

Facilities for Councillors

1. Member Support Team

We have a small team of staff to advise, enable and support Worcestershire County Councillors:

Lisa Banks -	PA to Chairman, Leader and Deputy Leader and Member Support Officer
Ruth Morgan -	Member Support Officer
Deborah Dale -	Member Engagement Officer

2. Members' Lounge

A lounge is available, adjacent to the Member Support office, open to all Councillors and their guests. The following facilities are available:

- Coffee and tea
- Drinking water dispenser
- Two daily newspapers The Times and Worcester News
- Selection of reference books and local government magazines
- A notice board with local information
- Individual pigeon holes for all post to Councillors
- Telephone

The Chairman of the Council and Leader of the Council have individual offices. There are four further rooms, allocated for the use of political groups. These four rooms can, on occasion, be used by officers, following agreement from the Leader of the Group. We also have 2-person offices allocated to the Cabinet Members with Responsibility.

3. ICT

The Council can provide you with a laptop, tablet or smartphone to help you carry out your role. Each Councillor has an individual WCC email account to be used for all electronic communication between the Councillor and the Council.

Each of the group rooms has a pc, a small printer; a telephone and network cable.

The Cabinet Members' offices have network cables and telephones to enable easy connection for laptops. The communal printer is multi-function (colour and black/white printing, scanning to email), but please note the Council is trying to reduce print and paper use. Your access card allows easy use whilst retaining security. There is a photocopier in the main corridor. Please ask Member Support staff for help if you have any difficulty in using any of the office machinery. Don't forget the equipment is there for Council business only.

4. Security

County Hall is a part public, part administrative building and therefore access is controlled in some parts of the building. All Councillors will be issued with an access card, which permits entry to appropriate parts of the building and car parks. Please carry this card with you whenever you are in County Hall. If you have any difficulty with the card, or you mislay it, please speak to Member Support staff.

County Hall is patrolled by security guards overnight. Please let them know, at main reception, if you intend staying in the building later than 6:30pm.

5. Car Parking

All entry to the car parks is via drop down arm barriers. Please wait for the green light to show and the arm to rise before proceeding. Councillors have use of an underground car park, as do Chief Officers. There are a limited number of spaces, so at peak times it may be necessary for some Councillors to use other parking areas. You will be issued with a car park pass which should be left on view in the car.

The underground car park is open 6:30am to 6:30pm, Monday to Friday. If leaving after 6:30pm, the shutter door will automatically rise as you approach it and close 8 seconds later. If you need to access the underground car park outside normal working hours, please contact the security guard at the main reception desk in County Hall.

6. Cloakrooms/Toilets/Lockers

For Councillors, the most convenient facilities are just along the corridor from the Member Support office. Please let us know if you would find a locker useful.

7. Catering

All catering services are provided by a contractor – currently Servest.

- Lakeview Café provides a variety of meals and snacks until 3:15pm
- The ground floor shop provides snacks, chocolates, drinks until 2:00pm

The Member Support staff will help arrange rooms for meetings. Lunch is provided for all Councillors at full Council meetings.

8. Booking and Hiring of Accommodation at County Hall

The Council has a policy of letting rooms and facilities at County Hall. If you would like to hire a room for a meeting or event, Member Support staff can assist.

We also set out a daily and weekly meeting list covering all meetings to which Councillors are invited and we have a layout map of County Hall for your convenience when attending meetings displayed in the Member Support office.

All meetings to which Councillors are invited are available to view electronically.

9. Trip, Slips, Falls

If you have an accident or need first aid, the Council has trained first aiders throughout the building. Please ask a member of staff to call a first aider, or speak to Member Support staff. You will be asked to complete a form under the Health & Safety at Work Act. The incident will be investigated and, if possible, we will minimise the probability of a recurrence.

If you are involved in an incident out of hours, that needs immediate medical attention, please telephone for an ambulance by dialling 999. If able, also advise the security guard so they can direct the ambulance staff to the correct location.

10. Fire and Security Alert and Evacuation Arrangements

Each Tuesday (1:45pm) the evacuation alarm is sounded. This is a regular test for the system and for staff awareness.

If a fire or suspect packet is discovered, the evacuation alarm will be sounded continuously. You will be prompted by Fire Wardens to exit the building by the nearest and easiest route. Once outside, please walk quickly to the safe point by the lake. The Fire Wardens will quickly clear the building and report to the control point. The Facilities Manager will announce the all clear once the situation is resolved.

There are separate instructions for disabled Councillors or visitors. Please ask Member Support staff for help and advice.

October 2019