

Wyre Forest District Council

Record of a Council Decision delegated to be made by an Officer

This includes a record of an Executive Decision made by an officer under Regulation 13, Part 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Item decided: Implementation of revised hire rates to reflect the reduced capacity of the public meeting rooms at Wyre Forest House during Covid-19 pandemic.	
Officer who has taken the decision	Elaine Brookes, Facilities & Asset Manager
Date of the decision	16 September 2020
Reason for the decision/alternatives considered	A risk assessment was completed in accordance with the Government's guidance for working safely during Covid-19 in offices and contact centres. The Council approved a plan to meet key issues for working safely at Wyre Forest House. The plan included maintaining 2m social distancing wherever possible within Wyre Forest House. This greatly affected the maximum number of users allowed in the public meeting rooms. It was therefore necessary to review the hire rates to appropriately reflect the reduced capacity whilst social distancing measures are in place. The proposed revised hire rates are attached to this decision.
Date and source of Delegated Decision (if appropriate)	Part of the Council's agreed fees and charges enables the Facilities and Asset Manager to apply commercial considerations to the setting of room hire rates.
Council/Cabinet member consulted – if applicable	Cllr Fran Oborski, Deputy Leader & Cabinet Member for Economic Regeneration, Planning & Capital Investment
Any interest declared by the Consultee or officer	None

WYRE FOREST HOUSE PUBLIC MEETING ROOM HIRE CHARGES DURING COVID-19 PANDEMIC

Room	Hire Charge (including VAT) during Covid-19	
	Hourly	Daily
Council Chamber	£20.00	£95.00
Stourport on Severn	£14.50	£50.00
Bewdley	£14.50	£50.00
Stourport on Severn & Bewdley joined	£18.00	£70.00
Kidderminster	£14.50	£50.00
Rock	£12.50	£35.00
Kidderminster & Rock joined	£18.00	£70.00