
Report to: Council

Date of Meeting: 11 August 2016

**Subject: Proposed Council Chamber and Elected Member
Accommodation at Kilncraigs**

Report by: Executive Director

1.0 Purpose

- 1.1. This report provides the Council with the opportunity to consider the facilities being provided at Kilncraigs for Elected Members. This includes the design and layout of the new Council Chamber and allocation of Group and individual rooms.

2.0 Recommendations

- 2.1. It is recommended that the Council agree:
- 2.1.1 the preferred seating arrangement from the two main options set out at section 4.1.2 of the report, and
- 2.1.2 the preferred accommodation arrangement for Member rooms from the three main options set out at section 4.2.1 of the report.

3.0 Background

- 3.1. At the Council meeting on 12 May 2016 a report on the Annual Property Review (2016/17) was approved. This report included a decision to further integrate service provision at the Council's Kilncraigs headquarter complex by firstly relocating Elected Member accommodation and the current Council Chamber from the former Paton's School building into the 1904 building at Kilncraigs. In doing so this creates the opportunity to relocate both the Criminal Justice and Community Justice teams from their current accommodation at Glebe Hall to the Paton's building, such that the former then becomes surplus to operational requirements.
- 3.2. An amendment to the reports recommendation was subsequently agreed whereby:

"the Council will require to approve the facilities being provided at Kilncraigs for Elected Members. This will include Members' rooms, the design and layout of the proposed Council Chamber".

- 3.3 In order to facilitate agreement on these matters informal consultation has taken place with Councillor Matchett (on behalf of the Administration), Councillor Holden (on behalf of the main Opposition), Councillor Campbell and Councillor Drummond.

4.0 Option Appraisal and Proposals

4.1 (A) Council Chamber Design and Layout:

4.1.1 The main design consideration relating to the layout of the replacement Chamber relates to the preferred seating position of the Provost and the consequential seating position of all other Elected Members. From the informal consultation exercise it became clear that there was effectively unanimous support for the Provost to be seated at the north-west end of the Chamber. Such an arrangement is both convenient in relation to the proximity of the adjoining Civic Room and also takes advantage of the best architectural and historic features of the room

4.1.2 Having established the preferred location of the “top table” there are clearly several options regarding how the remaining chamber tables/seats are positioned. Firstly, the established “u-shaped” arrangement (appendix 1) could be adopted. Alternatively, a layout whereby two rows of tables/chairs is set out on either side of a central passage could be created (appendix 2).

4.1.3 Depending upon the seating pattern eventually agreed, arrangements can then be made to position the lectern, minute takers desk and officer/visitor seating in appropriate locations elsewhere in the Chamber.

4.2 (B) Members Rooms

4.2.1 While there are potentially numerous options for replacement Member rooms it was considered, after initial consultation, that there were essentially 3 main options, namely:

- Option 1 - Ground Floor
- Option 2 - First Floor
- Option 3 - Second Floor (Mezzanine Level)

Indicative layouts for each of these options is set out in appendices 3, 4 and 5..

4.2.2 **Option 1** Involves retention of all Member rooms on the ground floor of the 1904 building in relatively close proximity to the new Council Chamber and main reception area. While 7 existing rooms would need minor modification, the existing vending area would be converted into two group meeting rooms. Facilities and rooms lost on the ground floor would be capable of being replaced on the first floor. In addition, it is suggested that the Civic Room would also become the Provost’s main room, Room 1:01 on the first floor would continue as a meeting room while the medical/rest room and/or adjoining floor space would be

revamped as accommodation for the dedicated administrative staff. These latter 3 proposals are common to all 3 options. In particular, it is considered important to have an administrative presence close to the corridor from which the Chamber is to be accessed from the existing atrium and main reception.

4.2.3 **Option 2** Involves the location of most Member accommodation on the first floor north wing. However, similar to the former arrangement at Greenfield, two individual Member rooms would require to be located on the ground floor nearer the reception/admin support.

4.2.4 **Option 3** Involves the location of all Member accommodation on the second floor (Mezzanine Level) and relocation of the Executive Team and their associated Administrative support staff, probably to the first floor of the 1936 building.

4.3 The associated floor space for each of the rooms is summarised in the following table. It compares the space available for Member accommodation in both Greenfield and Paton's with what would probably be available under each of the 3 options at Kilncraigs.

4.4 Table 1: Summary of Indicative Member Accommodation Floorspace (M²):

Member	Greenfield	Patons	Option 1	Option 2	Option 3
Provost	21	22	40	40	40
Leader	18	19	27	17	26
Admin Group	46	41	35	30	34
Opp Group	29	48	45	27	53
Member (C/I)	8	10	8	8	17
Member (C/I)	9	12	8	8	25

Other Accommodation

Chamber	55	92	145	145	145
Consult Room	8	13	17	27	27
Meeting room	36	15	27	27	27
Admin Staff	22	24	20	20	20

5.0 Sustainability Implications

5.1 There are no specific sustainability issues arising from this report.

6.0 Resource Implications

6.1 *Financial Details*

6.2 There are no significant financial implications arising from this report. Yes

6.3 *Staffing*

There are no staffing issues arising from this report.

7.0 Exempt Reports

7.1 Is this report exempt? Yes (please detail the reasons for exemption below) No

8.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

- | | |
|--|--------------------------|
| The area has a positive image and attracts people and businesses | <input type="checkbox"/> |
| Our communities are more cohesive and inclusive | <input type="checkbox"/> |
| People are better skilled, trained and ready for learning and employment | <input type="checkbox"/> |
| Our communities are safer | <input type="checkbox"/> |
| Vulnerable people and families are supported | <input type="checkbox"/> |
| Substance misuse and its effects are reduced | <input type="checkbox"/> |
| Health is improving and health inequalities are reducing | <input type="checkbox"/> |
| The environment is protected and enhanced for all | <input type="checkbox"/> |
| The Council is effective, efficient and recognised for excellence | <input type="checkbox"/> |

(2) **Council Policies** (Please detail)

9.0 Equalities Impact

9.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? Yes

10.0 Legality

10.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

11.0 Appendices

11.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1: Layout of Chamber – “U-Shape”

Appendix 2: Layout of Chamber – “2 Rows”

Appendix 3: Member Accommodation – Option 1

Appendix 4: Member Accommodation – Option 2

Appendix 5: Member Accommodation – Option 3

12.0 Background Papers



12.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

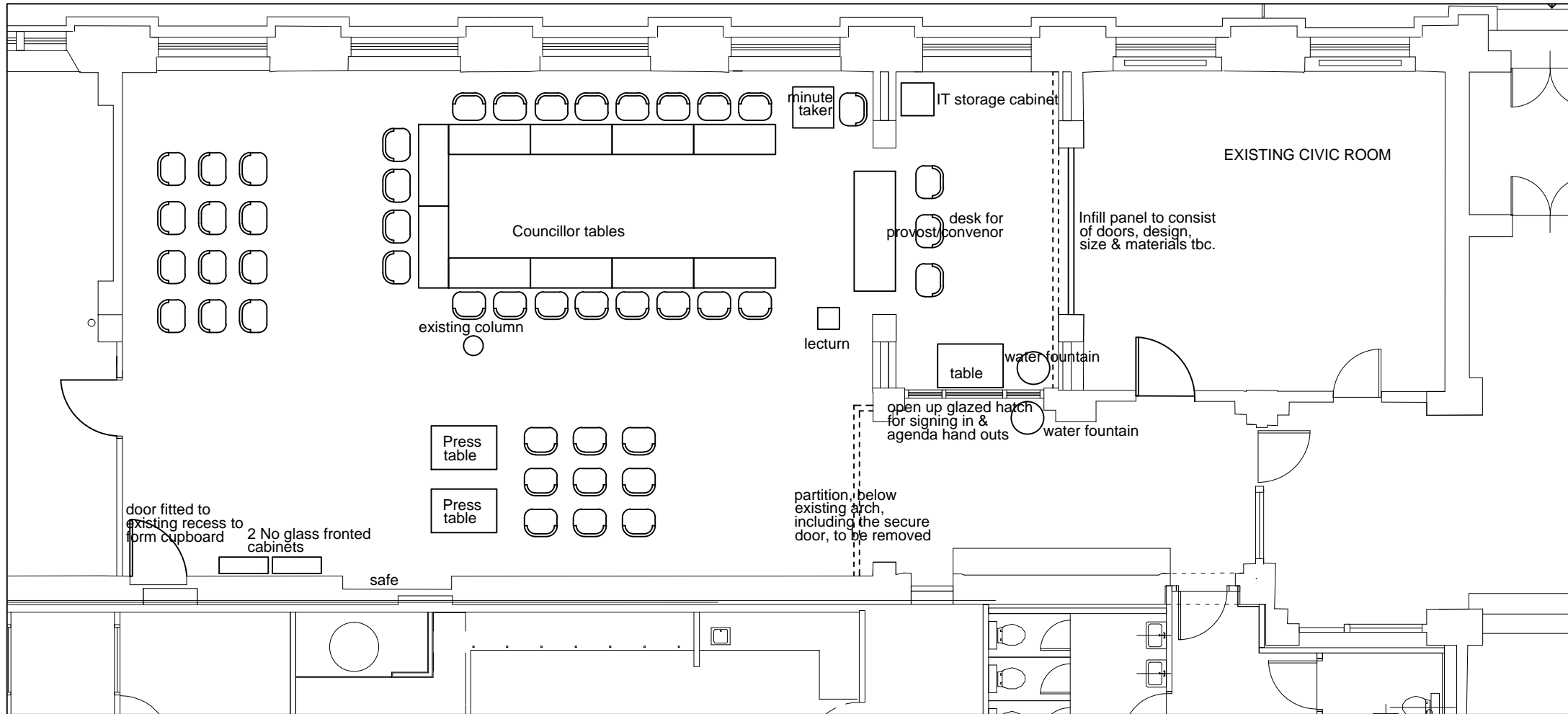
Yes (please list the documents below) No

Author(s)

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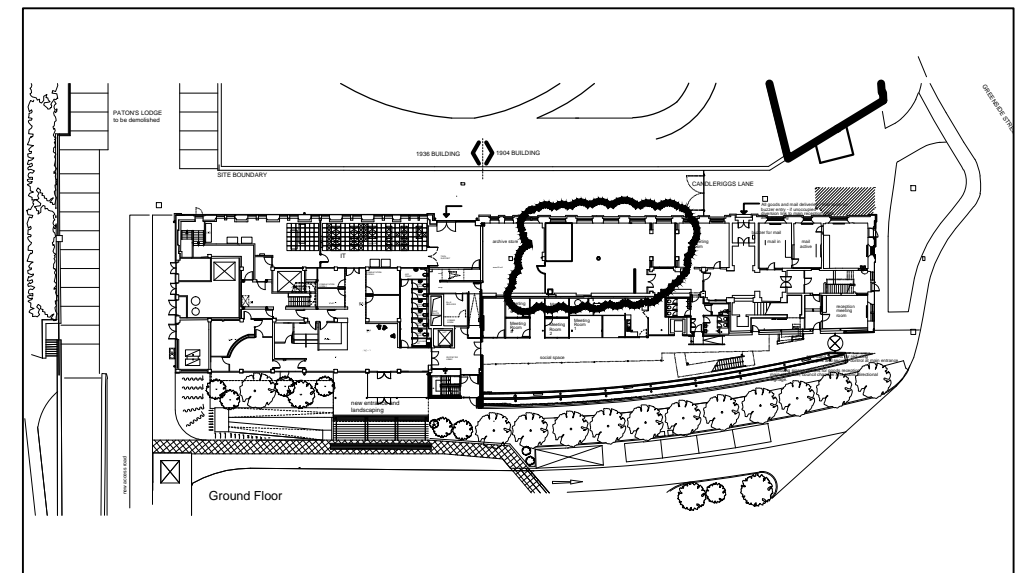
Approved by

NAME	DESIGNATION	SIGNATURE
Garry Dallas	Executive Director	
Elaine McPherson	Chief Executive	



Floor Plan
scale 1:100 @ A3

DRAFT FOR DISCUSSION

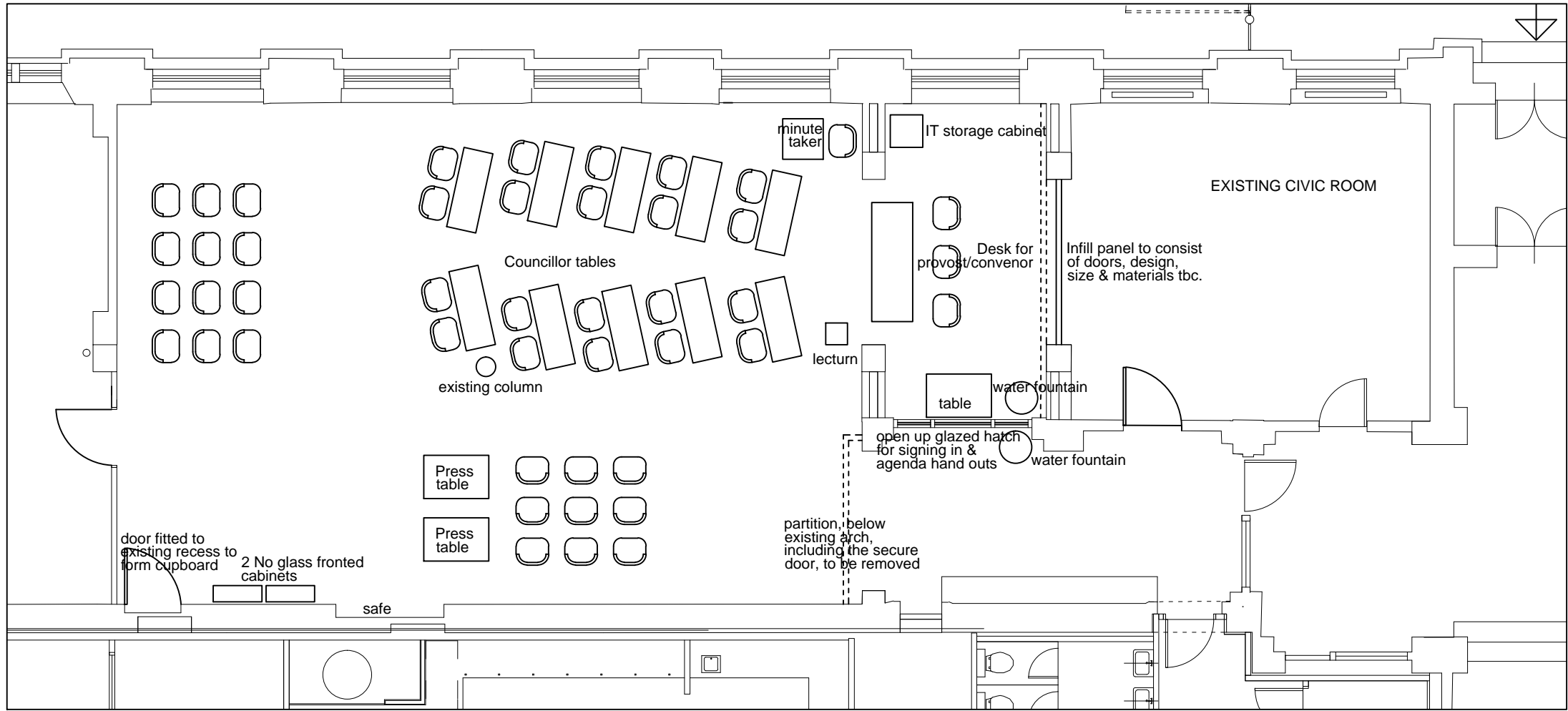


Ground Floor Plan
scale 1:1000 @ A3


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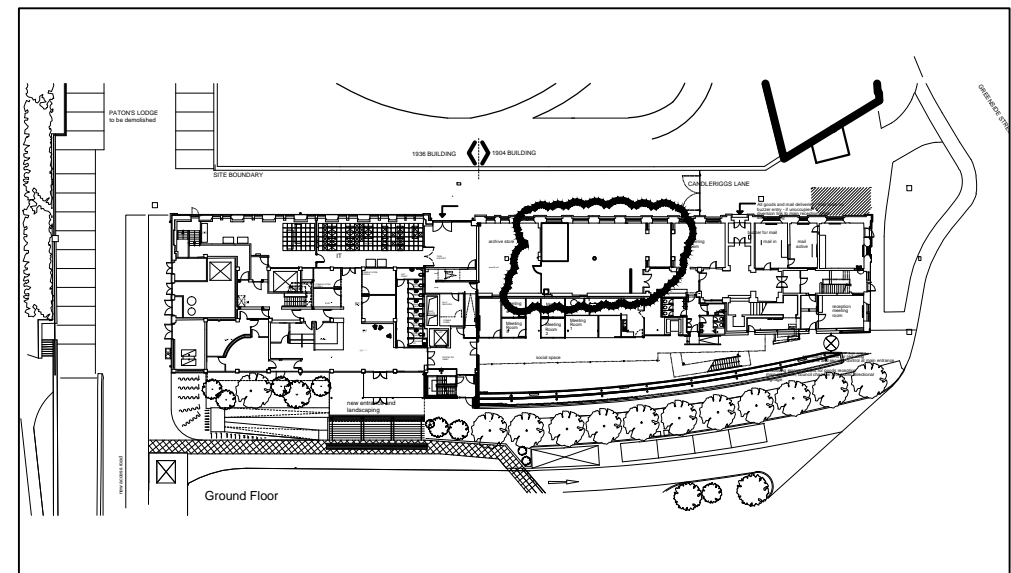
DRAWING TITLE - APPENDIX 1
Proposed alterations to former CCTV room at Kilcraigs

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Floor Plan
scale 1:100 @ A3

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DISCUSSION**

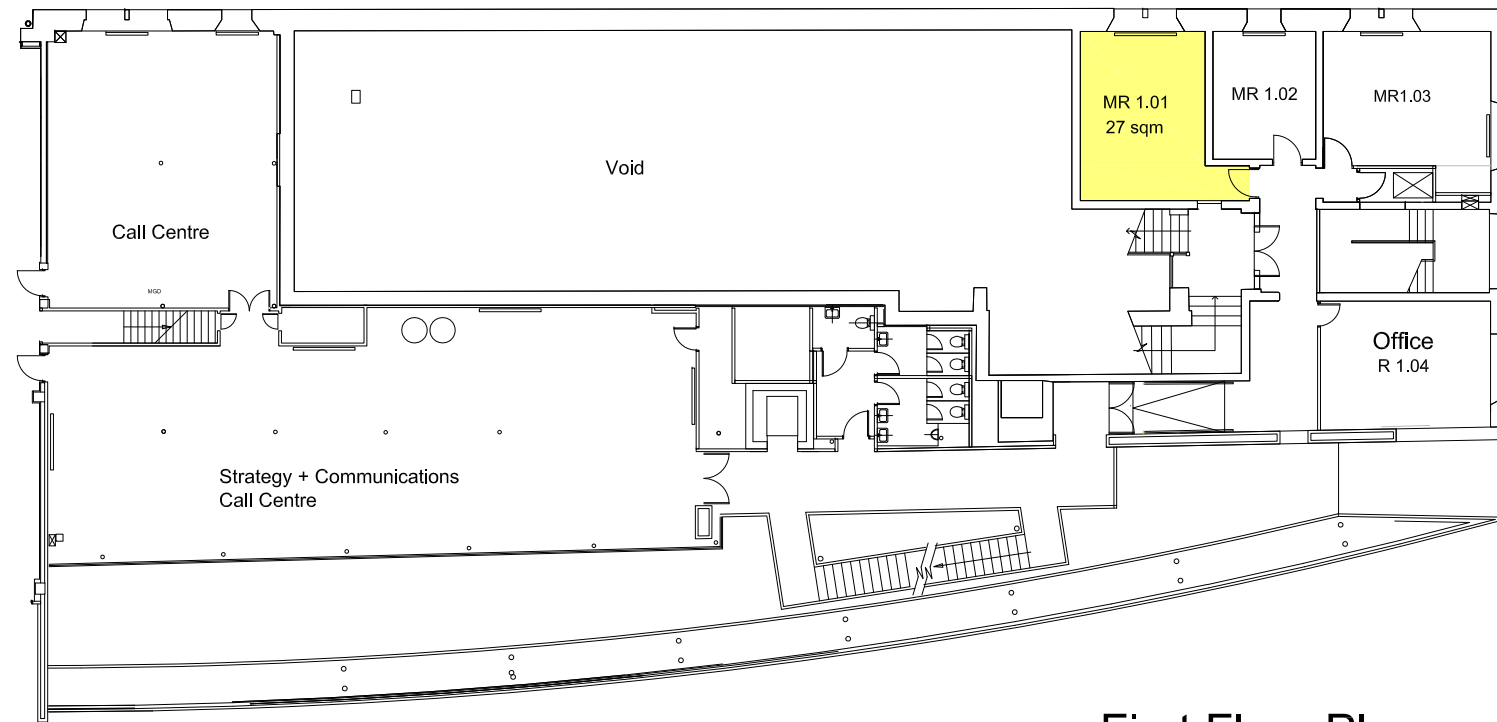


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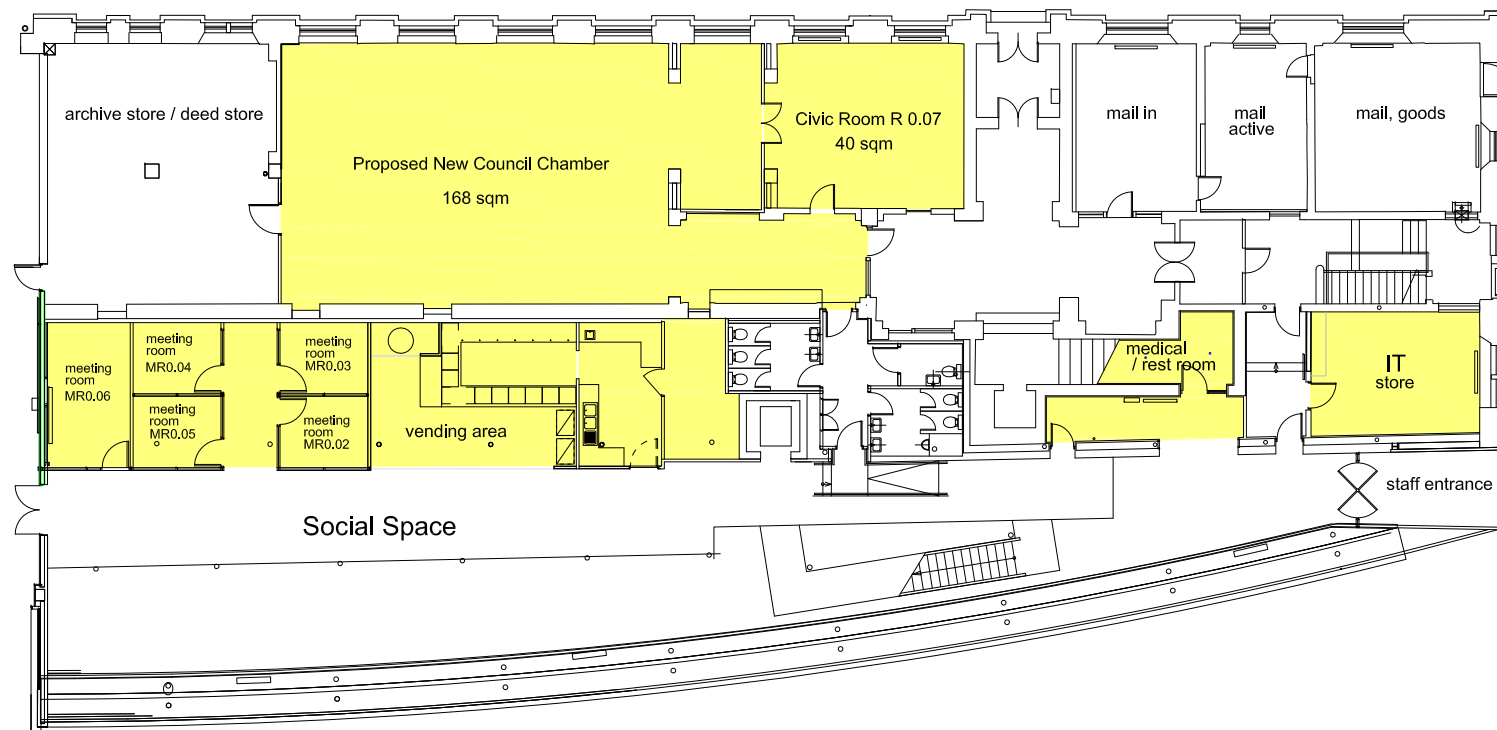
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DRAWING TITLE - APPENDIX 2
Proposed alterations to old CCTV room at Kilncraigs

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First Floor Plan



Kilncraigs 1904 Ground Floor

Appendix 3 - Option 1



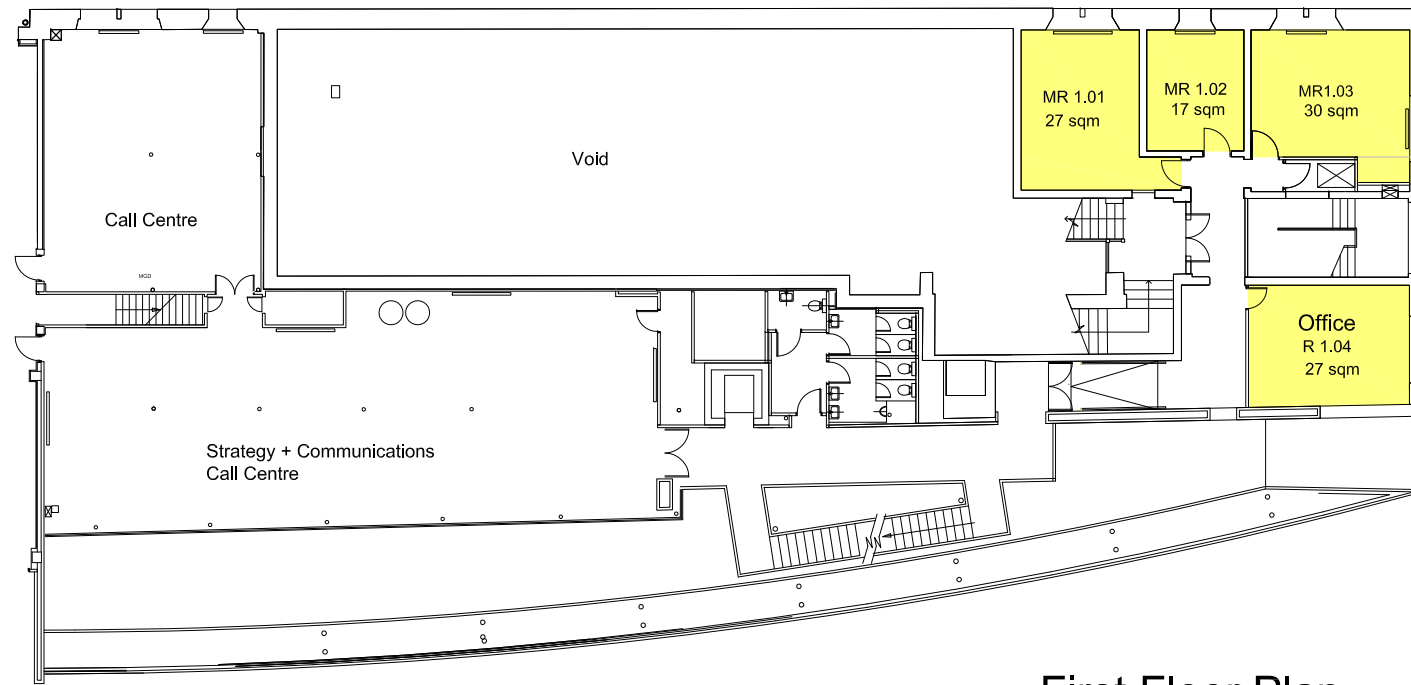
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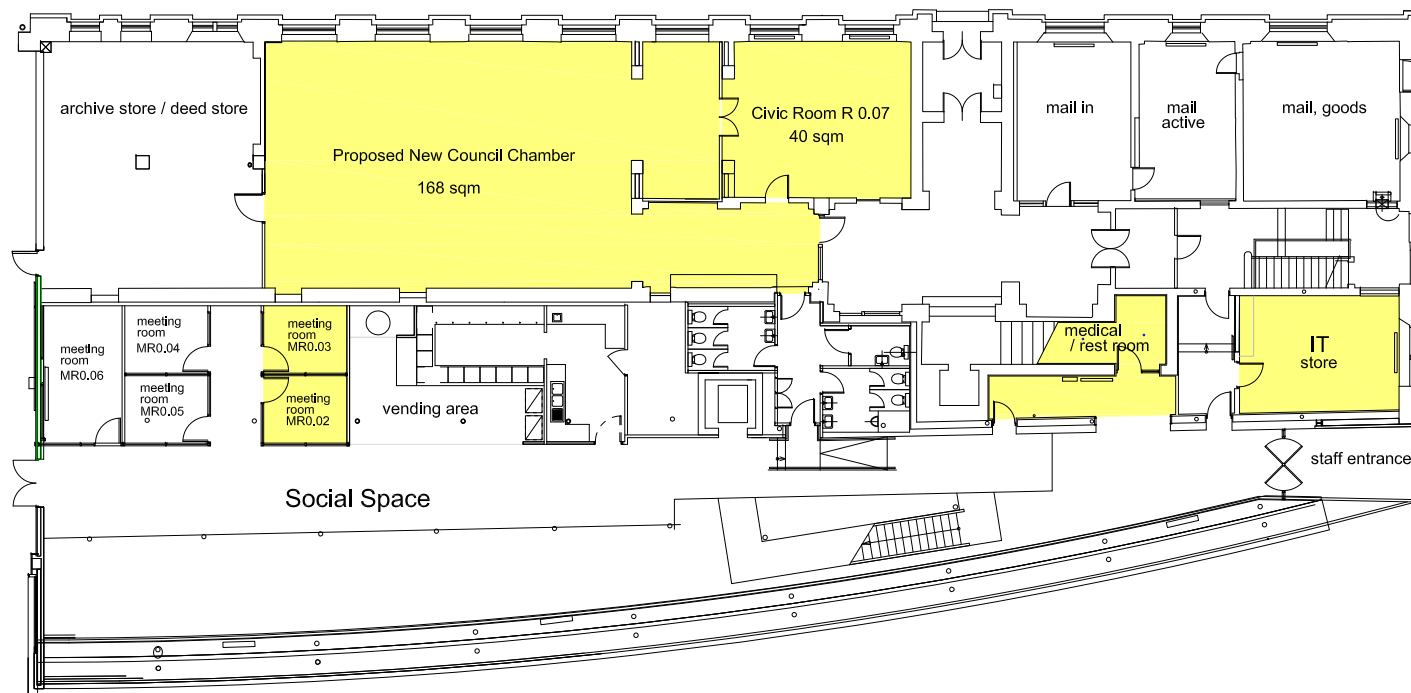
PROJECT
Kilncraigs 1904 Building

DRAWING
Appendix 3 - Option 1

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First Floor Plan



Kilncraigs 1904 Ground Floor Appendix 4 - Option 2



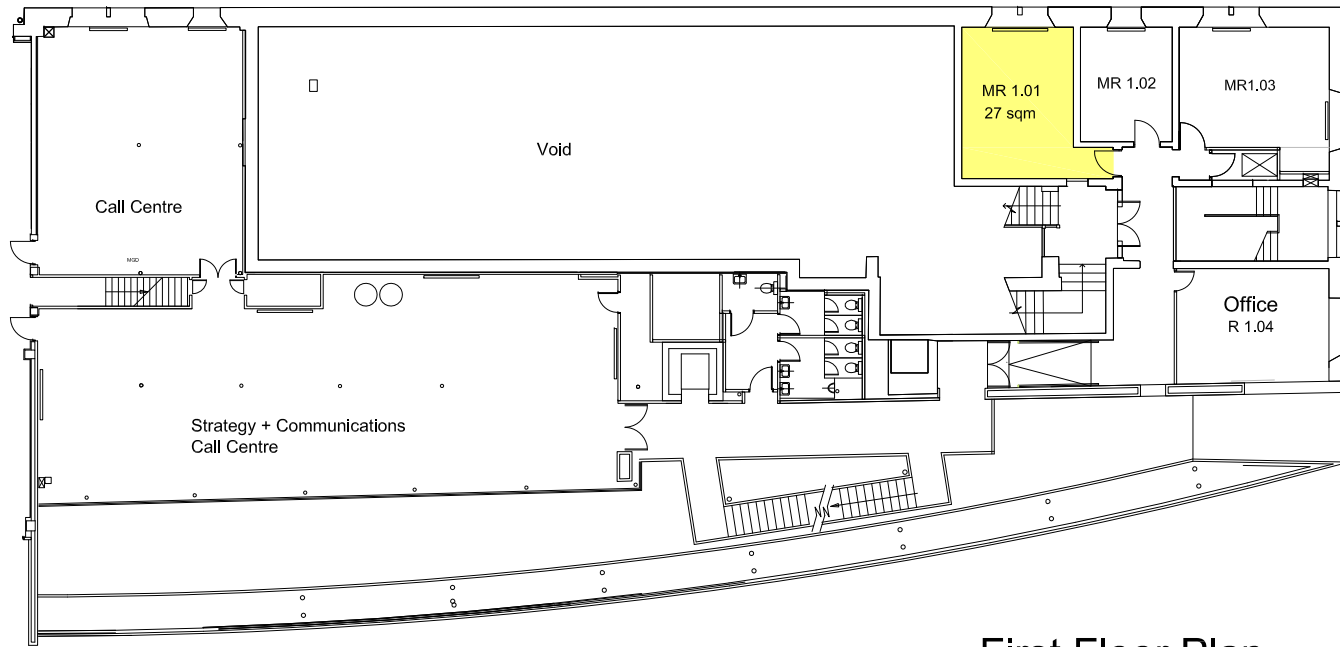
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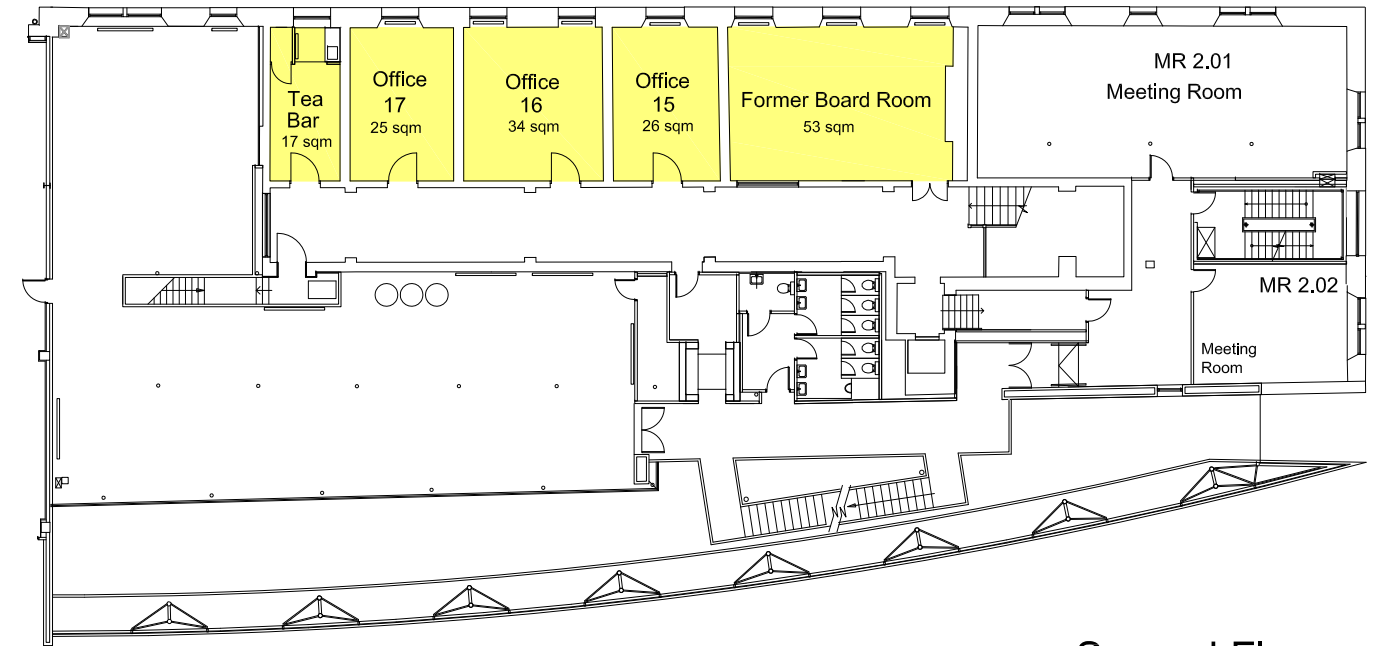
PROJECT
Kilncraigs 1904 Building

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Appendix 4 - Option 2

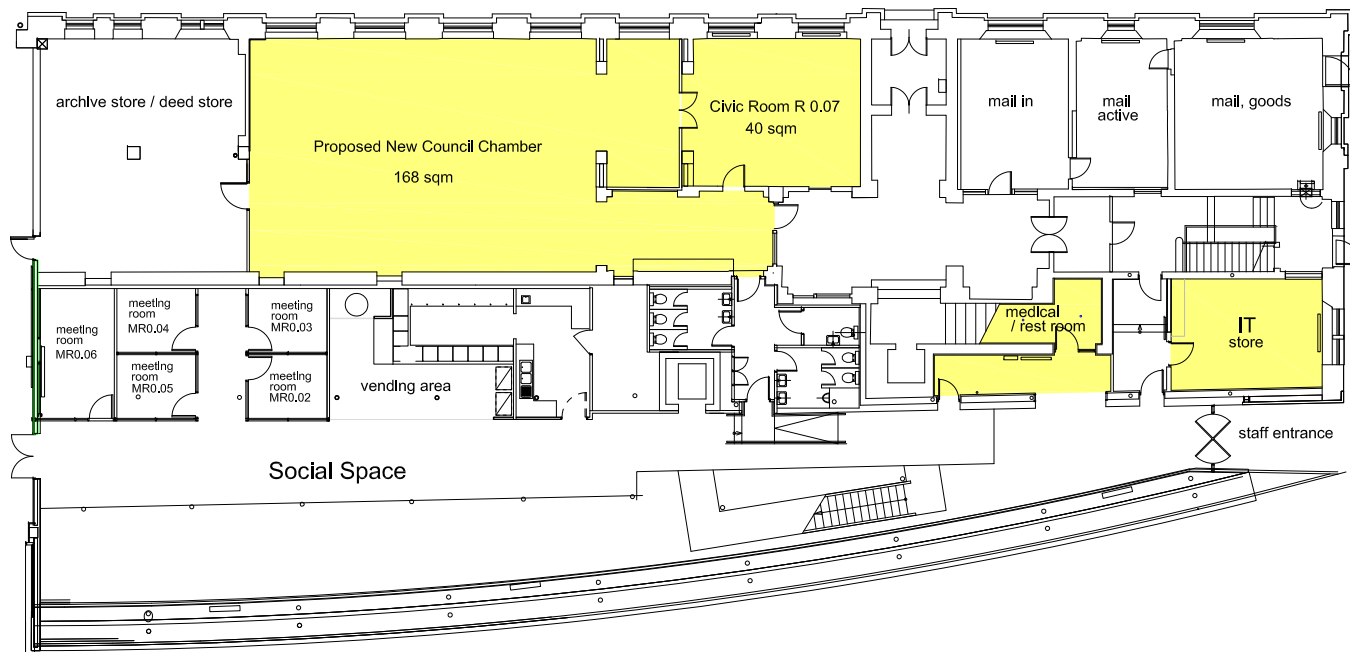
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First Floor Plan



Second Floor



Kilncraigs 1904 Ground Floor Appendix 5 - Option 3

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DRG NO. Option 3	REV	JOB NO. XXX	

