

# Executive Committee

24<sup>th</sup> June 2014

## REVIEW OF TOWN HALL CONCESSIONARY USE

Relevant Portfolio Holder	Phil Mould
Portfolio Holder Consulted	Yes
Relevant Head of Service	Head of Leisure & Culture Services
Wards Affected	N/A
Ward Councillor Consulted	N/A
Non-Key Decision	

### 1. SUMMARY OF PROPOSALS

The report outlines the proposed revisions to the Concessionary Scheme for the use of Committee Room Bookings within the Town Hall.

### 2. RECOMMENDATIONS

**The Executive Committee is requested to RESOLVE that**

- 1) **the proposed booking and administration procedure (Appendix 1) for Civic Suite Concessionary Room Bookings be approved and adopted; and**
- 2) **Officers be directed to commence with the new procedure from Monday 30<sup>th</sup> June 2014.**

### 3. BACKGROUND

The current Concessionary Policy has been used for over 20 years and is provided 'Free of Charge' to the user as long as there is no additional cost to the Council and that the use does not conflict with Council business.

However, the current policy has recently come under scrutiny and it has become apparent that current custom and practice do not fully reflect the policy.

In order to bring consistency and clarity to the booking administration officers have reviewed and revised the process (see appendix 1).

The revised procedure includes a matrix which outlines the criteria required to allow any new user requesting concessionary use to receive one, and gives clear guidance to officers to allow this to happen.

It is proposed that in the event of a dispute that the final decision will be made by the Leader of the Council.

**4. KEY ISSUES**

**Financial Implications**

- 4.1 Income targets are set against room bookings and although income has increased additional concessionary users could result in increased pressure to achieve the required income levels as included in the Medium Term Financial Plan.

Performance for 2013/14:

Income Target £15k = £15,090  
Income Achieved (Actual) £14k  
Number of Concessionary Bookings given: 156

Performance for 2012/13:

Income Target £16k  
Income Achieved (Actual) = £13k  
Number of Concessionary Bookings given: 131

**Legal Implications**

- 4.2. There are no direct legal implications contained within this report.

**Service / Operational Implications**

- 4.3 There are no direct service/operational implications in this report but the improved procedure including its matrix (appendix 1) will give clear guidance and a process to follow for officers and potential users.

It will also give the clarity required to ensure the system is administered in line with the Council value and allow officers to make decisions that support our Strategic Purposes.

**Customer / Equalities and Diversity Implications**

- 4.4 There are no direct equality or diversity implications contained within this report, however it is acknowledged that the Committee Rooms within the Town Hall play a vital role in supporting local community groups to fulfil their objectives.

**5. RISK MANAGEMENT**

Should the number of bookings under the Concessions Policy grow there is a possibility this will limit the availability of space for paying customers which will impact upon the service's ability to maintain current income levels and achieve the targets within the MTFP.

**6 APPENDICES**

Appendix 1 - Proposed Procedure

**7. BACKGROUND PAPERS**

Civic Suite Hire Agreement

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