

Report on	Policy on Room Hire – Proposed Amendment
Date of Meeting	Thursday 3 rd May 2018
Reporting Officer	P Moffett, Head of Democratic Services
Contact Officer	P Moffett, Head of Democratic Services

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

1.0	Purpose of Report
1.1	To consider an amendment to the council's Policy on Room Hire, with specific reference to the categories of hirers who should be levied a hire charge for hiring Council facilities.
2.0	Background
2.1	<p>The Council has a room hire policy in place, developed to specifically deal with room hire and the availability of Council Civic buildings and facilities for the transaction of council business. The hirers are categorised within the policy as:</p> <ul style="list-style-type: none"> (i) Internal (council) Hirers (ii) Elected Members (iii) External Hirers
2.2	The policy refers separately to Council Civic Buildings and Council Facilities, with the latter being all facilities, except the council offices, where rooms are available for hire.
2.3	In summary, the policy currently allows for Internal (Council) Hirers and Elected Members to hire/use a room in either of the council offices. Whilst only External Hirers with elected member representation from the council are given use of a room in either of the council offices. In terms of council facilities with rooms for hire are available for hire/use, in line with the policy.
3.0	Main Report
3.1	On a recent application of the policy it was identified that a consequences of one its out-workings was resulting in our elected members being charged for room hire in 'council facilities' yet external organisations/outside bodies which have elected member representation from the Council were not required to pay room hire.
3.2	To reconcile this issue it is proposed that that elected members shall not be required to pay a room hire charge in a council facility when a room in one of our Council Civic Buildings has been sought but not available.

3.3	The policy currently states that this exception (at 3.2) above “..... <i>does not apply if the civic building (council offices) is sought when it is closed/outside of normal office hours</i> ”. It is proposed that this be removed from the policy.
3.4	The revised policy is attached as appendix A to this report (refer to page5, Footnote 5).
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial:
	Human: not applicable
	Risk Management: not applicable
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable
5.0	Recommendation(s)
5.1	That the committee considers and adopts the amendment to the policy to not charge elected members for hiring a room in a council facility, when a room is one of the civic offices is sought but not available.
6.0	Documents Attached & References
	Appendix A – Policy on Room Hire – Amended (draft)