



Causeway Coast & Glens Borough Council

Mayor`s Parlours and Council Chambers	16 January 2018
Corporate Policy and Resources Committee – FOR DECISION	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Innovation and Transformation
Outcome	Effective and efficient delivery of the Council Estates Strategy
Lead Officer	Head of Performance
Cost: (If applicable)	Costs allowed for within the annual budget

1.0 Purpose

1.1 The purpose of this report is to present Elected Members with a summary of the outcomes from the workshop held on 20 November 2017 and to seek approval on the future use of the Mayor`s Parlours and Council Chambers.

2.0 Background

2.1 At the workshop held on 20th November 2017, Elected Members were given a brief update on the Estates Strategy and an overview of the next steps.

2.2 Usage figures relating to booking of the rooms for various functions by Elected Members since April 2015 were summarised and are presented in the table below.

Mayor`s Parlour	Functions by Elected Members	Council Chambers	Functions by Elected Members
Limavady	10	Limavady	0
Riada House	4	Riada House	0
Sheskburn House	5	Sheskburn House	1

2.3 In terms of wider use of the rooms, Elected Members were informed that the Mayor`s Parlour and Council Chamber in Sheskburn House are used for other purposes on a regular basis. The following information was presented.

Mayor`s Parlour	Usage	Council Chamber	Usage
Weddings	10	Weddings	5
Meeting space	346	Meeting space	271

2.4 The workshop took the form of Elected Members dividing themselves into three groups, with each group tasked with answering a number of questions in relation to the Mayor`s Parlours and Council Chambers. At the end of the workshop the feedback from the three groups was summarised and it was agreed that this information would be presented to the Corporate Policy and Resources Committee at the January meeting.

3.0 Workshop Outcomes

3.1 Elected Members took the view that the Mayor`s Parlours in Riada House and the Limavady office should be made available for meeting rooms for Council staff to book but the Mayor should have priority use when required. Both Parlour`s should remain as “Mayor`s Offices” and retain the present ambiance.

3.2 Due to the manner in which both the Mayor`s Parlour and Council Chamber in Sheskburn House are used for a large variety of meetings, Elected Members took the view that this arrangement should continue and the rooms could remain available for the Mayor as and when required.

3.3 Elected Members expressed the view that the Council Chambers in Riada House and the Limavady offices should be made available for use. An issue was raised regarding limitations of the Limavady Chamber given there is a lack of natural light.

4.0 Options for Council Chambers

4.1 **Option 1.** The Council Chamber in Riada House and in the Limavady Offices could be re configured for office space to be accommodated by staff. This will require substantial lighting upgrades, IT connectivity and re design. This option will increase occupation capacity but will not alleviate the pressure on meeting room space that currently exists.

4.2 **Option 2.** The Council Chamber in Riada House and in the Limavady Offices could be re configured to accommodate meeting room space. Current meeting rooms could be used to then accommodate staff if required. This option will require a lower level lighting upgrade and some re design work to the Council Chambers.

4.3 Option 3. The Council Chamber in Riada House and in the Limavady Offices could be used for storage space only. This option will not require lighting upgrades but will require re design work and the installation of racking and storage cupboards. This option will not alleviate the pressure on meeting room space that currently exists.

5.0 Options for Mayor`s Parlours

5.1 Option 1 .The Mayor`s Parlour in Riada House and in the Limavady Offices remain solely for the use of the Mayor.

5.2 Option 2. The Mayor`s Parlour in Riada House and in the Limavady offices are made available to Council staff for meetings but the Mayor will have priority use and the rooms will retain their current ambiance.

Recommendation

It is recommended that the Causeway Coast and Glens Borough Council approve the following:

1. Continued use of the Mayor`s Parlour and Council Chamber in Sheskburn House in the manner in which it is currently used as detailed in point 3.2 of this report.
2. In terms of the Council Chambers, point 4.2 (Option 2) of this report.
3. In terms of the Mayor`s Parlours in Riada House and in the Limavady offices, point 5.2 (Option 2) of this report.