

COMMITTEE REPORT



Subject:	<i>Confirmation of project scope for Guildhall works 2026/27</i>
Committee:	<i>Full Council</i>
Item Number:	<i>17</i>
Date:	<i>14 September 2026</i>
Author:	<i>Jay Gawthorpe, Head of Environment</i>
Report status:	<i>Decision</i>
Confidential / Exempt:	<i>No</i>

1. Report Summary

- 1.1 This report relates to capital project Z60 ENV Guildhall Banqueting Hall.
- 1.2 Members are asked to consider changing the scope of the works under the capital project to encompass not only the structural repair to the Banqueting Hall ceiling, but also further refurbishment works within the building.

2. Recommendations

It is recommended that Full Council:

- 2.1 Approves increasing the scope of the works under this capital project and the changing of the capital project title name from Z60 ENV Guildhall Banqueting Hall to Z60 ENV Guildhall Works.

3. Background

- 3.1 The Guildhall Banqueting Hall ceiling project has been included within the Capital Programme for several years. The original budget proposals identified funding solely for repairs to the ceiling. In January 2025, Councillors approved the allocation of £270,000 for 2026/27 for this project. In January 2026 this was reprofiled to £202,500 in Quarter 4 of 2026/27 and £67,500 in Quarter 1 of 2027/28.
- 3.2 Following approval of the budget, the scope of the project expanded significantly to include the redecoration of the Banqueting Hall and Crown Court, with the potential inclusion of the Oak Court, alongside the delivery of wider structural

repairs throughout the Guildhall building. The best time to complete these broader works with minimum operational disruption will be at the same time as the Guildhall is closed for the ceiling repairs.

4. Proposal

- 4.1 To incorporate the additional works at the Guildhall and maintain financial accountability, Officers propose amending the scope of this capital project. This will create a single capital project encompassing all refurbishment works taking place at the Guildhall between January 2027 and 31 March 2027.
- 4.2 Officers anticipate that most of the £270,000 allocation will be required to undertake repairs to the Guildhall ceiling. To support the delivery of the wider programme of works, additional funding will be transferred from existing budgets into the Guildhall Works capital project through the Council's approved virement process.

5. Financial Position

- 5.1 Officers are not requesting further money to be approved.

6. Legal and Governance Considerations

- 6.1 To maintain financial accountability in accordance with Financial Regulations the scope of the project should be changed to encompass the wider project and therefore, allow Officers to code all related expense to one capital project Z code called Guildhall Works.

7. Consultation and Engagement

- 7.1 Internal officers engaged:
- CEO
 - Head of Environment
 - Responsible Finance Officer
 - Estates Manager

8. Strategic and Policy Alignment

- 8.1 The proposal supports the Council's obligations to follow financial regulations.

9. Next Steps

- 9.1 Subject to approval by Full Council, officers will:
- Broaden the scope of the project and the project title.

10. Implications

Implication Area	Impact	Comments / Mitigation
Financial	Low	No additional funding requested. Existing

		approved budgets will be used.
Legal	Medium	Supports compliance with the Council's Financial Regulations and improves budget transparency.
Risk	Low	The ceiling works will strengthen the Banqueting Hall ceiling to resolve long-running health and safety risks. Reduces the risk of incorrect budget coding and fragmented project reporting.
Personnel	Low	No additional staffing resources required.
Environmental Impact	Low	No direct environmental impact. Works will help preserve the building fabric.
Equalities Impact Statement	Low	No change to access arrangements or service provision.
Community / Public Impact	Medium	Supports the continued use and preservation of an important civic and heritage asset.
Procurement / Contractual	Low	No change to approved procurement arrangements.
Property / Asset	High	Supports the maintenance and long-term preservation of the Guildhall.
Data Protection	Low	No additional personal data processing, existing procedures apply.