
SIGNAGE IN THE COUNCIL CHAMBER

1 SUMMARY

- 1.1 Members are invited to consider the introduction of more formal signage within the Council Chamber, in line with Central Government's drive towards more open and accountable Local Government.

2 INTRODUCTION

- 2.1 A number of years ago, signage was introduced in the Council Chamber, which provided the name of the Chairman, Vice Chairman and Officers present at Committee meetings.
- 2.2 The signage currently used is of an informal nature, being laminated, printed card, which is then stuck to the face of the desk in front of the relevant Member or Officer. Members are invited to consider a proposal for the informal signs to be replaced with better quality signs, more in keeping with the status of the Council Chamber.

3 PROPOSAL

- 3.1 Given the formal nature of the Council Chamber, officers have investigated the possibility of providing better quality signage within the Council Chamber, naming all Members and Officers present at any given meeting.
- 3.2 The purpose of the signage would be to allow all those present at a meeting to be able to more readily recognise the Member or Officer speaking on any given matter.
- 3.3 Officers have approached a local sign manufacturer and met on site to ascertain the most appropriate way forward on this matter. Given the importance of the Council Chamber, and the need for any additions to be of a sensitive nature, in keeping with the formality of the room, the sign manufacturer has investigated the different options for placing the signs.

4 SPECIFICATION

- 4.1 The signs would need to fit the following criteria to suit the intended purpose: -
- The signs would have to be in keeping with the status, and formal/sensitive nature of the Council Chamber.

- The signs would need to be easily moved in order to accommodate the membership of each Committee that uses the Council Chamber.
 - The signs would need to be clear and easy to read in order to be of use.
- 4.2 Consideration has been given to the signs being of a sliding nature, situated below the curved rail, directly in front of the Member. This proposal has been dismissed, as those Members sitting in the front twelve seats in the Council Chamber would obscure some of the signs.
- 4.3 Given the manufacturer's experience in sign production, officers have requested that they bring forward a completely costed package, including sign production, and fitting. The project would be managed by the manufacturer and this has been included in the cost to fit and install the signs.
- 4.4 The manufacturer has suggested the signs are: -
- Mounted directly in front of each Member/Officer, in pre drilled holes on the top rail in front of them. The hole would be sleeved with aluminium tube, which would be contoured to match the curve of the rail. The aluminium insert would both strengthen the sign from accidental knocks, and protect the surrounding woodwork from damage by the placing of the signs.
 - Manufactured in aluminium, stove enamelled in black, with white vinyl text applied indicating the Councillor's/Officer's name. The text would be in the Council's corporate style of arial, in a point size of 72.
 - All signs would be of a standard length - 250mm (approximately 10 inches), in order for any sign to be placed in any position within the Council Chamber. Members signs would be 35mm (approximately 1.5 inches) tall, whereas Officers signs would be 70mm (approximately 3 inches) tall, to accommodate job titles. Examples have been obtained from the manufacturer. Members will have the opportunity to examine the signs at the meeting.
 - The signs would have the ability to stack one on top of another, in order to take into account the changing Chairman and Vice Chairman for each Committee.
 - The signs would need to be of a standard that could be replaced to take into account changes to Officers or Members throughout the year. This has also been taken into consideration within the quote from the sign manufacturer.

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- 4.5 In view of the fact that it is now towards the end of the municipal year, if the Committee recommends the installation of signage, it is suggested that this is not implemented until the new municipal year in May 2003.

5 RESOURCE IMPLICATIONS

- 5.1 The project can be completed within a budget of £3,300, which includes an allowance of 10% for unforeseen works. There would not be any direct implications on staffing resources as project management costs have been included within the quote.
- 5.2 The cost can be met from the Repairs, Alterations and Maintenance budget.

6 RECOMMENDATION

- 6.1 It is proposed that the Committee considers the installation of improved signage within the Council Chamber and recommends a preferred course of action to the Policy and Finance Committee. (HAMS)

S Fowler

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Background Papers:

Quotation from Sign Manufacturer

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