

## Task and Finish Group Template

In order to set up a Task and Finish Group please ensure that this template is completed in full. The relevant Committee will consider this information when deciding if the group is required.

<b>Committee</b>	Democratic Services Committee
<b>Title of Task and Finish Group</b>	Considerations for a Future Council Chamber
<b>Is a Council Policy currently in place? If so, please state which one</b>	Multi Location Meeting Policy
<b>Which Council Priority would the Task and Finish Group Support?</b>	An ambitious and innovative council delivering quality services at the right time and in the right place
<b>Why is there a need to set up a Task and Finish Group?</b>	Enquiries have been made by some members for consideration of a new Council Chamber. The group would consider all of the requirements, options and costs before presenting these to Council.
<b>What is the Scope of the Task and Finish Group? What will be considered and what will not?</b>	<p>A number of factors would need to be considered and agreed before the room could be utilised as a Council Chamber, namely:</p> <ul style="list-style-type: none"> <li>• The sound in the room is poor owing to the location of the building by a main road and the need for window replacement;</li> <li>• The acoustics in the room are poor. An acoustics audit has been undertaken in the room with recommendations on how the acoustics could be improved. To note, the sound and acoustics will not be fully improved unless the windows are changed;</li> <li>• The room is currently used for income generation. By using the room as a Council Chamber, would the room still be useable by others to hire;</li> <li>• The hybrid meeting system has recently been moved into two rooms at the General Offices to support income generation. The system would need to be moved should a new Council Chamber be identified;</li> <li>• Hybrid meetings would still be required under legislation, even if all members and officers were in physical attendance, as there is a requirement to make all meetings accessible to those that cannot attend a meeting physically and meetings also need to be recorded and included on the website;</li> <li>• When the Jack Williams Conference Hall was previously considered as a location for the Council Chamber it was planned for the system to be mobile</li> </ul>

	<p>so that it could be moved to utilise the room in different ways. With the electrical work that would be required this arrangement would not be possible and the chamber set up would be permanent. Consideration could be given to utilising half of the room as a Council Chamber and the remaining space to be used for other meetings;</p> <ul style="list-style-type: none"> <li>• Room set up and requirements;</li> <li>• Overall costs and the Grade II listing of the building would need to be considered should any changes be made to the Jack Williams Conference Hall; and</li> <li>• Are there any other alternative locations that could be used as a Council Chamber in future.</li> </ul>
<b>What outcome are you seeking from holding a Task and Finish Group?</b>	<p>Either for:</p> <ul style="list-style-type: none"> <li>• An identified location, room and system requirements and costs of a new Council Chamber for consideration by Council; or</li> <li>• Recognition that a new Council Chamber is not feasible at this time.</li> </ul>
<b>Which Officers will support the Task and Finish Group?</b>	<ul style="list-style-type: none"> <li>• Democratic Services</li> <li>• Corporate Landlord</li> <li>• Finance</li> <li>• External partners to be identified for acoustics, system, locations etc</li> </ul>
<b>Suggested Member Representation, e.g. Ward specific</b>	<p>Cross party membership of six members to be suggested by the Democratic Services Committee and agreed by Council</p>
<b>How many meetings will be held and how often?</b>	<p>Meetings to be held monthly with the number of meetings to be determined by the group</p>
<b>What is the anticipated timescale for completion?</b>	<p>6 months</p>
<b>How often will you report back to committee?</b>	<p>A report on progress can be brought to each committee of Democratic Services Committee before approval at Council.</p>