

CIVIC FURNITURE AND MEMORABILIA MANAGEMENT

1.0 EXECUTIVE SUMMARY

1.1 This report highlights issues relating to furniture and other items that have been held in buildings which are now surplus to requirements as part of the office rationalisation projects and invites determination of some general principles

1.2 The Committee is being asked to agree the protocol set out in para 4.3 below namely :-

The protocol proposes the following stages of consideration

- 1) When a building is to be disposed of (a) any furniture of historical or local significance will be identified, as will (b) any art work or other civic items.
- 2) The building user as at the date of departure, together with nominated officers from Community and Culture and Governance and Law, will detail the items specified at (a) and (b) above and will determine if any item may have a significant value. Any such item will only be disposed of after consideration by the relevant Area Committee and referral to Policy and Resources for final determination.
- 3) All other items in category (a) will then be considered by the relevant Area Committee to establish
 - If the items should be stored for future use by the Council
 - If the items should be offered for sale locally
 - If the items should be offered free to a local community group having first sought expressions of interest by notice on the Council website, either on loan or as a disposal
 - If the items should be released for recycling
- 4) All other items in category (b) will be considered by the relevant Area Committee, which shall receive the views of the Provost prior to their consideration of the matter, and who may determine
 - If the items should be stored for future use by the Council
 - If the items should be offered for sale locally
 - If the items should be offered free to a local community group having first sought expressions of interest by notice on the Council website, either on loan or as a disposal
 - If the items should be given into the custody of the Archivist or the museum service, or lent to a Private Archive
 - If the items should be released for recycling

- 5) If there is any dispute as to whether an item is of significant value the matter will be determined by the Executive Director of Customer Services after such inquiry as he determines reasonable.
- 6) In reaching a determination on such matters the Area Committee will have regard to the local interest in any items and will be guided by the principle of the strength of local connection and identity with any of the items as may be ascertained by the Committee

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2.0 INTRODUCTION

2.1 This report highlights issues relating to furniture and other items that have been held in buildings which are now surplus to requirements as part of the office rationalisation projects and invites determination of some general principles.

3.0 RECOMMENDATIONS

3.1 To agree the protocol as set out in para 4.3

4.0 DETAIL

4.1 The Council has been rationalising its office and general building estate over the last few years and an issue has arisen in respect of items of furniture and other memorabilia held in such offices which may not be compatible with the new arrangements

4.2 This report invites members to agree a protocol to address such matters and for any decision required on such matters to be determined by the relevant Area Committee after consultation with the Provost, in certain circumstances.

4.3 The protocol proposes the following stages of consideration

- 1) When a building is to be disposed of (a) any furniture of historical or local significance will be identified, as will (b) any art work or other civic items.
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- 4) All other items in category (b) will be considered by the relevant Area Committee, which shall receive the views of the Provost prior to their consideration of the matter, and who may determine
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- 5) If there is any dispute as to whether an item is of significant value the matter will be determined by the Executive Director of Customer Services after such inquiry as he determines reasonable.
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5.0 CONCLUSION

- 5.1 The proposed protocol would assist the Council in protecting key assets whilst undertaking the rationalisation of property.

6.0 IMPLICATIONS

- 6.1 Policy -None
- 6.2 Financial –might be a cost if items were to be stored commercially
- 6.3 Legal-none
- 6.4 HR -none
- 6.5 Equalities-none
- 6.6 Risk- Local knowledge will be important to establish where there is significant community interest
- 6.7 Customer Service-none

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APPENDICES: None