

Protocol on the use of the Lavery and Conor Rooms in the City Hall

Primary Use

The main purpose of these rooms is to accommodate meetings of the Council's Standing Committees and All-Party Working Groups and to act as a venue for individual Members, in carrying out their representative roles as Councillors, to meet with constituents or groups of constituents.

Guiding Principals for Other Use

1. The rooms may be booked for meetings of bodies which involve a number of our Members directly and which are administered by the Council, such as the Belfast District Policing Partnership and the Strategic Tier of the Community Safety Partnership.
2. The rooms may be booked for meetings which involve the Chief Officers and/or Elected Members, such as CMT and the Party Leaders' Consultative Forum.
3. The rooms may be booked for meetings involving Chief Officers and/or Elected Members and/or Statutory Partner Agencies.
4. It is accepted that there may be a lack of meeting space for those Council Services which have relocated to the City Hall. Therefore, the rooms may be booked for internal meetings by those Services based **wholly** in the City Hall where there is no other meeting room available.

In any of the above circumstances, Services making bookings which meet the criteria need to understand that the Committee Services Unit may at any time cancel the booking if a special meeting of one of the Standing Committees is called which requires the use of the room. Although we will do our best to prevent this happening, no guarantee can be given that a booking will be able to be honoured.

Conditions of Booking

1. All bookings should be made by email through the Business Support Office (thompsonj@belfastcity.gov.uk).
2. Bookings are accepted on a provisional basis only and are subject to cancellation if the room is needed to accommodate the Council's decision-making process.
3. The Committee Rooms contain Audio-Visual equipment which is owned by the Committee Services Unit. If this equipment is to be used as part of the meeting then this needs to be made clear at the time of booking. Otherwise the equipment will be locked and be unavailable for use.
4. The acceptance of a booking does not include arrangements for catering, car parking and other security related matters. These issues should be addressed directly with Facilities Management.

5. It is the responsibility of the Service making the booking to ensure that the room is left clean and tidy and that any papers relating to the meeting are removed at its conclusion.
6. If the booking involves persons or groups of persons from organisations outside the Council, then the member of staff from the Council Service making the booking will be considered to be responsible for the behaviour of those other persons whilst using the Committee room.

Please note that ad-hoc use of these two Committee Rooms, without going through the booking procedure, is not permitted as they can be required at short notice by the Elected Members.

December, 2016