and how things are working was last examined by Members in September 2018. The views of Sub-Committee is therefore sought on the Chairman's request and on how provision of accommodation is working more widely.

Recommendation(s)

- The views of the Sub-Committee is now sought on:-
 - a) The provision of a dedicated office for the Chairman of Finance Committee; and

- b) Whether any further action needs to be taken on the provision of accommodation for Chairmen and Deputy Chairmen more widely.

Main Report

Background

1. This report has been prepared in response to a request from the Chairman of the Finance Committee that consideration to be given to the provision of dedicated office space within Guildhall for the position of Chairman of Finance, given its increasing workload and the amount of time the officeholder was now having to spend at Guildhall.
2. The provision of dedicated space for the Chairman Finance has been considered previously. In 2013 it was considered as part of the Members Facilities and Accommodation project where initial thought was given to the provision of exclusive overnight accommodation. The suggestion whilst noted was not supported.
3. More recently, at its meeting on 21st September 2017 the Members Privileges Sub-Committee considered a proposal to reconfigure the Chairmen's and Deputy Chairmen's IT rooms on the 2nd Floor West Wing into two separate rooms with them forming part of a package of dedicated support for the Chairmen and Deputy Chairmen of the Police, Finance, Planning and Transportation and Establishment Committees.
4. Whilst there was some support for this, following consultation with all Chairmen and Deputy Chairmen, it was concluded that the small IT and meeting rooms should remain available for use by all Chairmen and Deputy Chairmen to deal with the work associated with their service area and other City Corporation business. It was also agreed that, in the interim, usage should be monitored and that a booking system, managed by the Town Clerk's Office, should be introduced.
5. The booking system was subsequently introduced and reviewed by the Sub-Committee in September 2018 together with usage more generally. At that time, it was concluded that the system was working well. Notwithstanding this, the Sub-Committee undertook to keep the situation under review.

Current Position

6. The Chairman of the Finance Committee's request is therefore timely. The Chairman considers that the amount of time the officeholder of that particular committee now has to spend at Guildhall has increased significantly. Going forward the provision of more dedicated space will assist with the increased volume of City Corporation business and the high range of meetings and corporate engagements that officeholder now has to contend with.
7. If Members are minded to support the request for the provision of a dedicated office for the Chairman of Finance Committee, the City Surveyor would be asked to look at possible locations and work up a detailed plan together with any associated costs

for consideration at a future meeting of the Sub-committee. Members views are also sought on how the provision of accommodation for Chairmen and Deputy Chairmen is working more widely.

Corporate & Strategic Implications

8. The proposal would align with the following Corporate Plan outcomes.
 - a. Outcome 1: People are safe and feel safe.
 - b. Outcome 2: People enjoy good health and wellbeing
 - c. Outcome 4: Communities are cohesive and have the facilities they need

Other Implications and Conclusions

9. Any detailed financial implications, key risks and property implications arising from this report will be examined and included within a detailed options appraisal that will come forward should Members be supportive of the creation of a dedicated office for the Chairman of Finance Committee.
10. The views of Members are now sought on the request contained in this report together with any feedback on the provision of Chairmen's accommodation more generally.

Appendices

- Appendix 1 – Usage Data for Chairman's Room 1
- Appendix 2 – Usage Data for Chairman's Room 2

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