

# Agenda



## Cultural Committee

**Date:** Monday, 26 November 2018

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**Time:** 10:00

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**Venue:** Council Chambers,  
Town Hall, Dumbarton Road, Clydebank

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**Contact:** Craig Stewart, Committee Officer  
Tel: 01389 737251 [craig.stewart@west-dunbarton.gov.uk](mailto:craig.stewart@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Cultural Committee** as detailed above. The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Distribution:-

Bailie Denis Agnew (Chair)  
Provost William Hendrie  
Councillor Karen Conaghan (Vice Chair)  
Councillor John Millar  
Councillor Brian Walker

Chief Executive  
Strategic Director of Transformation & Public Service Reform  
Strategic Director of Regeneration, Environment & Growth  
Chief Officer of West Dunbartonshire Health & Social Care Partnership

Date of issue: 13 November 2018

## **CULTURAL COMMITTEE**

**MONDAY, 26 NOVEMBER 2018**

### **AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

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

**3 MINUTES OF PREVIOUS MEETING 5 - 7**

Submit for approval as a correct record, the Minutes of Meeting of the Cultural Committee held on 17 September 2018.

**4 OPEN FORUM**

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

**5 NOTE OF MEETING OF TOWN TWINNING WORKING GROUP 9 - 10**

Submit for information, the Note of Meeting of the Town Twinning Working Group held on 12 October 2018.

**6 NOTE OF MEETING OF EVENTS (MONTE CARLO RALLY) 11 – 12**

Submit for information, the Note of Meeting of the Events (Monte Carlo Rally) Working Group held on 12 October 2018.

**7 NOTE OF MEETING OF TOWN HALL REDEVELOPMENT WORKING GROUP 13 - 14**

Submit for information, the Note of Meeting of the Town Hall Redevelopment Working Group held on 12 October 2018.

**8 TOWN TWINNING UPDATE 15 - 18**

Submit report by the Strategic Lead – Regulatory providing an update on progress being made in relation to developing international links with potential partners.

**9 COMMUNICATIONS, CULTURE & COMMUNITIES DELIVERY 19 - 26**  
**PLAN 2018-19: MID-YEAR PROGRESS**

Submit report by the Strategic Lead – Communications, Culture & Communities setting out progress to date in delivery of the actions detailed within the Communications, Culture & Communities (CCC) Delivery Plan 2018/19 which are delegated to the Cultural Committee. This would be in respect of Clydebank Town Hall, Arts and Heritage, and Communications.

<b>10</b>	<b>CATERING PROVISION AT CLYDEBANK TOWN HALL</b>	<b>27 - 30</b>
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Submit report by the Strategic Lead – Communications, Culture & Communities seeking approval to commence a tendering process for catering services at Clydebank Town Hall.

11	<b>SOLDIERS BY TOM McKENDRICK – ACQUISITION PROPOSAL</b>	<b>31 - 35</b>
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Submit report by the Strategic Lead – Communications, Culture & Communities presenting to Committee for approval the proposal to acquire by purchase a painting from Tom McKendrick's *Soldiers* collection.

## **CULTURAL COMMITTEE**

At a Meeting of the Cultural Committee held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Monday, 17 September 2018 at 10.00 a.m.

**Present:** Provost William Hendrie, Bailie Denis Agnew and Councillors Karen Conaghan and Brian Walker.

**Attending:** Angela Wilson, Strategic Director – Transformation and Public Service Reform; Malcolm Bennie, Strategic Lead – Communications, Culture and Communities; Ronnie Dinnie, Strategic Lead – Environment and Neighbourhood; Alan Douglas, Legal Manager; George Hawthorn, Manager of Democratic and Registration Services and Craig Stewart, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor John Millar.

**Bailie Denis Agnew in the Chair**

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Cultural Committee held on 28 May 2018 were submitted and approved as a correct record.

### **OPEN FORUM**

The Committee noted that no open forum questions had been submitted by members of the public.

### **CULTURAL WORKING GROUPS**

A report was submitted by the Strategic Lead – Communications, Culture & Communities providing an update to the Committee on the opportunity to organise working groups.

After discussion and having heard the Strategic Lead – Communications, Culture & Communities and relevant officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) that the following working groups be established:-
  - (a) Town Twinning;
  - (b) Events; and
  - (c) Town Hall.
- (2) that authority be delegated to the relevant Strategic Lead to establish Member/Officer working group(s), in consultation with the Convener, whenever an area of specific focus arose; and
- (3) otherwise to note the contents of the report.

### **TOWN TWINNING UPDATE**

A report was submitted by the Strategic Lead – Regulatory providing an update on progress being made in relation to developing international links with existing and potential partners.

After discussion and having heard the Manager of Democratic and Registration Services in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that officers should continue to explore developing existing links with Argenteuil and Beauvoisin;
- (2) that officers would arrange to send a letter of intent to the Polish Consul General providing more information on the West Dunbartonshire area and history and seeking further information on the city of Gdynia as a potential city to form a friendship agreement with, as described in paragraph 4.2 of the report;
- (3) that the Council should enter into dialogue with the Irish Consul General with a view to exploring the possibilities of a friendship link with town in County Donegal area, potentially Letterkenny; and
- (4) that, in consultation with the Provost and the Convener, officers should explore the options of producing a plaque to commemorate the Polish warship 'Piorun', which docked at John Brown's shipyard in Clydebank for repairs during the Clydebank Blitz.

## **MONTE CARLO RALLYE**

A report was submitted by the Strategic Lead – Environment & Neighbourhood seeking approval to host the start event for the 2019 Monte Carlo Rallye from Clydebank on Wednesday, 30 January 2019.

After discussion and having heard the Strategic Lead - Environment & Neighbourhood in further explanation of the report and in answer to Member's questions, the Committee agreed:-

- (1) to note the content of the report; and
- (2) that the Council host the Monte Carlo Rallye in Clydebank on 30 January 2019 and that it be funded from within the Cultural Budget.

The meeting closed at 10.50 a.m.



## CULTURAL COMMITTEE WORKING GROUPS (Town Twinning)

Note of Meeting of the Cultural Committee Working Groups (Town Twinning) held in the Council Chamber, Clydebank Town Hall on Friday, 12 October 2018 at 10.00 a.m.

**Present:** Bailie Denis Agnew (Chair)  
Provost William Hendrie  
Councillor Karen Conaghan  
Councillor Ian McLaren  
Councillor Brian Walker  
George Hawthorn, Manager of Democratic & Registration Services  
Craig Stewart, Committee Officer, Regulatory Services

**Apologies:** An apology was received from Councillor John Millar. Apologies were also received from Angela Wilson, Strategic Director – Transformation & Public Service Reform; Malcolm Bennie, Strategic Lead – and Alan Douglas, Legal Manager.

### TOWN TWINNING UPDATE

There was submitted a report by the Strategic Lead – Regulatory providing the Working Group with an update on progress being made in relation to developing international links with existing and potential partners.

After discussion and having heard the relevant officers in further explanation and in answer to Members' questions, the Working Group agreed:-

- (1) that George Hawthorn should write to Liam Ward, Donegal County Council, providing information on proposed friendship agreement to ascertain if his Council was likely to support proposed link between West Dunbartonshire and Letterkenny Municipal District;  
**action: George Hawthorn**
- (2) to note that Councillor Conaghan, Convener of the Educational Services Committee, would arrange to discuss with the Chief Education Officer, Laura Mason, a proposal to host a pilot Culture Club Programme to connect school children from West Dunbartonshire aged between 6 and 16 with the Irish language and culture. The event would be supported by the Irish Consulate in Scotland in cooperation with the Gaelic League;  
**action: Councillor Conaghan/Laura Mason**

(3) to note that Bailie Agnew has been made an Honorary Patron of the Combatants Memorial Group, which had taken on the role of guardians to ensure that the war time history and history of post-war period and the circumstances that the Polish soldiers faced after the war were not forgotten; and

(4) to note that George Hawthorn would arrange to make contact with Clydebank Property Company regarding a proposal to place a commemorative plaque to mark the ORP Piorun in an area around the Titan Crane and would then report back to a future meeting of the Cultural Committee, for a decision thereon. In this regard, it was noted that potential funding for the plaque ceremony could come from the small budget for cultural events, subject to Committee approval.

**action: George Hawthorn**

### **DATE OF NEXT MEETING**

It was agreed that the date of the next meeting of the Working Group would be communicated to all Members of the Working Group in due course.

The meeting closed at 10.40 a.m.

## **CULTURAL COMMITTEE WORKING GROUPS**

### **Events (Monte Carlo Rally)**

Note of Meeting of the Cultural Committee Working Groups (Events (Monte Carlo Rally)) held in the Council Chamber, Clydebanks Town Hall on Friday, 12 October 2018 at 10.40 a.m.

**Present:** Bailie Denis Agnew (Chair)  
 Provost William Hendrie  
 Councillor Karen Conaghan  
 Councillor Ian McLaren  
 Councillor Brian Walker  
 Douglas Anderson (DA), Monte Carlo Rally Coordinator (Start & UK leg)  
 Ronnie Dinnie, Strategic Lead – Environment & Neighbourhood  
 Raymond Walsh, Roads & Transportation Manager  
 Andy Moffat, Community Facilities Officer, Leisure Trust  
 Craig Stewart, Committee Officer, Regulatory Services

**Apologies:** An apology was received from Councillor John Millar. Apologies were also received from Angela Wilson, Strategic Director – Transformation & Public Service Reform; Malcolm Bennie, Strategic Lead – and Alan Douglas, Legal Manager.

### **UPDATE ON EVENT PREPARATIONS – MONTE CARLO RALLY 2019**

There was submitted a report by the Strategic Lead – Environment & Neighbourhood providing some background information on the event preparations for the start event for the 2019 Monte Carlo Rally from Clydebanks on Wednesday, 30 January 2019, following approval at the Cultural Committee meeting on 17 September 2018.

After discussion and having heard Mr Anderson and the relevant officers in further explanation and in answer to Members' questions, the Working Group agreed:-

- (1) to note the update given by Ronnie Dinnie, Andy Moffat and Raymond Walsh on event preparations and arrangements, i.e. the event plan and traffic arrangements, parking etc. for the launch event on Wednesday, 30 January 2019;
- (2) to note that Bailie Agnew had arranged to meet the new Principal of West College Scotland, to discuss arrangements with the College, and to ascertain their interest/involvement in the event;  
**action: Ronnie Dinnie/Andy Moffat/Raymond Walsh;**

- (3) to note the arrangements that were in hand to deliver the event plan including publicity, statutory notices, first aid, toilet provision, participant hospitality, room hire and a contingency sum;

**action: Ronnie Dinnie/Andy Moffat/Raymond Walsh;**

- (4) having heard Mr Anderson, to note the format of the day, including times and numbers of cars that would be involved;

- (5) to note the terms of discussion with regard to sponsorship, etc. that, in regard to future years, it was a possibility that a car could be sponsored by the Council which would go the full journey to Monte Carlo; and

- (6) to note that officers would take forward preparations in regard to the event and would also provide further updates to Members of the Cultural Committee including at the next meeting of the Working Group, in order to keep Members informed of developments.

**action: Ronnie Dinnie/Andy Moffat/Raymond Walsh.**

#### **DATE OF NEXT MEETING**

It was agreed that the date of the next meeting of the Working Group would be communicated to all Members of the Working Group in due course.

The meeting closed at 11.40 a.m.

## CULTURAL COMMITTEE WORKING GROUPS Town Hall Redevelopment

Note of Meeting of the Cultural Committee Working Groups (Town Hall Redevelopment) held in the Council Chamber, Clydebanks Town Hall on Friday, 12 October 2018 at 11.45 a.m.

**Present:** Bailie Denis Agnew (Chair)  
Provost William Hendrie  
Councillor Karen Conaghan  
Councillor Brian Walker  
Craig Stewart, Committee Officer, Regulatory Services

**Apologies:** An apology was received from Councillor John Millar. Apologies were also received from Angela Wilson, Strategic Director – Transformation & Public Service Reform; Malcolm Bennie, Strategic Lead – and Alan Douglas, Legal Manager.

### UPDATE ON CLYDEBANK TOWN HALL REDEVELOPMENT

After discussion and having heard Bailie Agnew, the Working Group agreed:-

- (1) to note that it may be helpful for a walk around to be organised in the near future of Clydebanks Town Hall by Members of the working group and relevant officers. Members suggested possibly identifying an expert such as an architect and/or builder, to help inform on matters;
- (2) that, in regard to (1) above, that it would be useful if the Strategic Lead could consider the walk around of the Town Hall taking place as early as possible.

**Note:** Malcolm Bennie has subsequently updated that he will arrange this with Craig Stewart once outline plans are available from the Council's Consultancy Service to consider on the walk around.;

**action: Craig Stewart**

- (3) having heard Bailie Agnew, to endorse the suggestion that a further meeting of the Working Group be arranged, as the Lead Officer, Malcolm Bennie, had been unable to attend this meeting due to pre-scheduled annual leave, and Members were keen to progress matters with regard to the Town Hall.  
Note: Malcolm Bennie has subsequently updated that it may be most productive to arrange the next Working Group to coincide with the walk around. Again he will liaise with Craig Stewart on this once the plans are available.

**action: Craig Stewart**

### **DATE OF NEXT MEETING**

It was agreed that the date of the next meeting of the Working Group would be communicated to all Members of the Working Group in due course.

The meeting closed at 12.10 p.m.

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Strategic Lead - Regulatory**

**Cultural Committee: 26 November 2018**

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**Subject: Town Twinning Update**

#### **1. Purpose**

- 1.1** To provide the Committee with an update on progress being made in relation to developing international links with potential partners.

#### **2. Recommendations**

- 2.1** The Committee is asked to:

- (a) note that, subject to the Clydebank Property Company Board's approval, a report will be submitted to the next meeting of the Board providing details of a proposal to erect a plaque to commemorate the Polish Warship, ORP Piorun, near the Titan Crane site;
- (b) await formal responses from the authorities in Gdynia, Poland and Donegal, Republic of Ireland in relation to the Committee's proposals to form friendship links with Gdynia and Letterkenny, before considering the next steps; and
- (c) consider whether the Council should host an event in the Clydebank Town Hall to celebrate its European connections and, if the Committee agrees: (i) to request the Strategic Director of Transformation and Public Service Reform, to make the appropriate arrangements for the event in consultation the Town Twinning Working Group; and (ii) that the event be funded from the Cultural budget but should not exceed £2000.

#### **3. Background**

- 3.1** In September 2018, the Cultural Committee agreed that a letter be sent to the Polish Consul General confirming the Committee's intention to form a friendship agreement with a Polish town or City, potentially Gdynia, and asked to receive further information on the City of Gdynia for further consideration. A letter of intent has been sent to the Polish Consul General along with further information on West Dunbartonshire to help identify a suitable Polish town or city. The Polish Consul General has advised that due to local elections being held in Poland, it has not been possible to discuss the proposal with the Mayor of Gdynia but he will do so as soon as the elections have been completed.

**3.2** In October 2018, the Town Twinning Working Group agreed:

- (a) that the Manager of Democratic and Registration Services should write to Mr Liam Ward, Donegal County Council, providing information on a proposed friendship agreement to ascertain if his Council was likely to support a proposed link between West Dunbartonshire and Letterkenny Municipal District;
- (b) to note that Councillor Conaghan, Convener of the Educational Services Committee, would arrange to discuss with the Chief Education Officer, a proposal to host a pilot Culture Club Programme to connect school children from West Dunbartonshire aged between 6 and 16 with the Irish language and culture. The event would be supported by the Irish Consulate in Scotland in cooperation with the Gaelic League;
- (c) to note that Bailie Agnew has been made an Honorary Patron of the Combatants Memorial Group, which had taken on the role of guardians to ensure that the war time history and history of post-war period and the circumstances that the Polish soldiers faced after the war are not forgotten; and
- (d) that the Manager of Democratic and Registration Services should make contact with Clydebank Property Company regarding a proposal to place a commemorative plaque to mark the ORP Piorun in an area around the Titan Crane and would then report back to a future meeting of the Cultural Committee, for a decision thereon. In this regard, it was noted that potential funding for the plaque ceremony and necessary permissions, if any, could be met from the small budget for cultural events, subject to Committee approval.

**4. Main Issues**

- 4.1** A letter was sent to Donegal County Council on 16 October 2018 and a formal response is awaited. In the meantime, Donegal County Council has sent some information about Letterkenny Municipal District, which has been circulated separately to all Members of the Committee for information.
- 4.2** A letter was sent to the Secretary of the Clydebank Property Company on 17 October, 2018 seeking permission for the Council to erect the plaque referred to at paragraph 3.2 (4) above. The Secretary has confirmed that the matter will be considered by the Board at its next meeting on 4<sup>th</sup> December. If permission is granted, a report will be presented to the meeting of the Committee in February seeking approval of a proposal to erect a plaque and hold a ceremony to mark the occasion. Depending on the location of the plaque, planning permission and permission from Historic Scotland may be required. It has been suggested that the plaque could be placed on the lift area to avoid the need for such permissions.

- 4.3** It has been proposed that this Council should host an event in the Clydebank Town Hall to celebrate its European connections in February 2019, which could involve representation from the Polish, Irish and French consulates. Councillors are asked to consider this proposal and if accepted then it is suggested that the planning of the event be discussed at the appropriate Working Group. Consideration will need to be given to the planning and organisation of the event and in particular which members of staff should be involved before and during the event. Clarification will also be required in terms of the role of the various Consulates involved and whether there should be a formal civic element included in the programme for the day.

## **5. People Implications**

- 5.1** There are no staff implications arising from the recommendations of this report.

## **6. Financial and Procurement Implications**

- 6.1** There will be some costs involved in running the European Connections event which will need to be met from the Cultural budget. It is not possible to estimate the cost of the event until the final programme has been agreed but the Committee might wish to agree a maximum amount to be spent from the Cultural budget. It is recommended that this amount should not exceed £2000.

## **7. Risk Analysis**

- 7.1** There are no significant risks arising from the recommendations of this report.

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

- 8.1** An initial EIA screening indicates there are no adverse impacts on any equality groups arising from the recommendations of this report.

## **9. Consultation**

- 9.1** Officers from Legal and Finance Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

- 10.1** The development of town twinning activity could have some real educational and cultural benefits for those citizens who participate in such events and the promotion of West Dunbartonshire through these twinning or friendship links could potentially generate some economic benefit to area through increased tourism.

**Name:** Peter Hessem  
**Designation** Strategic Lead - Regulatory  
**Date:** 8 November 2018

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**Person to Contact:** George Hawthorn, Manager of Democratic and Registration Services, Municipal Buildings, College Street, Dumbarton. Telephone 01389 737204 or email: [george.hawthorn@west-dunbarton.gov.uk](mailto:george.hawthorn@west-dunbarton.gov.uk)

**Appendices:** None.

**Background Papers:** Information on Letterkenny Municipal District circulated to Members of the Cultural Committee on 8<sup>th</sup> November 2018.

**Wards Affected:** None.

## WEST DUNBARTONSHIRE COUNCIL

### Report by Strategic Lead – Communications, Culture & Communities

**Corporate Services Committee: 21 November 2018**

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**Subject: Communications, Culture & Communities Delivery Plan 2018/19:  
Mid-Year Progress**

#### **1 Purpose**

- 1.1** The purpose of this report is to set out progress to date in delivery of the actions detailed within the Communications, Culture & Communities (CCC) Delivery Plan 2018/19 which are delegated to Cultural committee. This would be the Clydebank Town Hall, Arts and Heritage, and Communications.

#### **2 Recommendations**

- 2.1** It is recommended that the Committee notes the contents of this report and the progress achieved at mid-year.
- 2.2** The Delivery Plan will also be submitted to the Corporate Services committee to enable scrutiny of CCC services delegated to Corporate Services (Performance and Strategy, Libraries, and Citizen Services).

#### **3 Background**

- 3.1** Annual Strategic Delivery Plans set out actions to address the key service specific issues identified during the annual strategic assessment exercises. These plans also provide an overview of the assets and resources available to support delivery of the plan, and consider risks at both strategic and operational level.
- 3.2** The Communication, Culture & Communities Delivery Plan 2018/19 was approved by this committee on 28 May 2018, and a commitment was made to submit a mid-year progress report.

#### **4 Main Issues**

##### Delivery Plan

- 4.1** The Communication, Culture & Communities plan contains a range of actions designed to support delivery of the strategic priorities of the council. At this mid-point of the year, 2 actions within the plan have been completed with the remaining 10 actions being progressed and on track for delivery by 31 March 2019.
- 4.2** Also included in the plan are 19 performance indicators of which nine are monitored on a quarterly basis. Of the nine indicators monitored quarterly, one

indicator relates to the Cultural Committee. This indicator does not have data available at this point.

#### Strategic Improvement

- 4.6** The Council adopted the West Dunbartonshire Self Evaluation Framework in August 2016, which embeds a rolling three year improvement programme across services not subject to external evaluation and inspection. Within the Communication, Culture & Communities service area, three self-evaluations have been carried out to date - Contact Centre/Complaints; Museum and Galleries and the Welfare Fund. Each service area has an action plan to address the identified areas of improvement. Three additional services, Corporate Communications; Clydebank Town Hall & Council Offices and the One Stop Shops, will undertake self-evaluation over the coming year.

#### Citizen Feedback – Complaints

- 4.7** A key focus in the development of the strategic delivery plans was ensuring that we capture learning from the range of mechanisms that provide feedback from those who use our services. Central to this approach is ensuring we capture learning and make improvements to service delivery based on complaints.
- 4.8** Between 1 April and 30 September this year, the Communications, Culture and Communities service area received a total of twenty six complaints, all of which were Stage 1 complaints. During the same period, all complaints were closed, all at Stage 1. Twenty four of the complaints closed at Stage 1 met the 5 working day target for resolving complaints. Of the twenty six complaints closed at Stage 1, sixteen were upheld representing 61% of all complaints for this period.

#### Citizen Feedback

- 4.9** User feedback has been implemented within the Clydebank Town Hall. To date 38 organiser's of events at the Town Hall have been surveyed providing a 100% positive return on satisfaction in relation to: satisfaction with the event; satisfaction with the event team; and likelihood to recommend Clydebank Town Hall.

### **5 People Implications**

- 5.1** There are no direct people implications arising from this report.

### **6 Financial & Procurement Implications**

- 6.1** There are no direct financial or procurement implications arising from this report.

## **7 Risk Analysis**

- 7.1** Failure to deliver on the actions assigned to the strategic area may have a direct impact on the delivery of the Council's Strategic Plan. It is essential that remedial action is taken to ensure strategic delivery plans achieve the commitments detailed and approved.

## **8 Equalities Impact Assessment**

- 8.1** As this report details progress on an action plan already agreed, there is no requirement for equalities screening or impact assessment.

## **9 Consultation**

- 9.1** This report provides an update on the progress achieved across the strategic area, drawing from information provided by officers.

## **10 Strategic Assessment**

- 10.1** The strategic delivery plan sets out actions to support the successful delivery of all 5 strategic priorities of the Council.

**Malcolm Bennie**  
**Strategic Lead – Communications, Culture & Communities**  
**Date: 24 October 2018**

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**Person to Contact:** Nicola Docherty, P&S Business Partner  
Tel: (5) 6957  
E-mail: Nicola.docherty@west-dunbarton.gov.uk

**Appendix:** Appendix 1: Communications, Culture & Communities  
Delivery Plan 2018/19 - Mid-Year Progress (Actions)

**Background Papers:**



**Wards Affected:** All wards

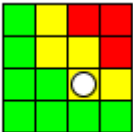
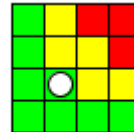


# CCC 2018/19 Delivery Plan


Meaningful engagement with active, empowered and informed citizens who feel safe and engaged
Fully consulted and involved citizens who are able to make full use of the Community Empowerment Act

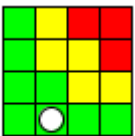
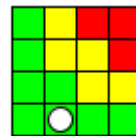
Strong and active communities
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Action	Status	Progress	Due Date	Comment	Assigned To
Increase social media audience (to 33%) and engagement (to 1.5m) across each platform through continually evaluating our approaches to social media and responding to social media trends and evolution		<div><div>66%</div></div>	31-Mar-2019	Progress is continuing on this indicator with growth achieved across every platform. We are committed to increasing our use of video, gifs and also using graphic design software to further enhance the platforms and grow our audience. Due to workload pressures and competing demands in the team, our ambition to increase the quantity of unique visual content is progressing at a slower pace than planned.	Amanda Graham
Secure external funding to progress development plan		<div><div>50%</div></div>	31-Mar-2019	Officers are working both with WDC colleagues and developing links with external funders to identify potential funding streams to support a number of cultural improvements.	Gill Graham

Title	Current Risk Matrix	Date Reviewed	Latest Note	Target Risk Matrix	Assigned To
Failure to promote engagement with culture	<div> <div>Likelihood</div>  <div>Impact</div> </div>	04-Jun-2018	A 2 year Cultural Programme (2018-20) has been developed including a broad ranging exhibitions programme across WD venues. Cultural enhancement plans also include development of: a new museum in the lower floor of Clydebank library, a local museum upstairs in Alexandria library and improvements to the existing gallery spaces within Clydebank Town Hall.	<div> <div>Likelihood</div>  <div>Impact</div> </div>	Gill Graham







Open, accountable and accessible local government
Equity of access for all residents

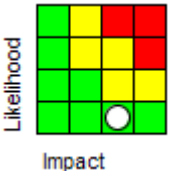
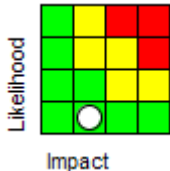
Action	Status	Progress	Due Date	Comment	Assigned To
Deliver a programme of venue enhancements to ensure all libraries and Cultural facilities are accessible and fit for purpose.		<div><div>25%</div></div>	31-Mar-2019	<p>Phase 1 of the Clydebank Library refurbishment is nearing completion with all major works completed. Some minor snagging remains to be completed in the upcoming weeks. Phase 2 works are anticipated to begin in the next 3 months.</p> <p>Development and design work is well underway to deliver a much needed capital investment in the infrastructure of our libraries and museum to make them modern and attractive places for our residents. Enhancements to all branch libraries include: revitalisation of Junior Libraries and Family Learning areas, replacement of existing customer service desks, shelving and display units and installation of self-service machines. We are also developing plans for the establishment of a permanent Blitz museum.</p>	Gill Graham

Title	Current Risk Matrix	Date Reviewed	Latest Note	Target Risk Matrix	Assigned To
citizens and communities	<div> <div>Likelihood</div>  <div>Impact</div> </div>	07-Jun-2018	<p>New approach to engagement at a strategic and local level means this risk is unlikely to occur.</p> <p>Engaging Communities Framework, Your Community and Citizens Panel create context for positive dialogue as standard.</p>	<div> <div>Likelihood</div>  <div>Impact</div> </div>	Amanda Coulthard; Amanda Graham







Short Name	Q1 2018/19			Q2 2018/19			Latest Note	Current Target	Assigned To
	Value	Target	Status	Value	Target	Status			
Cost per museum visit £	£2.18	£1.40					A new methodology of recording visits in person to the museum (rooms) has been applied in 18/19 which results in lower recorded visits. This is having a negative impact on the performance to target on this PI which has now become unachievable. The target for 2019/20 will need to be revised accordingly to take account of this change. On the positive costs of running this service have reduced this financial year.	£1.40	Sarah Christie; Gill Graham

Efficient and effective frontline services that improve the everyday lives of residents
A committed and skilled workforce

Action	Status	Progress	Due Date	Comment	Assigned To
Provide communications training to Council managers		<div><div>50%</div></div>	31-Mar-2019	Work is taking place to create the communication training materials for managers and anticipated will be achieved by year end.	Amanda Graham
Ensure that a culture of continuous improvement is embedded across Libraries and Cultural Services. Participating in national improvement schemes and achieving national recognised standards.		<div><div>40%</div></div>	31-Mar-2019	The service's Extended Management Team have been fully engaged in development of the Operational Service Plan for 2018/19. The Operational Service Plan reflects CCC Delivery Plan and the Councils strategic objectives. To support staff at all levels in service planning and improvements, 2 'all staff' engagement events are planned: 30 Nov 2018 & end of March 2019.	Gill Graham
Ensure a focus on support, training and development for employees across the service		<div><div>57%</div></div>	31-Mar-2019	A cohort of CCC employees have participated in process improvement training and a training needs assessment has been submitted to the OD&C team. In addition, CCC has developed an internal Future Leaders programme focused on leadership development for a small cohort of identified employees. We have also invested in training for frontline library service employees.	Malcolm Bennie
Put in place a monthly written update for all employees in the service		<div><div>100%</div></div>	31-Mar-2019	This action has been delivered through introduction on a monthly blog issued to all CCC employees	Malcolm Bennie
Ensure regular senior management team attendance at team meetings to ensure strong cascade of information and opportunities for engagement		<div><div>50%</div></div>	31-Mar-2019	This action is progressing as planned. To date attendance at meetings in communications, libraries & culture and Performance and Strategy have been achieved.	Malcolm Bennie
Implement priority actions developed to support being 21st Century Public Servants.		<div><div>50%</div></div>	31-Mar-2019	Good progress is being made on focusing on Council services that can generate income such as the Town Hall, and Commercial Waste. A wide range of external visits to other Councils has also been undertaken by senior officers within CCC. Further work will be undertaken in coming months to brainstorm problems across the management team, and undertake face-to-face engagement sessions with frontline employees across CCC.	Malcolm Bennie

Title	Current Risk Matrix	Date Reviewed	Latest Note	Target Risk Matrix	Assigned To
Failure to implement a robust media and communications strategy		10-Oct-2018	Strong strategy in place with regular review process in place.		Amanda Graham

A continuously improving Council delivering best value

Action	Status	Progress	Due Date	Comment	Assigned To
Explore opportunities to generate income for the Council through delivering services and offering support and expertise to external organisations			31-Mar-2019	Communications is delivering social media support and expertise to WD Leisure and an SLA is in place for one year.	Amanda Graham
Review operating model at Clydebanks Town Hall with a focus on income generation			31-Mar-2019	<p>A revised scale of charges has been developed and successfully introduced following Cultural Committee approval. It is projected that income will increase this financial year as a result.</p> <p>Progress continues to promote income generation and to date a new Town Hall website has been developed and is live and continuing to be updated with testimonials and photography. In addition to this a new venue dressing service has been launched as part of our offer at CTH. We have already successfully delivered this service for three events and have secured a number of future bookings.</p>	Amanda Graham
Deliver a refreshed strategy for Culture & Library Services			31-Mar-2019	A 2 year cultural programme has been developed including a broad range of exhibitions across the authority. Development work is also being carried out to scope out a new permanent museum in the lower floor of Clydebanks Library and in the upper floor of Alexandria Library.	Gill Graham

**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead Communications, Culture and Communities****Cultural Committee**

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**Subject:     Catering Provision at Clydebank Town Hall**

**1.     Purpose**

- 1.1**    To obtain approval to commence a tendering process for catering services at Clydebank Town Hall.

**2.     Recommendations**

- 2.1**    The committee is asked to:

- Approve an open tender exercise in line with European legislation and Council Standing Orders involving issuing an Invitation to Tender to be advertised in the Official Journal of the European Union (OJEU) and Public Contracts Scotland Tender to obtain catering services to support events at Clydebank Town Hall
- Note that, following the conclusion of this process, a report will be presented to a future meeting of the Tendering Committee, seeking approval to appoint successful tenderers for a two-year fixed term contract with the option to extend the contract for an additional 12 month period, taking the maximum term to 3 years.

**3.     Background**

- 3.1**    The B-listed Clydebank Town Hall is the Council's premier events venue, providing bespoke space for a range of corporate, civic and cultural events and celebrations and also hosting a museum, gallery and coffee shop.

Plans are in progress to actively market the Town Hall to a wider audience, increasing bookings and generating additional income to ensure the building is financially sustainable for the future. The provision of catering services are integral to the future development of the venue, and key to attracting bookings for corporate events and weddings.

The Council currently has a catering contract with EnCroute Catering which commenced on 16 July 2016 until 16 July 2017 and has been extended until end of December 2018.

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

- 4.1** On the expiration of the current agreement in December, there will be no contract in place for the provision of large-scale event catering at Clydebanks Town Hall. It is recognised that securing high-quality catering provision is essential in order to compete in the marketplace, to fully meet the needs of our clients and to operate successfully as an events and wedding venue.

The catering team in the Town Hall consists of a full-time catering manager and two part-time catering assistants therefore there is neither the capacity or specialism to deliver this level of service in-house.

The purpose of the tender will be to award a contract for the provision of catering services for Clydebanks Town Hall.

There is no budgetary burden on the Council associated with this contract as clients themselves will be purchasing catering services direct from the supplier. It is anticipated that the contract will generate revenue to any appointed contractor of over £50,000 over its duration.

The Town Hall has an income target and the awarding of a catering contract will contribute to this as commission will be paid from the supplier to the venue for each event booking.

The provision of civic hospitality is not included as it is carried out by the in-house team and includes the provision of buffets, soup, sandwiches and teas and coffees for meetings and bookings taking place within the venue.

#### **5. Options Appraisal**

- 5.1** An options appraisal will be completed as part of the procurement exercise to ensure best value for the Council

#### **6. People Implications**

- 6.1** There are no direct people implications for the Council arising from this report.

#### **7. Financial and Procurement Implications**

- 7.1** The contract will generate commission which will contribute to the Town Hall's income target.

**7.2** Future Procurement Exercise

All procurement activity carried out by the Council in excess of £50K is subject to a contract strategy. The contract strategy for catering provision at Clydebanks Town Hall will be produced by the Corporate Procurement Unit in consultation with the service, legal and finance officers. The contract strategy

shall include but may not be limited to: contract scope, service forward plan, the market, procurement model and routes – including existing delivery vehicles, roles and responsibilities, risks, issues and opportunities and ongoing contract management.

### **7.3 Award of a Contract**

This procurement exercise will be undertaken in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with procurement officers, finance and legal and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.

## **8. Risk Analysis**

### **8.1** Securing high-quality catering provision is integral to realising the aspirations for the venue, generating additional income and ensuring

it can operate on a financially sustainable basis in future. Failure to commence a tendering exercise and contract catering services for the Town Hall would have a significant financial impact for the Council.

## **9. Equalities Impact Assessment (EIA)**

### **9.1** An Equality Impact screening has been completed and no further action is required

## **10. Environmental Sustainability**

### **10.1** Environmental impact will be considered as part of the procurement exercise.

## **11. Consultation**

### **11.1** There was no requirement to undertake any consultation in terms of the information contained in this report.

## **12. Strategic Assessment**

### **12.1** The provision of catering services will ensure Clydebank Town Hall will ensure the building can operate successfully as an events and wedding venue, contributing to the Council's strategic priority of efficient and effective frontline services that improve the everyday lives of residents.

**Malcolm Bennie**

Strategic Lead Communications, Culture and Communities

Date: 26 November 2018

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**Person to Contact:** Amanda Graham  
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Communications, Culture and Communities  
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**Appendices:** None

**Background Papers:** None

**Wards Affected:** None

## WEST DUNBARTONSHIRE COUNCIL

### Report by Strategic Lead – Communications, Culture & Communities

Cultural Committee: 26 November 2018

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#### **Subject: *Soldiers* by Tom McKendrick - Acquisition Proposal**

### **1. Purpose**

- 1.1. The purpose of this report is to present to Committee, for approval, the proposal to purchase a painting from Tom McKendrick's *Soldiers* collection

### **2. Recommendations**

- 2.1. The Committee is invited to:
- note the contents of this report
  - approve the proposal to spend £1,000 from the Cultural budget
  - express preference with regards the painting to be acquired by purchase
  - approve the proposal to leverage additional funding via applications to The National Fund for Acquisitions and/or The Art Fund
  - agree that should no external funding be available the purchase will not go ahead

### **3. Background**

- 3.1. *Soldiers* is a major collection of new portraits painted by acclaimed Clydebank-born artist Tom McKendrick. The culmination of a project begun in 2012, the collection was unveiled to the public at Clydebank Museum and Art Gallery on 6<sup>th</sup> November 2018 with the opening of *Soldiers* by Tom McKendrick – an exhibition of all the portraits from the collection, displayed together for the first time.
- 3.2. Representing active service across the armed services, each portrait is further contextualised by the sitter's personal testimony of their experiences in the field. This ranges from the story of a 100-year-old veteran of Dunkirk, to a 13-year-old sea cadet whose ambition it is to join the Royal Navy.
- 3.3. Among the portraits on display are a number whose sitters have personal connections to the West Dunbartonshire area. The exhibition of these new works at Clydebank Museum and Art Galley is an important element of West Dunbartonshire Council's wider commemorations of the First World War during the 2018 centenary year.
- 3.4. The market value of the portraits is £2,500. A museums and galleries discount of £500 has been offered by the artist. A Council contribution of £1,000 from the Cultural budget towards the overall purchase price of £2,000 is sought from the Committee.

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

- 4.1. In line with Clydebank Museum and Art Gallery's Acquisition, Disposal and Collections Development Policy, recommendation is made to the Committee that a new artwork by Tom McKendrick from his *Soldiers* collection be purchased for the benefit of West Dunbartonshire Council's fine art collection. Approval is sought for this recommendation.
- 4.2. In order to proceed with this purchase, Committee is asked to approve the allocation of £1,000 towards the purchase price. This allocation will support applications for further funds to The National Fund for Acquisitions and/or The Art Fund, to achieve the total purchase price of £2,000.
- 4.3. As per the aforementioned policy, recommendation to purchase has taken into account a number of established collecting principles.

##### **4.3.1 Connection to the people of West Dunbartonshire**

Tom McKendrick is a Clydebank-born artist who continues to live and work in the area. A number of the portraits available for purchase are of individuals with connections to the wider Clydebank area.

##### **4.3.2 Desirability for display**

Tom McKendrick is a recognised professional artist. He is a member of the Royal Society of Watercolourists and the Royal Glasgow Institute. He has exhibited extensively in the UK and his work is represented in a number of public and private collections in the UK and Europe.

The artistic merit of each of the *Soldiers* portraits make any one of them a desirable addition to WDC's fine art collection. Furthermore, the context afforded to each portrait as part of a wider body of artistic work; connotations around commemoration and remembrance; and the personal testimonies of each sitter create myriad opportunities for future exhibition, display and interpretation.

##### **4.3.3 Connections with existing collections**

This proposed acquisition will augment the selection of works by Tom McKendrick already held in the West Dunbartonshire Council fine art collection. It will also represent an important contribution to collection items that relate to war service, and the area's military history more generally.

##### **4.3.4 Suitability for use in learning and visitor programmes**

As per point 4.3.2 above, the *Soldiers* portraits represent huge potential for various interpretative and/or storytelling approaches to engage a wide variety of audiences.

#### **4.3.5 Contribution to research and understanding**

As part of the 2018 commemorations of the First World War, this proposed acquisition represents an important period of contemporary reflection on a seismic period in history. It also contributes to a far wider artistic response to the commemorations around the First World War, as well as taking its place in a long tradition of military portraits. It is reasonable to expect that opportunities to contextualise this portrait through, or as part of research projects, and/or to use it as a means by which to augment understanding around the themes it represents will be ongoing.

#### **4.3.6 Condition of the item**

All portraits in the *Soldiers* collection are in excellent condition, framed by the artist. Purchase of a *Soldiers* portrait does not represent any conservation or preservation issues. When not on display the portrait will be stored in WDC's climate controlled fine art store.

#### **4.3.7 Conditions attached to accepting the item**

There are no conditions attached to accepting the item.

#### **4.3.8 Competing collecting priorities**

Portraits from the *Soldiers* collection are available for purchase from the artist by individuals and/or organisations. To date, two notable acquisitions have been made by the Royal Regimental Museum. Given the nature of the collection, many of the portraits are likely to find diverse and varied homes. There are no concerns around competing collecting priorities as portraits could be acquired for various purposes (i.e. fine art; portraiture; military history; regimental history; local history; social history; storytelling; etc.).

4.4. Taking cognisance of the information provided above, the Committee is invited to review the portraits available in the noted price range and express preference with regards the portrait to be purchased. The Arts & Heritage Team will be available to support this process, offering any advice or further information required.

4.5. Contingent on approval of this proposal and the granting of a contribution to purchase by the Committee, acquisition of a *Soldiers* portrait is further contingent on successful applications being made to The National Fund for Acquisitions and/or The Art Fund. Both funders have been approached, in principle, and have intimated support, again in principle, for applications forthcoming. Tom McKendrick is an artist known to both funders and awards have been made previously in support of the acquisition of his work. The aforementioned collecting principles will further inform the case for support to be submitted to The National Fund for Acquisitions and/or The Art Fund.

## **5 People Implications**

5.1 There are no direct people implications arising from this report.

## **6 Financial & Procurement Implications**

- 6.1 Funds are available within the Cultural budget to support a contribution of £1,000 towards the purchase price of a portrait from the *Soldiers* collection.
- 6.2 Should the Committee approve the recommendation to purchase a portrait from Tom McKendrick's *Soldiers* exhibition and commit an allocation to the purchase price, applications will follow to The National Fund for Acquisitions and/or The Art Fund to achieve the full purchase price. Both funders have intimated that the case for support is strengthened by the commitment of funds from the purchasing institution.
- 6.3 Should the Committee approve the recommendation to acquire a portrait from Tom McKendrick's *Soldiers* exhibition but decline to allocate funding to the purchase price then applications can still be made to The National Fund for Acquisitions and The Art Fund to achieve the full purchase price. This would, however, impact on the likelihood of success of these applications.
- 6.4 Should applications to the National Fund for Acquisitions and/or The Art Fund be declined, insufficient funds would be available to pursue the acquisition by purchase of a *Soldiers* portrait.
- 6.5 There are no procurement implications arising from this report.

## **7 Risk Analysis**

- 7.1 Should the acquisition by purchase of a *Soldiers* portrait not go ahead, no risk is posed to the Council.

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

An Equality Impact Screening did not indicate any further action required in relation to any recommendations.

## **9 Consultation**

- 9.1 This proposal to acquire by purchase a portrait from Tom McKendrick's *Soldiers* collection has been developed by the Team Leader - Arts & Heritage, with specialist input from officers within the service.

## **10 Strategic Assessment**

- 10.1 The proposals within this report support the following strategic priorities:
  - 10.1.1 Efficient and effective frontline services that improve the everyday lives of residents.

**Malcolm Bennie**  
**Strategic Lead – Communication, Culture & Communities**  
**Date 08/11/2018**

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**Appendix:** None

**Background Papers:** None

**Wards Affected:** All