

Facilities for Councillors

1. Member Support Team

We have a small team of staff to advise, enable and support Worcestershire County Councillors:

Lisa Banks - PA to Chairman, Leader and Deputy Leader and Member Support Officer

Ruth Morgan - Member Support Officer

Deborah Dale - Member Engagement Officer

2. Members' Lounge

A lounge is available, adjacent to the Member Support office, open to all Councillors and their guests. The following facilities are available:

- x Coffee and tea
- x Drinking water dispenser
- x

County Hall is patrolled by security guards overnight. Please let them know, at main reception, if you intend staying in the building later than 6:30pm.

5. Car Parking

All entry to the car parks is via drop down arm barriers. Please wait for the green light to show and the arm to rise before proceeding. Councillors have use of an underground car park, as do Chief Officers. There are a limited number of spaces, so at peak times it may be necessary for some Councillors to use other parking areas. You will be issued with a car park pass which should be left on view in the car.

The underground car park is open 6:30am to 6:30pm, Monday to Friday. If leaving after 6:30pm, the shutter door will automatically rise as you approach it and close 8 seconds later. If you need to access the underground car park outside normal working hours, please contact the security guard at the main reception desk in County Hall.

6. Cloakrooms/Toilets /Lockers

For Councillors, the most convenient facilities are just along the corridor from the Member Support office. Please let us know if you would find a locker useful.

7. Catering

All catering services are provided by a contractor – currently Servest.

- x Lakeview Café provides a variety of meals and snacks until 3:15pm
- x The ground floor shop provides snacks, chocolates, drinks until 2:00pm

The Member Support staff will help arrange rooms for meetings. Lunch is provided for all Councillors at full Council meetings.

8. Booking and Hiring of Accommodation at County Hall

The Council has a policy of letting rooms and facilities at County Hall. If you would like to hire a room for a meeting or event, Member Support staff can assist.

We also set out a daily and weekly meeting list covering all meetings to which Councillors are invited and we have a layout map of County Hall for your convenience when attending meetings displayed in the Member Support office.

All meetings to which Councillors are invited are available to view electronically.

9. Trip, Slips, Falls

If you have an accident or need first aid, the Council has trained first aiders throughout the building. Please ask a member of staff to call a first aider, or speak to Member Support staff. You will be asked to complete a form under the Health & Safety at Work Act. The incident will be investigated and, if possible, we will minimise the probability of a recurrence.

If you are involved in an incident out of hours, that needs immediate medical attention, please telephone for an ambulance by dialling 999. If able, also advise the security guard so they can direct the ambulance staff to the correct location.

10. Fire and Security Alert and Evacuation Arrangements

Each Tuesday (1:45pm) the evacuation alarm is sounded. This is a regular test for the system and for staff awareness.

