
Meeting	General Functions Committee
Date	4 November 2013
Subject	Meeting Room Booking Policy
Report of	Assistant Director Commercial Assurance
Summary	The Council presently hire out meeting rooms and this policy is to provide good practice necessary to protect the Council, to safeguard the reputation of the Council, to optimise the management of risk and to minimise the impact of possible misuse of the rooms.

Officer Contributors	Jenny Hastings Interim Head of Facilities
Status (public or exempt)	Public
Wards Affected	All
Key Decision	Not Applicable
Reason for urgency / exemption from call-in	Not Applicable
Function of	Council
Enclosures	Appendix 1 - Draft Meeting Room Booking Policy - London Borough of Barnet
Contact for Further Information:	Lesley Meeks - Assurance Director Commercial Assurance - 020 8359 7535

1. RECOMMENDATIONS

- 1.1. To approve the implementation of the Meeting Room Booking Policy (appendix 1) with immediate effect.**

2. PREVIOUS RELEVANT DECISIONS

- 2.1. None.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1. The Meeting Room Letting Policy will generate income and supports the Council's medium term financial strategy in assisting it in delivering its corporate priorities.

4. RISK MANAGEMENT ISSUES

- 4.1. The council has previously offered rooms, in council offices, for hires. This Policy is to be implemented to ensure that there are clear guidelines that ensure that the Council complies with its legal obligations when offering rooms for hire and use.
- 4.2. The Policy will also act to determine the process for such hirers and use in order that there are guidelines on control of persons, parties or organisations who may hire or use the Council's meeting rooms.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Under the Equality Act 2010, the council and all other organisations exercising public functions on its behalf must have due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.
 - Advance equality of opportunity between those with a protected characteristic and those without.
 - Promote good relations between those with a protected characteristic and those without. The 'protected characteristics' referred to are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination.
- 5.2 The implementation of the Room Booking Policy will ensure that the service is delivered in accordance with the Equality Act 2010.
- 5.3 The Council has had due regard to the public sector equality duty pursuant to section 149 of the Equality Act 2010 and given this proposes a continuation of service "as is", there will be no change in impact on those with protected characteristics.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

Financial impact on the Council

- 6.1. There is no financial impact on the Council as this service is already available. There will be a small income of approximately £4,000 per annum based on income received in 2012/13.

7. LEGAL ISSUES

- 7.1. Legal (HB Law) have reviewed and approved the wording of the Meeting Room Letting Policy.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1. Council Constitution, Responsibility for Functions, decision of Council with delegation to the General Functions Committee.
- 8.2. The General Functions Committee has delegated authority from Council to consider such Policy as is attached at Appendix 1.

9. BACKGROUND INFORMATION

- 9.1 The Council has for the past few years offered certain meeting rooms for hire to the public. The requirement for this service has increased during the past year and it has become necessary to implement a Booking Room Policy in order that the policy, processes, rules and requirements applicable to this service are understood by LBB staff and meeting room users.
- 9.2 In the past LBB have relied on a room booking process but it is believed that with the increase interest in the use of the rooms that there is now a need for a Policy to be developed, formally approved and implemented.

10. LIST OF BACKGROUND PAPERS

- 10.1. Room Booking Policy – Appendix 1

Cleared by Finance (Officer's initials)	JH
Cleared by Legal (Officer's initials)	IG (HB Public Law)