



Report of the Chief Officer, Corporate Property Management

Member Management Committee

Date: 16th February 2010

Subject: Members Lounge and Dining Room

Electoral Wards Affected:



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

☐

Community Cohesion

☐

Narrowing the Gap

☐

Executive Summary

This report provides information on potential future options for the use of the Members Lounge and Dining Room. It briefly summarises the background and the latest consultation with Members. It sets out two options for re-using the area to provide the facilities suggested by a consensus of Members together with an area of office accommodation. It concludes that Option 1 would provide the best solution. This option involves the retention of the current Members Lounge Area and the conversion of the kitchen, bar and dining area to office accommodation. The Executive Member (Central and Corporate) together with Leader Management Team have been consulted and have indicated support for the conclusions in the report. The report seeks the views of Member Management Committee prior to implementation of any decision.

1.0 Purpose of Report

- 1.1 This report provides an update on the Members Lounge and Dining Room and information on options for the redevelopment of the 1st floor area of the Civic Hall which has previously been used for this purpose.

- 1.2 The report provides some background information to the current position, gives a brief summary of consultation with Members, and outlines two alternative options for use of the space in future.
- 1.3 The report concludes that Option 1 provides the best solution and seeks Member Management Committee views prior to implementation.

2. Background Information

- 2.1 The Members Dining Club ceased to operate in April 2006. Various discussions have taken place since then on the provision of services for Members and the use of this area. Reports providing an update on the position have previously been considered by LMT and Whips.
- 2.2 The Members Dining Club Committee requested that Corporate Procurement Unit explore opportunities to tender for a third party to provide dining facilities for Members and a snacks service for Civic Hall staff. A tender exercise was completed in May 2009 which concluded that a service without subsidy was not viable.
- 2.3 The Members Dining Club Committee invited Members to a meeting in September 2009 to seek views on what facilities Members might require in the future. A summary of the views expressed is included later in the report.
- 2.4 The Chief Democratic Services Officer provided a report to the Whips meeting held on 17th November 2009 advising on governance arrangements relating to the Members Dining Club Committee and actions required to formally wind up the Club. Whips decided to pursue this course of action. It was anticipated that the Club would be wound up at a meeting on 20th January 2010 but it is understood that Members voted against the proposal.
- 2.5 The report clarified that “Decisions regarding services and facilities for Members fall within the portfolio of the Executive Member (Central and Corporate) and are most often taken by the Assistant Chief Executive, Corporate Governance (sub delegated to the Chief Democratic Services Officer) or, for matters with regard to building facilities, by the Director of Resources (sub delegated to the Chief Officer, Corporate Property Management)”.

“In addition to consulting with the Executive Member on such matters, Officers may also consult with the Member Management Committee which includes in its Terms of Reference, “act as an Advisory Body for the purposes of implementing practices and procedures affecting Members”.”

3 Members Dining Club Consultation with Members

- 3.1 Councillor Kendall, Chair of the Members Dining Club Committee, invited all Members to a meeting on 16th September 2009 to seek views on what facilities Members might require in the future. Many different views were expressed but consensus emerged on a number of issues :
 - Acceptance that dining facilities were not viable without significant subsidy and there was very little support for a subsidised service.
 - Members need a comfortable lounge area with access to hot drinks, newspapers and television.

- The small offices/meeting rooms should be retained for ad hoc meetings and for use by Independent Members.
- Acceptance that current area was under utilised and could be but to better use.

4. Future Options

4.1 Taking the above consensus in to account some work has been done on options available to provide a Members Lounge area and convert the remaining area to office accommodation. A plan showing the current use of space is attached as Appendix 1.

4.2 Option 1

The facilities required by Members as suggested from the consensus view are provided currently to the left of the area. This option suggests retaining these facilities and converting the unused kitchen, bar, and dining areas to office accommodation. This would involve:

- Retaining Members Lounge area on left-hand side.
- Retaining office and meeting rooms space on left-hand side
- Demolishing kitchen and bar area
- Creating office accommodation on the right-hand side partitioned off along the line of the corridor
- Reconfiguring heating and electrical installation for offices

Costs of this work estimated at £41 000

4.3 Option 2

It is understood that some Members favour retention of the kitchen and bar area for use by a new Club facility for Members. However, the kitchen is no longer fit for use and would require upgrading and refurbishing to current standards. The work would involve:

- Refurbishing and updating Kitchen
- Refurbishing bar area
- Forming meeting rooms to right-hand side
- Recreating a lounge area on right-hand side
- Demolishing current partitioned offices/meeting rooms to left
- Creating open plan office accommodation on left-hand side partitioned off along the line of the corridor
- Reconfiguring heating and electrical installation for offices

Costs of this work estimated at £69 000

5. Legal and Resource Implications

5.1 There are no legal implications for the Council

5.2 It is difficult to provide a commercial value for the space which is currently under utilised but the recharge cost for each area gives some indication of value foregone

	Space ft ²	Recharge (2009/10) £
Members Dining Area	923	28,521
Kitchen Area	445	13,751
Members Lounge Area	1143	35,319
	<hr/> 2511	<hr/> 77,591

5.3 The costs of bringing this space in to use are set out in 4.2 and 4.3. There is no specific funding allocated for refurbishment of the area. It could be funded from the Corporate Property Management maintenance budgets (revenue or capital) but this would be at the expense of other essential backlog maintenance projects.

5.4 The additional office accommodation created in either option could be utilised immediately as we have a current request for space to accommodate part of Leeds Initiative. The new space released would be suitable for this purpose.

6 Implications for Council Policy and Governance

6.1 The report does not have any implications for Council Policy

6.2 Governance arrangements are referred to in paragraph 2.5.

7. Conclusion

7.1 Option 1 would appear to provide the best value solution and it would involve the least disruption to Members facilities. Although no immediate financial savings would be made it makes sense to bring under utilised space in to use. It will, in the longer term, reduce the Council's requirement for external space and have a consequent reduction in overall office accommodation costs.

7.2 Given the clarification of responsibilities provided by the Chief Democratic Services Officer as set out in paragraph 2.5, the Executive Member (Central and Corporate) and Leader Management Team have been consulted on the content of this report. They have indicated support for Option 1.

8. Recommendation

8.1 Member Management Committee's views are sought.