



Report to: Audit and Governance Committee, 18th September 2019

Report of: Democratic and Civic Services Manager

Subject: GUILDHALL ROOM HIRE CHARGING POLICY

1. Recommendation

1.1 That the draft Guildhall Room Hire Charging Policy be considered by the Committee.

2. Background

- 1.1. A Guildhall Room Hire Charging approach has been in place for some time but the use of the Guildhall has changed over time and along with the business needs of the City Council. The approach therefore requires reviewing and updating.
- 2.2 A draft Policy is attached at Appendix 1. It is designed to ensure that there is clarity and consistency in setting the level of charges for Guildhall room hire. The Policy also identifies principles by which events and meetings are exempt from any charges and the reason for the exemption.
- 2.3 The Policy will be subject to review on an annual basis by the Democratic and Civic Services Manager in consultation with the Corporate Leadership Team, Leader and Deputy Leader of the Council and any proposed revisions reported to the Income Generation Sub-committee and Full Council as part of the annual budget-setting process.

3. Implications

3.1 Financial and Budgetary Implications

Guildhall room hire charges are agreed as part of the Council's Fees and Charges on an annual basis. There are no changes to the existing charging arrangements, therefore there are no financial implications.

3.2 Legal and Governance Implications

The Policy ensures compliance with Representation of the People Act 1983 regarding a candidate's entitlement to use public rooms, free of charge for the purpose of holding public meetings in furtherance of his/her candidature.

The Policy provides support to assist Members in carrying out their role in accordance with the protocol set out in the Council's Constitution.

3.3 Risk Implications

None.

3.4 Corporate/Policy Implications

The Policy supports the Guildhall income generation initiatives by offering a 25% discount to hirers if multiple rooms are booked for the same day.

The Policy supports the business and priorities of the Council as identified in the City Plan 2016-2021.

Equality Implications

The Policy supports the work of Charities and Voluntary Sector Organisations by offering a 50% discount on booking charges.

3.5 Human Resources Implications

None.

3.6 Health and Safety Implications

None.

3.8 Social, Environmental and Economic Implications

Consideration will be given to a request for a reduction or waiver of charges from a hirer if there is a clear economic, social or environmental benefit to the City and there is no intention to make a profit.

Ward(s): All
Contact Officer: Claire Chaplin, Telephone: 01905 722005
Email: claire.chaplin@worcester.gov.uk
Background Papers: None