



Subject:	Refurbishment of Committee Rooms
Date:	18 th May 2018
Reporting Officer:	John Walsh, City Solicitor
Contact Officer:	Peter McKay, Facilities Manager

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	Members are advised there are plans to refurbish the Lavery and Conor Committee Rooms during the 2018/19 year. Some relatively minor redecoration of both areas took place back in 2009 however no major refurbishment has taken place in either room for at least 20 years.
2.0	Recommendations
2.1	The Committee is asked to; <ul style="list-style-type: none">Consider the report and agree to the refurbishment as outlined is carried out
3.0	Main Report
3.1	The major elements of the refurbishment includes replacement of the carpets and curtains; redecoration of the walls and ceilings; upgrading of existing lighting; upgrading of audio visual

	plasma screens in Lavery room only; the provision of bespoke wooden catering service units and repairs to and re-varnishing of the committee tables and chairs.
3.2	The redecoration and some infra structure works will be carried out in July during the summer recess. It is anticipated some of the other refurbishment elements e.g. new carpets and curtains will have to be phased in later in the year.
3.3	The refurbishment will not impact on the Committee meeting schedules although there may be some minor disruption in relation to temporary finishes or a specific meeting may have to be moved to one of the function rooms in the City Hall.
	Key Issues
3.4	The key issue is for Members to acknowledge both Committee Rooms will be refurbished and there may be some minor disruption in relation the actual works themselves e.g. temporary finishes or the relocating of a specific Committee meeting.
3.5	During the refurbishment periods, Members will be unable to book the Lavery or Conor rooms for private meetings. However alternate meeting rooms can be made available in one of the three city centre buildings.
	Finance & Resource Implications
3.6	The overall cost of the refurbishment is estimated to be in the region of £35k for both rooms. The majority of the costs have been allowed for in the Property Maintenance Planned Maintenance budget. The balance will be paid from the Facilities Management revenue budget.
	Equality and Good Relations Implications
3.7	There are no Equality and Good Relations implications.
4.0	Appendices - Documents Attached
	None