

Report to the Cabinet

Report reference: C-039-2013/14
Date of meeting: 21 October 2013



Portfolio: Asset Management and Economic Development

Subject: Civic Offices Committee Room Tables

Responsible Officer: Mike Tipping (01992 564280).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That a District Development Fund bid of £10,000 be made for 2014/15 to replace the meeting tables in Committee Rooms 1 and 2.

Executive Summary:

This report seeks budgetary funding to replace the committee room tables which are now over 20 years and showing signs of deterioration and weakening of the leg joints.

Reasons for Proposed Decision:

To enable ageing and weakening tables to be replaced before they become a potential health and safety issue.

Other Options for Action:

To do nothing until such time as replacement becomes an absolute necessity for health and safety reasons.

To consider renovation of the existing tables. This may provide a new lease of life for a period of time but will not overcome the wear and tear issues or the requirement for increased flexibility of movement and storage. Renovation is also likely to be more expensive than replacement.

Report:

1. The two committee rooms are furnished with 24 rectangular tables measuring 1500x750mm (12 in each room) and 2 smaller square tables measuring 750x750mm (1 in each room). The standard configuration in each room is a large rectangle with seating capacity for 20 people with 2 spare tables in each room for accommodating refreshments, papers etc.

2. The tables are of modular construction consisting of a metal sub frame to which wooden legs are bolted to each of the four corners and a top panel bolted to the sub frame. Each of the tables also has a full depth modesty board attached to the sub frame and legs by a series of clips.

3. The tables were purchased in 1990 as part of the fit out of what was then the new Civic Offices Building. The tables are heavy and with constant moving around over the years into different seating configurations wear and tear has caused the leg joints to loosen which in turn causes movement in the tables. Each time this occurs the joints have been tightened but there is no scope for any further adjustments of this nature. One table has broken beyond economic repair and is being held as a source of spares for the other tables.

4. There is an increasing requirement to configure the rooms into less formal layouts for training courses, presentations, exercises and informal meetings etc. The wear and tear on the existing tables will continue and it has to be questioned how much longer they will survive such treatment.

5. Some meetings require an all seating layout. In these cases the tables have to be placed around the perimeter of the room(s) with other tables placed upside down on top of them. Alternatively some have to be stored in the Members Room to create the required space in the committee rooms.

6. To achieve the increased flexibility required for these seating configuration changes It is proposed that the replacement tables would have a different design of legs and feet which would incorporate casters for easy movement. The tops including half depth modesty boards would be hinged to allow more compact storage.

7. The number of tables required could probably be reduced to 22 which would provide for the standard layout for 20 people plus one spare table in each room. There would not appear to be a need to replace the two smaller tables.

8. There may be disposal costs for the old tables but every effort would be made to dispose of them in such a way that some re-use was possible.

Resource Implications:

£10,000 District Development Fund bid for 2014/15.

Legal and Governance Implications:

Procurement would be in accordance with contract standing orders.

Safer, Cleaner and Greener Implications:

There are no specific implications.

Consultation Undertaken:

None.

Background Papers:

None.

Impact Assessments:

Risk Management

Refurbishment works to preserve the value and condition of a Council property asset.

Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?
N/A.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
N/A.