

City Executive Board response to recommendations of the Scrutiny Committee made on 17 May 2018 concerning Oxford Town Hall

Provided by the Board Member for Supporting Local Communities

Recommendation	Agree?	Comment
<p>1. <i>That the charging schedule for rental facilities in the Town Hall is reviewed to ensure that it does not discriminate against any person with a disability or impairment. For example, there should be no charge on the use of voice enhancers.</i></p>	Yes	<p>We have a portable system which provides 2 different functions; it acts as a press to speak conference system and a hearing loop for people with hearing impairments.</p> <p>The system charge is £60+VAT, we do charge this when hirers are using it as a conference system, however if it is requested just for the hearing loop function we do waive this cost.</p> <p>We only have 3 of these portable systems and by applying a charge we ensure that each hirer considers whether they need the system or not, given that staff time is required to set them up, and also being wireless they have to be regularly charged. That said we will work with groups that can't afford the fee. For the larger events we outsource the Audio Visual systems out to local suppliers.</p> <p>The audio visual facilities and requirements in the Town Hall are currently being reviewed, recognising that the acoustics and audio visual facilities in some rooms are not ideal for all uses.</p>
<p>2. <i>That data should be collected on the number, type and proportion of community groups using the Town Hall, relative to the number of private and council bookings. This data should be used to analyse what barriers might exist to different user groups, and targeted promotional activities should be undertaken to better engage with</i></p>	Yes	<p>This data is built into the booking system the Town Hall uses. Officers will request a report to be written on this detail so it can be shared.</p> <p>We do run a monthly report on the number of community bookings that take place at the Town Hall but more work is</p>

<p><i>those underrepresented. This data should include:</i></p> <ul style="list-style-type: none"> a) <i>The type of user groups that are using the Town Hall</i> b) <i>Where the user groups are geographically based</i> c) <i>How often each user group books rooms at the Town Hall</i> 		<p>needed to identify and remove barriers and promote the use of the Town Hall by diverse groups.</p>
<p>3. <i>That consideration is given to how key public spaces within the Town Hall can be made equally accessible for all visitors.</i></p>	<p>Yes</p>	<p>An access audit by Jane Toplis Associates Access Consultants Ltd was completed in March, with a follow up session in April with users. The finalised report is due by the end of May.</p> <p>It is expected that some identified improvements will be quick fixes but others will have to form longer term projects and will be dependent on resources.</p> <p>This report is part of a project with Gordon Mitchell and relevant colleagues on improving the accessibility of the Town Hall and working practices for Town Hall users and Councillors with disabilities.</p> <p>The Leader and the Board Member for Supporting Local Communities will bring forward a joint report to a future meeting of the City Executive Board to address the issues raised in more detail.</p>