

## **SIGNAGE IN THE COUNCIL CHAMBER**

### **1 SUMMARY**

- 1.1 Members are asked to consider proposals for signage within the Council Chamber following discussions at a meeting of this Committee on 25 March 2003.

### **2 INTRODUCTION**

- 2.1 In March 2003 Members asked that Officers report back to this Committee with possibilities for introducing signage for the dais area in the Council Chamber that is both sympathetic to the Chamber, avoiding any changes to the wood work and capable of relaying a professional image. The cost of any proposals to be kept at a minimum, with a maximum expenditure of £500. Members also observed that there could be value in providing some form of wall plan from which Councillors in the main body of the Chamber could be identified.

### **3 DISCUSSION**

#### **Dais Signage**

- 3.1 Possibilities of providing better quality signage for the Chairmen and Vice-Chairmen of Council, Committees and all Officers seated on the dais area of the Council Chamber have now been investigated.
- 3.2 Proposals from a local sign manufacturer have been rejected by Officers on the grounds that the signs proposed, although sympathetic to the requirement of relaying a professional image while not altering the woodwork, were well in excess of £500.
- 3.3 Consideration was therefore given to approaching a local plastics manufacturer with a view to producing simple perspex signs into which could be placed name inserts produced economically by the Council's own Print Room staff.
- 3.4 The top of each sign would be curved at an angle in such a way that the sign could be hooked over the rail of each of the dais, thus requiring no alterations to the wood work.
- 3.5 Manufactured in clear, tough perspex, with white inserts incorporating black text in the Council's corporate style of arial, in a point size of 72, and including the Council's crest.
- 3.6 All signs would be the same length as A4 paper, ie, 297mm, and would be half as wide as A4 paper, ie, 105mm. This would allow flexibility in

replacing name inserts to take into account changes to Officers or Members throughout the year. A sample sign will be available for Members to examine at the meeting.

- 3.7 Given that the signs would be purchased from a local manufacturer and the name inserts produced by the Council's own Print Room, the signs could be introduced rapidly.
- 3.8 It should be pointed out that the proposed signs do not differ greatly from those currently used in the Chamber, as it was difficult to achieve a big change from within the set budget. However, because the signs would hook over the rail of each dais rather than being mounted with blue tack, it would resolve the problem of signs occasionally falling to the ground.

**Wall Plan**

- 3.9 A draft seating plan was produced for Council meetings and sent to Group Leaders for comment. This has now been placed on the wall at the back of the Council Chamber, on either side of the public gallery, with an additional copy placed on the wall near the entrance to the equipment room near the main entrance to the Council Chamber. This has been produced on A3 paper and then laminated and clearly conveys the names of all Members and illustrates by use of colour coding the political parties of all Members. Beside each of these copies has also been placed a laminated A3 sheet of photographs of the Members so that they can easily be identified by members of the Public.

**4 RESOURCE IMPLICATIONS**

- 4.1 It would be advisable to purchase 20 signs, which would include some spares, and at a cost of £8.80 per sign the project could be completed at a cost of £176, well within the budget of £500. There would not be any direct implications on staffing resources as the work involved would be minimal.
- 4.2 The cost can be met from the Repairs, Alterations and Maintenance budget.

**5 RECOMMENDATION**

- 5.1 It is proposed that the Committee recommends the acquisition of improved signage for the dais area of the Council Chamber on the basis set out in this report. (HAMS)

S Fowler

Head of Administrative and Member Services

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**Background Papers:**

None

For further information please contact Sonia Worthington on: -

Tel:- 01702 318141

E-Mail:- [sonia.worthington@rochford.gov.uk](mailto:sonia.worthington@rochford.gov.uk)