

56591

Request for information regarding the use of physical space and associated costs in supporting elected councillors.

1.

Please provide a list of any buildings, rooms, offices, chambers, or other spaces that are either:

Reserved exclusively for elected member use, or

Primarily used by elected members, political groups, or related support staff.

For each such space, please include:

Building name and full address

Name or designation of the space (e.g. Council Chamber, Members Lounge, Group Office, Civic Suite)

Total floor area in square metres (or estimated if exact is not held)

The number of individual rooms or subdivided areas

The primary purpose of the space (e.g. debating chamber, committee room, shared office, political group room, secretary/PA use, informal meeting room, etc.)

[Please refer to the attached document '56591 Elected Members Space'](#)

Financial Valuation or Internal Costing

Please provide the most recent estimate — internal or external — of the financial value or cost associated with operating these elected member spaces, including where available:

Estimated rental or internal charging value per annum

Rates, service charges, utilities, cleaning, and facilities management costs

Any allocated departmental budget or recharge relating to these facilities

If exact figures are not held, please provide estimates or internal planning values used by Estates or Facilities teams.

[The associated costs for Rates, service charges, utilities, cleaning, and facilities management costs are held within greater budgets and are not separately held.](#)

Capital Expenditure

Please provide a list of any capital projects since April 2015 involving refurbishment, redevelopment, extension or new build works for councillor accommodation or chambers, including:

Description of project

Total cost

Year of completion

Name of principal contractor (if applicable)

Purpose (e.g. “modernisation of council chamber”, “installation of hybrid meeting facilities”, “relocation of members’ offices”)

[We are unable to separately identify capital project costs incurred that relate specifically to buildings, rooms, offices, chambers, or other spaces that are either:](#)

- [• reserved exclusively for elected member use, or](#)
- [• primarily used by elected members, political groups, or related support staff.](#)

Occupancy and Usage

Where available, please provide any data or records held on the frequency or usage levels of councillor-designated spaces. For example:

Number of meeting days held in chambers or committee rooms

Average weekly or annual usage

Hours of occupancy logged (if managed via a booking or access system)

Please refer to the attached 'Room Usage' document for 1 April 2025 to 30 June 2025.

Information on the duration of the meetings is not held.

Alternative Uses

For any councillor-dedicated spaces:

Are these areas ever used for other internal or external purposes (e.g. public meetings, staff use, community hire)?

YES (civic, councillor, internal colleagues or external)

If yes, please provide the log of alternative usage for the most recent financial year:

Date of use

Internal and external meetings take place in all of our civic rooms based on the 7th floor of the city chambers including- The Business Centre, European room, Council Chamber, Diamond Jubilee room and Dunedin Room. Internal bookings occur every day whereas external bookings are less popular.

Type of use / purpose

Internal (meetings, conferences, board room discussions, hybrid meetings) external (board room meetings, meetings, conferences, hybrid meetings, dinners, parties and weddings)

Group or individual using the space

Groups from 5 attendees up to 200 max.

Whether the use was charged or free of cost

Internal, charities and external rates are all different, please see the attached rates. Please note that internal groups such as councillor and other bookings are free, only if they request for a party is when there is an external charge, the groups receive a free booking when it is council business and receive a form to fill out. Civic bookings made by the lord provost is always free booking.

For councillor offices, there is no alternative use, it is a dedicated space, the same applies for their Group Meeting rooms.