

Committee(s) Civic Affairs Sub-Committee	Dated: 25/10/2023
Subject: Decisions taken under delegated authority or urgency powers in accordance with Standing Orders 41(a) and 41(b)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	See Background Report
Does this proposal require extra revenue and/or capital spending?	See Background Report
If so, how much?	See Background Report
What is the source of Funding?	See Background Report
Has this Funding Source been agreed with the Chamberlain's Department?	See Background Report
Report of: Town Clerk	For Information
Report author: Chris Rumbles, Town Clerk's Department	

Summary

This report advises Members of action taken by the Town Clerk, in consultation with the Chair and Deputy Chair, in accordance with Standing Order Nos. 41(a) and 41(b) since the last meeting.

Recommendation

That Members note the action taken.

Main Report

Delegated Decision: Member Workspace Arrangements – Installation of Single Office Pods

BACKGROUND: At the Civic Affairs Sub-Committee meeting on 13th July 2023, Members received an update on development of new workspace arrangements and ongoing efforts to ensure suitable resources and facilities were available to all Members whilst at Guildhall.

The update included information on a proposal to install Single Office Pods at Guildhall. A soundproof Single Office Pod will offer Members a personal and quiet space from which they can take confidential calls when at Guildhall on City Corporation business.

Members expressed a wish for the pods to be installed in the small office on the 2nd Floor West Wing, opposite Committee Room 3, which currently acted as a designated office space for Chairs. It was noted that the new desk space made available on the Mezzanine would ensure that there was no loss of working space available to potentially affected Members.

Members were supportive of the installation of soundproof pods but raised a concern regarding the indicative cost of installation of booths being in the region of £4,000 per booth, subject to a final quote.

Members agreed to the Town Clerk and City Surveyor progressing the proposal, whilst requesting further negotiation with the supplier in looking to achieve a reduction in the overall cost of each pod.

Further discussions took place with the supplier and a significant saving had been achieved against the initial indicate cost, with the final cost of three individual pods coming in at £9k exc VAT.

£7800 remained available from within the £10,000 allocation of funds originally approved by Civic Affairs Sub-Committee as a “de minimis” cost option for the area of work in support of Members’ accommodation. To proceed with the purchase of 3 soundproof booths, a further £1200 was required from Civic Affairs Sub-Committee’s remaining uncommitted contingency budget of £16500.

The supplier was taking installation bookings for August, with approval being sought to allow for any works required to Office be completed in time for installation of the single office pods over the summer recess.

ACTION PROPOSED: That the Town Clerk, in consultation with the Chair and Deputy Chair of Civic Affairs Sub-Committee resolved to:-

- Approve the purchase of 3 Single Office Pods, at a cost not exceeding £9,000 (ex VAT).
- Agree to an allocation of £1200 from Civic Affairs Sub-Committee’s remaining uncommitted contingency budget of £16,500 to meet the overall cost of 3 Single Pods.

In accordance with Standing Order 41 (a) and 41 (b), Members are asked to note the recent decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman.

Copies of background papers concerning this decision is available from Chris Rumbles on request.

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