



General Functions Committee

28 June 2017

Title	Hendon Town Hall Committee and Meeting Room Utilisation
Report of	Head of Estates
Wards	Hendon
Status	Public
Urgent	No
Key	No
Enclosures	None
Officer Contact Details	Sean Patten, Facilities Manager, sean.patten@barnet.gov.uk , 0208 3597 269

Summary

This report details the current room utilisation at Hendon Town Hall and seeks the comments from the Committee.

Recommendation

That the Committee note the utilisation of committee and meeting rooms at Hendon Town Hall and make comments and/or recommendations as appropriate.

1. WHY THIS REPORT IS NEEDED

Background

- 1.1 Hendon Town Hall is a key public facing building which is primarily used by Members (including the Group Rooms and Members Surgeries), for council

and committee meetings (evening meetings), licensing sub-committees, school admission/exclusion appeals, partnership boards and officer meetings (daytime meetings), Registration and Nationality (for registration services, weddings and civil partnerships, and citizenship ceremonies) and the Mayor's Office. Middlesex University also use Committee Rooms 2 and 3 and the Council Chamber during the day to hold lectures and other meetings. There are also other occasional uses which are set out in detail in section 1.9.2 below.

- 1.2 Following the relocation of Registration and Nationality from Burnt Oak to Hendon Town Hall in February 2017 it is timely to review room utilisation at the Town Hall to ensure that all stakeholders understand each other's requirements and that prioritisation of different users is documented and understood.

Middlesex University Use of Hendon Town Hall

- 1.3 At present there is no clear formal agreement between the Council and Middlesex University, in regard to the use of both Committee Rooms 2 and 3 and the Council Chamber at Hendon Town Hall.
- 1.4 However, the current informal arrangement is that the University may use Committee Rooms 2 and 3 and the Council Chamber, summarised as follows:
 - 1.4.1 Committee Rooms 2 and 3: Monday to Friday between 9.00am and 5.00pm
 - 1.4.2 Council Chamber: Monday and Tuesday ONLY between 9.00am and 5.00pm except on the Tuesday of a Full Council meeting.
- 1.5 Should the University not require any of these rooms, they are always made available for the Council or other organisations to use on a commercial basis.
- 1.6 Within the arrangement, the Council can cancel any University bookings, should the need for a room arise, for example where there is a statutory council meeting, for public enquiries, or for elections. Such a cancellation is provided by giving the University 48 hours' notice of the Council's requirement. In practice the Council will provide the University with as much notice as possible.
- 1.7 It is proposed that the current informal arrangement with Middlesex University continues as this will provide the Council with the flexibility to amend or terminate the arrangement should there be a change in demand for rooms at Hendon Town Hall in the future as a result of changes in Members requirements or forthcoming office moves.

Council Use of Hendon Town Hall

- 1.8 The current Council use of Hendon Town Hall is outlined below:
 - 1.8.1 Frequent users of Hendon Town Hall:

- The Governance Service and other service areas use committee rooms for statutory meetings which are held during the daytime. These include Licensing Sub-Committees, School Admissions/Exclusions Appeals, other formal meetings (e.g. such as partnership boards) and the SACRE (Standing Advisory Committee on Religious Education).
- The Governance Service use Committee Rooms and the Council Chamber for statutory meetings which are held in the evening including Full Council and committee meetings. The Service also use rooms for other meetings such as Member Development and Youth Assembly meetings.
- Registration and Nationality use the Town Hall during the daytime. This includes the ground floor offices, a first floor office, and the use of the Council Chamber for Citizenship Ceremonies and the Heritage Room for marriage and civil partnership ceremonies.
- Councillors use the downstairs meeting rooms (used by Registration and Nationality during the day) after 5.00pm for Members Surgeries.
- A Business Centre (adjacent to Committee Room 3) on the first floor is used by council officers. There is priority for chief officers attending committee, custodians and Governance Officers, but this space can also be used as a touchdown base by other officers.

1.8.2 Other uses, including occasional requirements:

- During an election period Committee Rooms 1 and 2 are required in the three weeks in the lead up to the election (late April/ early May) for the sorting and verification of postal votes.
- Use of meeting rooms by council departments (e.g. team away days, meetings involving partners)
- Daytime use of meeting rooms by Members (e.g. Leaders Office, Members Group Rooms, etc.)
- Candidates at a parliamentary election or European parliamentary election are entitled to hold public meetings to support their campaigns (only between the receipt of the writ for the election and the day preceding the election).
- Use of Council Chamber by the Mayor's Office (e.g. for Robe Shows which are held during the day approximately six times per year).

1.10 Members are also able to book the committee rooms and council chamber. A general accepted principle is that there no charge where the meeting is in relation to Council business. However, where the meeting is a personal meeting or the Member is acting in a private capacity, it will be subject to the usual market rate: <https://www.barnet.gov.uk/citizen-home/parks-sport-and-leisure/room-hire-hendon-town-hall.html>

2. REASONS FOR RECOMMENDATIONS

- 2.1 The General Functions Committee has responsibility for all other Council functions that are not reserved to Full Council. As the use of rooms at Hendon Town Hall is a matter which directly affects Members it falls with the remit of the Committee to consider and determine matters relating to room usage at Hendon Town Hall. This will ensure that stakeholders and accommodated and prioritised appropriately.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Maintain the current status quo. This is not recommended as the move of the Registration and Nationality Service into Hendon Town Hall has increased the usage of rooms and it is therefore necessary to review arrangements.

4. POST DECISION IMPLEMENTATION

- 4.1 Post decision implementation will be dependent on the recommendations of the committee.
- 4.2 Should there be any urgent requirement for the Council to use rooms that would ordinarily be available to Middlesex University the Council will provide a minimum of 48 hours' notice. In this instance, Facilities Management will inform the University Facilities Manager to confirm the room cancellation.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Corporate Plan 2015 – 2020 has a strategic target relating to One Public Estate, particularly: "Working with central government and local agencies on public property and land issues through sharing and collaboration, we will deliver more integrated and customer focused services, reduce running costs, create economic growth (new homes and jobs) and generate capital receipts." Shared use of Hendon Town Hall with other agencies such as Middlesex University contributes to delivering this target.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 None other than those already committed to the maintenance and management of Hendon Town Hall.
- 5.2.2 Candidates at a parliamentary or European parliamentary elections holding public meetings to support their campaigns or Members using Hendon Town Hall for a personal meeting or acting in a private capacity will be subject to charges at the usual market rate (as detailed in section 1.10 above).

5.3 Social Value

5.3.1 Not applicable in the context of this report.

5.4 Legal and Constitutional References

5.4.1 The General Functions Committee's Terms of Reference are outlined in Section 15a of the Constitution, Appendix A to Responsibility for Functions, which states that the Committee is responsible for all other Council functions that are not reserved to Full Council.

5.4.2 The Representation of the People Act 1983 obliges a local authority to permit the use of certain schools and other council premises for purposes connected to parliamentary and local government elections.

5.5 Risk Management

5.5.1 Not considering the current room utilisation at Hendon Town Hall could result in some users not being able to access rooms when required. As a primary public facing building it is important that the Council has access to the rooms it requires to support Members, hold formal meetings, accommodate the Mayor's Office and enable the Registration and Nationality Service to operate effectively.

5.6 Equalities and Diversity

5.6.1 The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people from different groups
- foster good relations between people from different groups

5.6.2 The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making, the design of policies and the delivery of services.

5.7 Consultation and Engagement

5.7.1 Subject to the views of the Committee discussions take with the various stakeholders to ensure that all parties are clear how meeting rooms are managed at Hendon Town Hall.

5.8 Insight

5.8.1 Not applicable in the context of this report.

6. BACKGROUND PAPERS

6.1 None.