

City Hall

**MEETING ROOMS
SCRUTINY COMMITTEE MEETING
– 14 OCTOBER 2021**

Overview

CITY HALL MEETING ROOMS

This presentation will explain the following: -

- Number, type and capacity of our meeting rooms in City Hall
- Details of our collaborative meeting spaces
- How larger meeting spaces can be configured, to meet a range of different user requirements
- The range of technology available in City Hall meeting rooms to aid physical and virtual participation, utilising state of the art ICT and audio-visual technology
- How meeting rooms will be booked utilising ROOMZ



Meeting Room Capacity

Number/Capacity of meeting rooms

- There are 50 bookable meeting rooms in City Hall
- These rooms are located across all six floors of the building
- The largest meeting space is the Council Chamber that can accommodate up to 300 people
- There are three Committee rooms, that can accommodate up to 30 people
- The Mayoral Parlour can accommodate up to 120 people
- The remaining meeting rooms can accommodate between 2 and 14 people



Meeting rooms within the office floorplate

Range of additional meeting typologies

- Non-bookable spaces
- Support collaborative working
- Increase meeting options available for staff
 - Huddle areas
 - Presentation Lounges
 - Social Work café
 - Touchdown lounges



Meeting Room Flexibility

Modern council meeting spaces that can serve multiple requirements

- The Council Chamber is on a flat floorplate with extensive storage enabling the space to be set up for Cabinet meetings, conferences, weddings, performances or leisure activities
- The Mayoral Parlour can be utilised as one large room for mayoral activities such as fundraising events; the parlour can also be split into three meeting spaces if required, accommodating 40 people in each of the three sub-divided areas
- The Committee Rooms will host statutory and regulatory licensing and committee meetings, however when not in use the rooms can be reconfigured to host external meetings, and training courses



Meeting Room Technology

Meeting rooms are all wirelessly enabled and equipped with the following: -

- Either a Projector with screen, fixed display panel, or mobile display panel on a portable trolley
- ROOMZ meeting panel and sensor to display meeting details and to detect occupancy within the meeting room
- CLICKSHARE technology to allow the casting of information from a meeting participants laptop on to the meeting room screen
- Both the Council Chamber and Mayoral Parlour have an audio system to enable the livestreaming of meetings/events
- The Council Chamber also has an Electronic Voting system



Meeting Room Software

CLICKSHARE - Wireless conferencing

- The world's workspaces are changing like never before
- As more and more people are working remotely and flexibly, office spaces and "meetings" are being radically transformed
- Post pandemic we need to strike a new balance between home and office based working
- Meeting rooms need to provide an equal experience for meeting participants, whether they are physically or virtually present
- Our meeting rooms will be equipped with the ClickShare Conference capability
- Clickshare is an intuitive wireless conferencing solution, that allows your laptop to connect to both the screens and audio in our meeting rooms

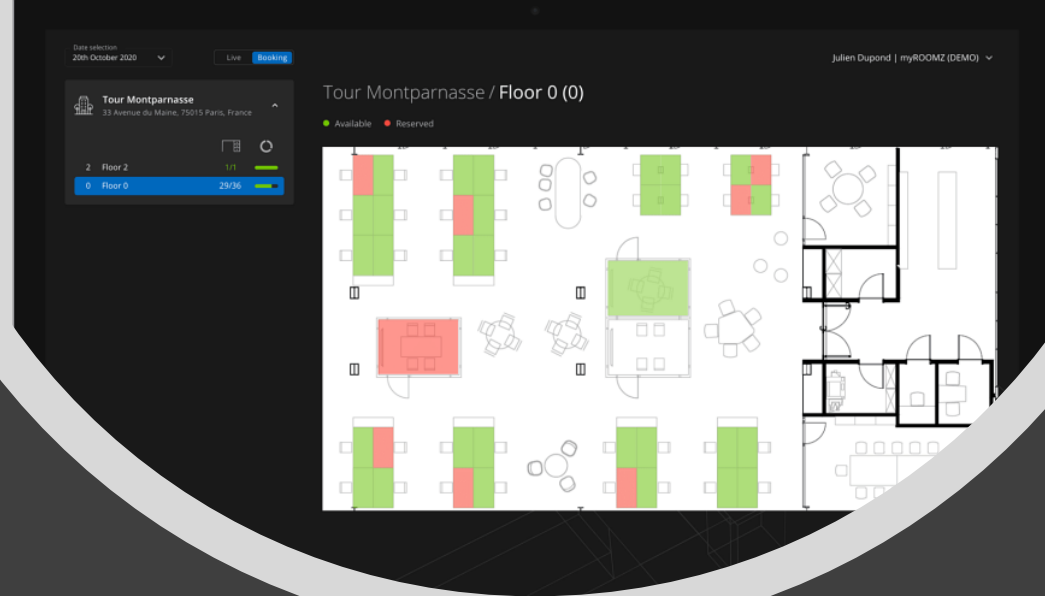


Meeting Room Booking System

ROOMZ

City Hall will incorporate ROOMZ software to facilitate the booking of both meeting rooms and desks

- This will be done by staff booking a named or numbered meeting room via Microsoft Outlook
- A hierarchy administration system will be set up, to ensure that Facilities Management can book the full programme of council meetings in to the Outlook Calendar as a priority
- Each meeting room will be fitted with a sensor so any 'ghost bookings' can be pinpointed and managed
- Each meeting room will also have a display screen that shows whether the room is booked, for what purpose and when the room is booked until
- https://youtu.be/-Z_NAOSVlig



Questions????