

Report on	Room Hire Policy – Proposed Amendment
Reporting Officer	Philip Moffett, Head of Democratic Services
Contact Officer	Chief Executive

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 council's Room Hire Policy on the provision of meeting rooms for hire within its civic offices and facilities to organisations or individuals wishing to hire them.
1.2	Civic buildings extend to offices at Burn Road, Cookstown; Circular Road, Dungannon; and Ballyronan Road, Magherafelt. Council facilities refers to all other buildings under the Council's management. Appendix A to the policy details meeting rooms.
1.3	This report proposes a change to the hire charge levied when hired for the provision of civic hospitality hosted by the Chairperson or Deputy Chairperson of council.
2.0	Background
2.1	<p>The policy was approved by council in May 2016 and covers the following, as detailed.</p> <p>Council Civic Buildings</p> <ul style="list-style-type: none"> Reserved for the use of council services and Members during office opening hours External hirers are be permitted to hire/use rooms within either of the offices unless they have a linkage with the delivery of council business or be from the local government sector (i.e. NILGA, ICBAN, Housing Council etc.) <p>Council Facilities</p> <ul style="list-style-type: none"> Internal Council hirers, Elected Members and external hirers can hire meeting rooms within any council facility Internal and External hirers are levied the hire charge relevant to the facility Elected Members are levied the relevant hire charge except where a room in a Council Civic Building has been sought but not available, in which case no charge shall be levied for hire charge
3.0	Main Report

3.1	Members will be aware that the council has annual amounts available to the Chair and Deputy Chair of council to provide receptions and there is also a Civic Receptions budget. The policy currently requires that all facility hirers pay the relevant hire charge.
3.2	Existing amounts available to the Chair and Deputy Chair and for Civic Receptions are used to meet the whole cost of hospitality provided. This includes charges for using council facilities and outside venues, where required, which can significantly use the existing receptions budgets.
3.3	In interests of ensuring the money set aside for civic hospitality is utilised for its intended purpose it is proposed that when a council facility is being used by the Chair or Deputy Chair to provide civic hospitality the hire charge be capped at £100, or less where the relevant charge is of a lesser amount (page 6 of policy).
3.4	The policy (amended) further confirms when members are required to meet hire charges for a room in a council facility. The current policy indicates that members are levied the facility hire charge, except when a room in one of the Civic Buildings was sought but not available. The policy (amended) confirms that this exception does not apply if the civic building is sought when it is closed/outside of normal office hours (page 5 of policy). This is purely an inclusion of clarification within the policy.
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Reduction in monies received by facilities for evenings when they play host to Chair's/Deputy Chair's Receptions, Civic Receptions and Civic Awards evenings.</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>The policy was previously equality screened and equality implications not anticipated.</p>
4.3	<p><u>Risk Management Implications</u></p> <p>N/A</p>
5.0	Recommendation(s)
5.1	That the committee consider and approve proposed amendment to the council Room Hire Policy.
6.0	Documents Attached & References
6.1	Appendix A Room Hire Policy (amended)