

# Agenda



## Special Meeting of Cultural Committee

**Date:** Monday, 20 December 2021

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**Time:** 10:00

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**Format:** Zoom Video Conferencing

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**Contact:** Email: [committee.admin@west-dunbarton.gov.uk](mailto:committee.admin@west-dunbarton.gov.uk)

Dear Member

Please attend a special meeting of the **Cultural Committee** as detailed above.

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and the meeting held remotely.

The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Distribution:-

Bailie Denis Agnew (Chair)  
Provost William Hendrie  
Councillor Jonathan McColl (Vice Chair)  
Councillor John Millar  
Councillor Brian Walker

Chief Executive  
Chief Officer – Supply, Distribution and Property  
Chief Officer – Citizen, Culture and Facilities

Date of issue: 15 December 2021

**Audio Streaming**

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**CULTURAL COMMITTEE**  
**MONDAY, 20 DECEMBER 2021**

**AGENDA**

**1 STATEMENT BY CHAIR – AUDIO STREAMING**

The Chair will be heard in connection with the above.

**2 APOLOGIES**

**3 DECLARATIONS OF INTEREST**

Members are invited to declare if they have any interests in the items of business on this agenda and the reasons for such declarations.

**4 RECORDING OF VOTES**

The Committee is asked to agree that all votes taken during the meeting be done by roll call vote to ensure an accurate record.

**5 OPEN FORUM**

The Committee is asked to note that no open forum questions have been submitted by members of the public.

**6 WEEKEND OPENING OF CLYDEBANK TOWN HALL 5 - 21**

With reference to the Minutes of Meeting of the Cultural Committee held on 29 November 2021, submit report by the Chief Officer – Citizen, Culture & Facilities responding to a request from the Cultural Committee to examine the possibility of weekend opening including any potential revenue implications.

**7 TOWN TWINNING AND 80TH ANNIVERSARY OF THE CLYDEBANK BLITZ – UPDATE**

A verbal update will be given by the Manager of Democratic and Registration Services on Town Twinning and the 80<sup>th</sup> Anniversary of the Clydebank Blitz following discussions about this item at the 80<sup>th</sup> Anniversary of the Clydebank Blitz Working Group.



## WEST DUNBARTONSHIRE COUNCIL

### Report by Chief Officer – Citizen, Culture & Facilities

Cultural Committee: 20 December 2021

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#### Subject: Weekend opening of Clydebank Town Hall

#### 1. Purpose

- 1.1. The purpose of this report is to respond to a request from the Cultural Committee to examine the possibility of weekend opening at the Clydebank Town Hall, and include any potential revenue implications.

#### 2. Recommendations

- 2.1. It is recommended that the Committee:

- notes this report;
- agrees to retain the existing opening hours of the Town Hall at this time; and
- agrees that a report comes back to Committee on this issue six months after the reopening of the refurbished Clydebank Town Hall. This would detail the visitor levels and coffee shop performance on Saturdays in the intervening period, and on this basis consider the case for Sunday opening.

#### 3. Background

- 3.1 At the Special Cultural Committee on 7 October 2021 Elected Members agreed a motion that called for a report to be brought back to the next Cultural Committee meeting detailing options and recommendations for weekend opening hours at Clydebank Town Hall.
- 3.2 At the Cultural Committee on 29 November 2021 Elected Members agreed the following motion:
- (a) to continue this report to a future meeting (time and date to be set by the Convener); and*
- (b) that the report should provide more detail on the required staffing and changes to staff work patterns that would be required to implement weekend opening and also more detail on how we might operate a six month pilot of weekend opening.*
- 3.3 The B-listed Clydebank Town Hall incorporates elected member and office accommodation, a museum, gallery and coffee shop as well as providing bespoke space for a range of corporate, civic and cultural events.
- 3.4 The building is currently closed following the national lockdown. Prior to this, the Town Hall was open from 8.45am to 5.30pm, Monday to Friday, and 10am to

4pm on Saturday. The museum and gallery were open 10am to 4pm, Tuesday to Saturday and the coffee shop was open 11am to 1pm, Monday to Friday.

- 3.5** A £3.6m restoration and renovation project was undertaken jointly by the Scottish Government, Scottish Enterprise and West Dunbartonshire Council in 2011 to 2013 based on a proposal to change the Town Hall into a commercially-focused venue for the Council and local area, creating the Clydebank Museum and Gallery, the Garden Gallery and garden and the coffee shop. Despite these additions, the venue has subsequently struggled to attract visitors in significant numbers and to generate income from those who do attend. As a result, in the years leading up to the pandemic officers focussed on event bookings in order to attract revenue and achieve income targets.
- 3.6** The report to Cultural Committee in November 2019 on the Town Hall refurbishment outlined a number of issues behind this lack of footfall. These included the small size of the museum and gallery which inhibited the ability to attract prestigious exhibitions on a regular basis. This meant the exhibitions that were displayed tended to be more modest and less able to attract visitors from across West Dunbartonshire and beyond. Footfall was on average less than 10 people per day and the numbers differed very little between weekdays and weekends.
- 3.7** This low footfall undermined the business case for the coffee shop which was predicated on a regular flow of visitors to the museum and gallery. With only a handful of daily customers and takings of as little as £11 per day this provided an unsustainable performance level. Staffing costs and food waste mean this represents an inefficient use of resources.
- 3.8** In addition the original Coffee Shop location between the existing Museum and Lesser Hall suffered from a lack of natural light and no view making it an ill-defined venue. This contributed to the failure to attract regular non-museum customers.
- 3.9** Committee agreed to resolve these issues in November 2019 and February 2021 by removing the coffee shop from its existing location to allow for the creation of an expanded and upgraded gallery space. This larger and more modern facility could attract more prestigious exhibitions, and in turn, higher levels of footfall to the Town Hall. In addition the coffee shop would have become a self-service facility in the more attractive garden gallery with views and easy access to the re-landscaped Town Hall garden.
- 3.10** In August and October 2021 the Cultural Committee agreed motions which changed the plans for the Town Hall. These included not accepting the concept design for the new gallery area as previously agreed, and instead proceeding with an amended design of the booth area to create a partitioned space. This partitioned space is not supported by climate control technology – as is the case in the original gallery spaces - making it unsuitable for the display of high-quality artwork. In addition the Cultural Committee and the Town Hall Working Group have also indicated that they wish to maintain largely static art exhibitions in the current Gallery 1, 2 and 4. These are to include a display of the Council's

Scottish Colourist collection, the soon-to-be-purchased 20<sup>th</sup> Century Women's Artists, and a new Children's Museum. While these are undoubtedly quality displays, it is the view of officers that there is a risk that visitor numbers will fall in the medium and long-term because once an individual has seen these static exhibitions once or twice they are unlikely to return on a regular basis. If effective climate control measures can be installed in the Garden Gallery, it may be possible in future to attract touring exhibitions to this space. This will not be an option in 2022/23 as there are a number of wedding bookings in the Garden Gallery throughout the year which would need to be fulfilled. With this in mind, and based on performance levels outlined at 3.5, officers would expect to see around 10 additional visitors per week by opening on a Sunday in the next financial year.

- 3.11** In addition members agreed a motion to retain the coffee shop's existing location between the museum and gallery and the Lesser Hall, and to keep it staffed rather than self-service. This coffee shop layout will be smaller than the original and it is anticipated it will have a reduced seating capacity for customers. As a result officers believe there is a risk that the coffee shop performance will stay at previous levels.

#### **4. Main Issues**

- 4.1** In preparation of this report officers contacted 17 Town Halls across Scotland - including Glasgow City Halls, Greenock Town Hall, Milngavie Town Hall, and Ayr Town Hall. Of these only three were open to the public – except for event bookings - on a Saturday (Paisley Town Hall, Stornoway and Rutherglen). None were open to the public on a Sunday. Officers tried to contact a further 15 Town Halls but the venues did not answer the telephone and there was no information on their website.
- 4.2** In response to the request of Committee for officers to detail options and recommendations for weekend opening at Clydebanks Town Hall, officers have settled on two possible options for consideration. It should be recognised that both would put significant pressure on the employees who would work on these Sundays. This is because on any Sunday morning after a large wedding or other event in the Main Hall there is likely to be a significant clean-up required in order to get the building ready for a public opening. Should there be any issues with the building then getting fast responses on a Sunday morning is going to be challenging and cause further anxiety for staff. This also could lead to dissatisfaction from members of the public who might visit the building early in the day and find it not at the standard they would usually expect. This situation illustrates the competing challenges of the building as officers attempt to successfully provide an events space, a civic space, a museum gallery, a coffee shop, and accommodation for Elected Members and Members Services.

#### **Option 1 – Full Opening (see Appendix 1)**

- 4.3** The Town Hall could move to a full 7-day-a-week operation in order that members of the public could visit the museum and gallery and the coffee shop on any given day.

- 4.4** Officers have recently finalised a new employee structure at the Town Hall. The intention was that this structure would include enough employees to cover the existing opening hours of the Town Hall. In response to a motion agreed at Cultural Committee for a staffed coffee shop, two part-time Catering Assistants will be added to the proposed structure and recruitment completed once Council has considered its budget for 2022/23 in March 2022.
- 4.5** If Elected Members wished to see a full 7-day operation then officers would need to recruit an additional number of employees to cover the extra hours, and mitigate the risk of any complications with the Working Time Regulations 1998. In effect this would be the creation of a second operational team to work Fridays to Sundays and support the existing team. It is estimated that this would cost up to approximately £115,000 per year. There would also likely be some increase in property costs, such as utility bills. It is difficult to accurately estimate this, however, as an indicative figure the building currently costs around £200 daily for heating, lighting and electricity. As a result there would be an estimated £10,000 additional annual cost for utilities following this decision, with limited income to offset. As a result this option would require approximately £125,000 of additional costs to be added to the revenue budget being prepared for 2022/23.

#### **Option 2 – Changed Opening Hours (See Appendix 1)**

- 4.6** The Town Hall Working Group has previously discussed the potential to close the building to the public on Mondays and Tuesdays in order to facilitate opening on Sundays. In considering this approach it needs to be remembered that the Town Hall provides office accommodation Monday to Friday for Elected Members and Elected Member Support Services. As a result even a closure to the public early in the week would still create a scenario where the building was operational 7-day-a-week. The full team would not be required at work when the building was closed to the public, but there would still need to be a Facilities Assistant as well as a Team Leader and Events Assistant onsite. It is estimated that this expanded team would cost approximately £30,000 per year. In addition, closing on a Monday and Tuesday and opening on a Sunday would mean there was one less day per week than present to undertake events at the Town Hall. In addition, there would be one day less to meet event organisers on site for tours to secure future bookings. As a result there is likely to be an impact on future income targets. There would also be the previously mentioned increased property costs. In total, this option would create additional revenue costs of approximately £50,000 per year.
- 4.7** In Option 2 there would also be staffing implications as existing employees have contracts in place for Monday to Friday, and Monday to Saturday working. To move up to five employees on to new work patterns would require a contractual change. It is possible that these employees may not wish to move to permanent weekend working and as such there could be employee relations issues, with trade union opposition considered likely. This might ultimately lead to employees being displaced onto the SWITCH policy to find alternative roles.



- 4.8** The motion from the November 2021 Cultural Committee asked officers to provide more detail on how the Council might operate a six month pilot of weekend opening. Should Committee wish to progress such a pilot from April 2022 then the additional budget required to staff the weekend rota would need to be considered and agreed by Council at the budget setting meeting in March 2022. For both Option 1 and Option 2 there would then need to be a period of recruitment likely to take three months which would mean the new employees would not be able to support the change in hours until July 2022. In addition the short-term and part-time nature of these contracts would make them relatively unappealing to quality candidates. Any individuals who were appointed would likely be open to longer term opportunities elsewhere – particularly as the pilot drew to a close - and so there would be a good chance of high-turnover within this temporary new team. This would make the sustainable operation of weekend opening at the Town Hall very challenging for the management team, with likely gaps appearing in the rota that were not easily filled.
- 4.9** If Option 2 was to be selected for a six month pilot then there would be a significant and potentially unacceptable disruption to employees to facilitate this change. Employees unwilling to work every Saturday and Sunday during the trial period could find themselves displaced and redeployed into other roles at the Council either permanently or temporarily until the pilot was at an end. This is likely to generate even stronger opposition from the Trade Unions than a permanent move to Option 2. It is strongly recommended this approach is not pursued, especially given the limited evidence at this point that the visitor numbers would warrant such an unsettling intervention for our employees.
- 4.10** The background information in this report, particularly at 3.10 and 3.11, illustrates that there is limited evidence the Town Hall will see a significant sustained rise in visitor numbers following its re-opening after refurbishment. As a result additional investment in extending the opening hours of the building and the Coffee Shop – when evidence to date shows they incur costs which outweigh income - would not fit with the Council's commitment to local residents to deliver best value. As such it is recommended that the existing hours remain as these include access for the public on Saturdays to cater for residents and visitors who work during the week.
- 4.11** Officers acknowledge the interest from Elected Members in exploring Sunday opening at the Town Hall, and the aspiration for it to become a busy visitor destination. Towards this ambition, officers could bring a further report to Committee six months after the re-opening of the Town Hall following refurbishment. This could explore whether visitor levels had exceeded expectations in this period, and how the coffee shop was performing. This information would then allow Committee to be in a more informed position about the case for weekend opening. Given the timescale outlined at 4.8 this approach would have limited impact on the actual introduction of weekend opening should Committee still wish to pursue it at that point.

## **5 People Implications**

- 5.1** There are no people implications with the officer recommendation.

- 5.2** If Committee wished to open on Sundays using either option outlined in the Main Issues then there would be an increased level of pressure on employees working Sunday mornings for the reasons outlined at 4.2.
- 5.3** If Committee opted for Option 1 then there would be a recruitment process to appoint an additional part-time team to cover Friday to Sunday. This is likely to involve seven posts.
- 5.4** If Committee opted for Option 2 then this would require a contractual change for up to five existing employees. The negative implication of this was outlined at 4.7 and 4.9. There would also be a recruitment process for two part-time posts to cover Monday to Wednesday operation at the Town Hall. It should be acknowledged that the Equality Impact Assessment highlighted that this move would have a negative impact on one equality group, namely women, as the existing employees who would be affected by the contractual changes are exclusively women.
- 5.5** If Committee opted for Option 1 or Option 2 then these changes would need to take effect in 2022/23 to allow for the contractual discussions with employees and parallel recruitment processes.

## **6 Financial & Procurement Implications**

- 6.1** If Committee agrees with the recommendations of this report there will be no budget implication for the Council.
- 6.2** If Committee agrees to progress with Option 1 (full opening) then there will be an estimated additional revenue cost of £125,000 per year.
- 6.3** If Committee agrees to progress with Option 2 (public closure on Mon/Tue) then there will be an estimated additional revenue cost of £50,000 per year.
- 6.4** The Cultural Committee has delegated powers to implement its functions, remit and responsibilities as detailed above. Any additional revenue costs arising from a decision in relation to the above would need to be considered by Council when the 2022/23 budget is agreed in March 2022.
- 6.5** There are no procurement implications from this report.

## **7 Risk Analysis**

- 7.1** There is a risk that not opening on a Sunday reduces the opportunity for those who work during the week to visit the Museum and Gallery at the Town Hall. This is mitigated by the fact that the building is open to the public on Saturdays, with limited demand, and by the fact that visitor numbers have previously been broadly the same on weekdays and on Saturdays.

- 7.2** There is a risk that the additional revenue cost of weekend opening may not be matched by significantly increased visitor numbers. This could lead to concerns over the Best Value of such an approach.

## **8 Equalities Impact Assessment (EIA)**

- 8.1** An Equality Impact Assessment was undertaken and this highlighted that opening a public building seven days a week could be viewed as increasing access. However, opening an additional day would make only a marginal difference, given the building is already open six days and visitor numbers are limited. The equality impact has been examined and there is no impact from retaining the current position. There is a potential negative impact on one equality group, namely women, should committee move to seven day opening depending on which option is taken.

## **9 Consultation**

- 9.1** This report has been consulted on with Finance, Legal, and Procurement.

## **10 Strategic Assessment**

- 10.1** The recommendations within this report are linked to the following strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents.

**Malcolm Bennie**

**Strategic Lead – Communications, Culture, Communities & Facilities**

**Date: 10 December 2021**

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<b>Person to Contact:</b>	<b>Malcolm Bennie Chief Officer for Citizen, Culture &amp; Facilities 16 Church Street Dumbarton, G82 1QL Malcolm.bennie@west-dunbarton.gov.uk</b>
<b>Appendix:</b>	<b>1 – Example shift patterns for different opening hours 2 - Equality Impact Assessment</b>
<b>Background Papers:</b>	<b>Business case for the redevelopment of Clydebank Town Hall – Cultural Committee November 2019</b>
<b>Wards Affected:</b>	<b>All wards</b>



## 1) Example shift pattern for the restructured Town Hall team with the existing hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Town Hall Team Leader</b>	Day Off	Present	Present	Present	Present	Present	Day Off
<b>Duty Officer</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Catering Assistant</b>	Present	Present	Present	Present	Present	Day Off - Coffee Shop closed	Day Off - Coffee Shop closed
<b>Catering Assistant</b>	Present	Present	Present	Present	Present	Day Off - Coffee Shop closed	Day Off - Coffee Shop closed
<b>Events Assistant</b>	Day Off	Present	Present	Present	Present	Present	Day Off
<b>Events Assistant</b>	Annual Leave	Annual Leave	Annual Leave	Annual Leave	Annual Leave	Day Off	Day Off
<b>Facilities Assistant</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Casual staff</b>	N/A	N/A	N/A	N/A	N/A	Depending on bookings	N/A

In this model you can see that the main activity of the Clydebank Town Hall is Monday to Friday. The building is open on Saturdays to allow visitors to come to the museum and gallery but there is no coffee shop provision due to the limited visitor numbers. Either the Team Leader or the Duty Officer would be on duty on the Saturday along with an Events Assistant. If a wedding or other booking was taking place then these permanent staff would be complemented by a range of casual employees.

The building is cleaned Mon-Fri by Facilities Management. The limited activity on a Saturday means there is no requirement for a cleaner on Saturday morning. Events taking place on Saturday night will be cleaned down on Monday morning before the building opens to the public.

Prudent planning would also assume that the timetable above experienced 1.5 days of absence (sickness etc) per week.

2) Example shift pattern for a Town Hall team delivering full weekend opening:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Town Hall Team Leader 1</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Team Leader 2 (part-time)</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Duty Officer</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Duty Officer 2 (part-time)</b>	N/A	N/A	N/A	N/A	Annual Leave	Annual Leave	Annual Leave
<b>Catering Assistant 1</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Catering Assistant 2</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Catering Assistant 3 (part-time)</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Catering Assistant 4 (part-time)</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Events Assistant 1</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Events Assistant 2</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Events Assistant 3 (part-time)</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Events Assistant 4 (part-time)</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Facilities Assistant</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Cleaner</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Cleaner</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Casual cleaner</b>	N/A	N/A	N/A	N/A	N/A	Depending on absence & leave	Depending on absence & leave
<b>Casual staff</b>	N/A	N/A	N/A	N/A	N/A	Depending on bookings	N/A

In option 2 you can see that the building is now operating at full capacity seven days a week. It is not possible to run a resilient seven day service with employees working five-days a week and so two separate teams have been created to manage the service. One team works Monday to Friday and the second team works Friday to Sunday. There is overlap on the Friday to allow for a handover between the two teams and in order for the weekend roles to offer enough hours to be sustainable opportunities for employees. Team Leader 1 would manage the weekday employees and have primary responsibility for the building, while Team Leader 2 would manage the weekend employees and the building during these hours.

Even with this level of resourcing there are pinch points in this scenario – primarily around the Saturday and Sunday. If there was to be any absence involving the Team Leader then there will be no senior officer on site from a building safety or management perspective and contingency plans would be required.

Team Leaders and Duty Officers are required during the week and at weekends to cover each other's absence and annual leave to ensure there is a resilient structure in place.

In this proposal the Town Hall is fully operational on Saturdays and Sundays – particularly with regard to the coffee shop - and therefore it would be necessary to put in an additional cleaning resource. This is particularly the case on Sundays when an event may have taken place in the building on the Saturday night and a full clean is required.

Prudent planning would also assume that the timetable above experienced 2.2 days of absence (sickness etc) per week.

3. Example staffing rota for the restructured Town Hall team if it was closed to the public on a Monday and Tuesday AND open on a Sunday:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Town Hall Team Leader</b>	Day Off	Day Off	Present	Present	Present	Present	Present
<b>Duty Officer 1</b>	Day Off	Day Off	Annual Leave	Annual Leave	Annual Leave	Annual Leave	Annual Leave
<b>Duty Officer 2 (Part-time)</b>	Present	Present	Present	N/A	N/A	N/A	N/A
<b>Catering Assistant</b>	Day Off - Coffee Shop closed	Day Off - Coffee Shop closed	Present	Present	Present	Present	Present
<b>Catering Assistant</b>	Day Off - Coffee Shop closed	Day Off - Coffee Shop closed	Present	Present	Present	Present	Present
<b>Events Assistant 1</b>	Day Off	Present	Present	Present	Present	Present	Day Off
<b>Events Assistant 2</b>	Annual Leave	Annual Leave	Annual Leave	Annual Leave	Annual Leave	Day Off	Day Off
<b>Events Assistant 3 (part-time)</b>	Present	Present	Present	N/A	N/A	N/A	N/A
<b>Facilities Assistant</b>	Present	Present	Present	Present	Present	Day Off	Day Off
<b>Cleaner</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Cleaner</b>	N/A	N/A	N/A	N/A	Present	Present	Present
<b>Casual cleaner</b>	N/A	N/A	N/A	N/A	N/A	Depending on absence & leave	Depending on absence & leave
<b>Casual staff</b>	N/A	N/A	N/A	N/A	N/A	Depending on bookings	N/A

In this proposal the existing Town Hall staff have their contracts changed to be Wednesday to Sunday opening. This could cause employee relations issues and lead to the potential displacement of employees. The building still needs to stay open on Mondays and Tuesdays to allow Elected Members to access their offices and as a result there needs to a person on site fulfilling safety and leadership requirements. As a result a part-time Duty Officer has been appointed and a part-time Events Assistant to provide cover at these times.



Prudent planning would also assume that the timetable above experienced 1.6 days of absence (sickness etc) per week.



<b>AssessmentNo</b>	420	<b>Owner</b>	mrodger	
<b>Resource</b>	Transformation		<b>Service/Establishment</b>	Communications, Culture and Communities
	First Name	Surname	<b>Job title</b>	
<b>Head Officer</b>	Amanda	Graham	Comms, TH, CEO Office Manager, CitizenCultureFacilities	
	(include job titles/organisation)			
<b>Members</b>	Moir Rodger, Communications Officer Ricardo Rea, Performance and Strategy Team			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
<b>Policy Title</b>	Weekend opening of Clydebank Town Hall			
	<b>The aim, objective, purpose and intended outcome of policy</b>			
	The proposals respond to a request from the Cultural Committee to examine the possibility of weekend opening and include any potential revenue implications.			
	<b>Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.</b>			
	Services			
<b>Does the proposals involve the procurement of any goods or services?</b>			<b>Yes</b>	
<b>If yes please confirm that you have contacted our procurement services to discuss your requirements.</b>			<b>No</b>	
<b>SCREENING</b>				
<i>You must indicate if there is any relevance to the four areas</i>				
<b>Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)</b>			<b>Yes</b>	
<b>Relevance to Human Rights (HR)</b>			<b>No</b>	
<b>Relevance to Health Impacts (H)</b>			<b>No</b>	
<b>Relevance to Social Economic Impacts (SE)</b>			<b>Yes</b>	
<b>Who will be affected by this policy?</b>				
Staff, actual potential visitors/users of Clydebank Town Hall				
<b>Who will be/has been involved in the consultation process?</b>				
Discussions with staff				
<b>Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.</b>				
	<b>Needs</b>	<b>Evidence</b>	<b>Impact</b>	
<b>Age</b>	Accessible community spaces contribute to community cohesion	Older people are less like to be digitally included	Identifying a sustainable path in terms of opening hours for the town hall would be a positive impact	
<b>Cross Cutting</b>	Accessible	Sharing spaces and	Any option adopted	

	community spaces contribute to community cohesion Any changes to opening hours needs to be clearly communicated to members of the public	social contact can help foster good relations and support community cohesions	needs to take these factor into consideration
<b>Disability</b>	Accessible community spaces contribute to community cohesion	Some disabled people are less likely to be digitally included Accessible spaces are therefore very important Feed back from Deaf/BSL users for example has noted a preference for this venue for engagement	Identifying a sustainable path in terms of opening hours for the town hall would be a positive impact
<b>Social &amp; Economic Impact</b>	We need to consider the impact of major decisions in line with the October 2021 Statutory Guidance on the Fairer Scotland Duty	CTH sits in an area of major regeneration including 'Connecting Clydebank'	Any option adopted needs to take these factor into consideration
<b>Sex</b>	To consider any differential impact of women versus men in terms of employment	Relative impact on employees needs to be considered, if people are displaced by one option	Mitigation by switch policy if option 2 is selected
<b>Gender Reassign</b>			
<b>Health</b>			
<b>Human Rights</b>			
<b>Marriage &amp; Civil Partnership</b>			
<b>Pregnancy &amp; Maternity</b>			
<b>Race</b>			
<b>Religion and Belief</b>			
<b>Sexual Orientation</b>			
<b>Actions</b>			
<b>Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.</b>			
<b>Will the impact of the policy be monitored and reported on an ongoing bases?</b>			
<b>Q7 What is your recommendation for this policy?</b>			
Introduce			

<b>Please provide a meaningful summary of how you have reached the recommendation</b>
An Equality Impact Assessment was undertaken and this highlighted that opening a public building seven days a week could be viewed as increasing access. However, opening an additional day would make only a marginal difference, given the building is already open six days and visitor numbers are limited. The equality impact has been examined and there is no impact from retaining the current position. There is a potential negative impact on one equality group, namely women, should committee move to seven day opening depending on which option is taken.