

### Alternative venues for council assembly

The Democracy Commission recommended that council assembly meetings are alternated between suitable venues throughout Southwark, the commission recommended that when assessing venue suitability, maximum participation and involvement by the community be considered. The following specification has been developed.

It is suggested that further investigations be undertaken to venue suitability and that a suitability scoring system for venues be developed using the categories set out in the specification. It is suggested that some categories carry more weight as they are more crucial to ensuring maximum participation and involvement. For example capacity will be scored out of 10 and availability out of 5. Using this system would give each venue a suitability score out of a maximum of 61

**Note:** there are some aspects which the constitutional team have responsibility for arranging/providing so these have not been included in the specification.

- Security
- Sign-in desk
- Printing facilities
- Refreshments for group meetings
- Tea and coffee for councillors and members of the public
- Hearing aid system

### Venue Specification

Requirement	Scoring Weight
<b>Capacity</b> <ul style="list-style-type: none"> <li>• Tables and chairs for 63 members</li> <li>• Table and chairs for staff – approx 10 supporting constitutional elements, approx 10 presenting items</li> <li>• Table for press</li> <li>• Additional room/space for informal session</li> <li>• Large area for public able to view meetings</li> <li>• Space for ‘top table’ – mayor, chief executive, monitoring officer, clerk</li> <li>• Visibility of councillors</li> <li>• Suitable access time to building for meeting set up</li> <li>• Additional rooms for group meetings</li> </ul>	10
<b>Room Layout</b> <ul style="list-style-type: none"> <li>• Horseshoe – 10</li> <li>• Theatre – 8</li> <li>• Pit - 5</li> </ul>	10
<b>Transport and Location</b> <ul style="list-style-type: none"> <li>• Parking for transport of equipment and meeting set up requirements</li> <li>• Good transport links</li> </ul>	10
<b>Access requirements</b> <ul style="list-style-type: none"> <li>• Mobility access</li> <li>• Disabled parking bay</li> </ul>	10

<b>Facilities</b> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Water cooler</li> <li>• Cloak room</li> <li>• Meeting clean up</li> </ul>	8
<b>Cost</b> Less than £500 – 8 £500-800 - 5 Above £800 - 3	8
<b>Availability</b>	5
<b>TOTAL</b>	61

**Notes:**

Meeting layout

Most suitable venues will follow one of three set ups (the horseshoe set up is preferred for the reasons set out below):

Horseshoe

- Shape facilitate debates
- All members on one level
- Most suitable for school halls (lower costs)
- Tends to allow for tables for member paperwork and microphone
- Halls would allow space to create a public gallery
- PA system would work well in this set up, could allow for webcasting, speakers in the public gallery and individual members microphones (costs pending)

Theatre

- Members of the public would either be to the side or above councillors
- Theatre style tends to lack tables so members would not have their own microphone and would be limited to a roving microphone

Pit

- Members would be a different levels some in the pit and some around the side
- Members of the public would either be to the side or above councillors
- Pit style tends to lack tables for all councillors, so members would not have their own microphone and would be limited to a roving microphone