

Supplementary Agenda



Cultural Committee

Date: Monday, 23 November 2020

Time: 10:00

Venue: Zoom Video Conferencing

Contact: Craig Stewart, Committee Officer
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Dear Member

Items to Follow

I refer to the agenda for the above Meeting of the Cultural Committee which was issued on 10 November 2020 and now enclose a copy of the undernoted reports which were not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-/

5 TOWN TWINNING AND 80TH ANNIVERSARY OF CLYDEBANK 57 - 61
BLITZ - UPDATE

Submit report by the Strategic Lead – Regulatory providing an update on progress being made in relation to the visit to Letterkenny and preparations for the 80th Anniversary of the Clydebank Blitz.

11 WEEKEND OPENING OF CLYDEBANK TOWN HALL 63 - 67

Submit report by the Strategic Lead – Communications, Culture, Communities & Facilities responding to a request from the Cultural Committee to examine the possibility of restricting weekday opening of Clydebank Town Hall; and increase weekend opening including any potential revenue implications.

Distribution:-

Bailie Denis Agnew (Chair)
Provost William Hendrie
Councillor Jonathan McColl (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: 18 November 2020

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead - Regulatory

Meeting of the Cultural Committee: 23 November 2020

Subject: Town Twinning and 80th Anniversary of Clydebank Blitz - Update

1. Purpose

- 1.1** To provide the Committee with an update on progress being made in relation to the visit to Letterkenny and preparations for 80th Anniversary of the Clydebank Blitz.

2. Recommendations

- 2.1** The Committee is asked to:

- (a) note that the planned visit to meet with the Mayor of Letterkenny is now unlikely to take place this financial year;
- (b) note that the Clydebank Property Company had given permission for a memorial to commemorate the 80th Anniversary to be located in Solidarity Plaza and that the contract had been awarded to Alex MacIntyre Memorials Ltd;
- (c) note the verbal update given in respect of the meeting with Royal Scottish National Orchestra (RSNO) on 20 November 2020;
- (d) authorise the Convener to explore the possibility of involving some well known Scottish actors to participate in the event and report back to a future meeting of the Committee; and
- (e) agree that a meeting of the Blitz Working Group be held to consider the contingency plans and report back to the next meeting of the Committee.

3. Background

- 3.1** At its meeting on 5 October 2020, the Cultural Committee noted that the proposed visit by Members of the Committee to meet with the Mayor of Letterkenny to discuss the Friendship Agreement had been postponed. The Manager of Democratic and Registration Services has since been in communication with the Mayor's office and has confirmed that he is still keen to meet with the Committee in Letterkenny once it is safe to do so.
- 3.2** The Committee also noted that the Manager of Democratic and Registration Services had requested the RSNO to provide him with details of their proposals for the proposed concerts in the Town Hall and local churches on Sunday 14 March 2021 and was awaiting their response.

4. Main Issues

- 4.1** The Manager of Democratic and Registration Services has maintained contact with officials from Donegal County Council and will reschedule a visit to Letterkenny as soon as it is deemed safe to do so by both parties. However, it should be noted that it is now very unlikely that the visit will take place this financial year.
- 4.2** The RSNO has now been in contact with the Manager of Democratic and Registration Services and a video-conference meeting will be held with the RSNO, Bailie Agnew, Convener and the Manager of Democratic and Registration Services on 20 November 2020. Accordingly, the Committee will receive a verbal update on the outcome of that meeting.
- 4.3** It has been suggested that the proposed concerts in the Town Hall and local churches on Sunday 14 March 2021 should be hosted by some well known Scottish actors who could also participate by reading a poem, etc. The Committee is therefore asked to authorise the Convener to explore this possibility and report back to a future meeting with a proposal.
- 4.4** At the meeting of the Blitz Working Group on 21 August 2020, it was agreed to recommend to the Committee that that a large commemorative granite plaque be located in Solidarity Plaza to commemorate the 80th Anniversary of the Clydebank Blitz. This was approved by the Committee on 5 October subject to consent being given by the Clydebank Property Company. The Clydebank Property Company has now given consent for the memorial to be located on Solidarity Plaza as requested. Quotations were sought from three monumental sculptors and the contract was awarded to Alex MacIntyre Memorials Ltd. The memorial will cost £11,750 to make and install.
- 4.5** Since the last meeting of the Committee, the Scottish Government has published Scotland's Strategic Framework for dealing with the Covid-19 pandemic. The framework identified five levels of restrictions which could be placed upon local authority areas depending on the infection rates and other factors such as pressure on hospital beds. West Dunbartonshire will be at level 4 on the date of the Committee, the highest level of restriction. The framework guidance on events can be summarised as follows:

Level 0 – Outdoor events permitted. Indoor events must be seated and numbers limited (no standing allowed).

Level 1 – Outdoor Events must be seated in an open space and numbers limited. Small seated indoor events permitted.

Levels 2 to 4 – Events are not permitted. No hospitality in level 4. Essential travel only between areas of different levels.

- 4.6** This means that under the current level of restrictions no event can take place in West Dunbartonshire. If this is still the case in February/March 2021 then the Committee may need to consider whether the event should be postponed to a later date.
- 4.7** Levels 0 to 1 would allow for a very limited event to take place both indoors and outdoors. For example, the unveiling of the memorial plaque at Solidarity Plaza could be held outdoors and the area could be covered with a marquee to reduce the impact of bad weather. The presentation of medals could be held outside or inside but with a very limited number attending. If Hall Street was closed to traffic then a marquee could be placed over the road allowing for a larger number of guests to meet at that location.
- 4.8** Another consideration is the likelihood that invited guests living outwith West Dunbartonshire may not be permitted or willing to travel to this area if the restriction level in West Dunbartonshire is higher than the level where they reside. Likewise, if the guest lives in an area which has a higher level than West Dunbartonshire then they should not travel.
- 4.9** It is now clear that the events proposed for the 80th Anniversary of the Clydebank Blitz cannot proceed as planned if the virus is still prevalent in West Dunbartonshire in March 2021. Even under level 0, the number of guests involved will need to be greatly reduced and careful consideration will need to be given to the alternative contingency plans. It is recommended that the Blitz Working Group should meet again to discuss contingency planning for the event and make a recommendation to the next meeting of the Committee.

5. People Implications

- 5.1** If events do proceed and there is still a risk of infection then a full risk assessment will be required to identify measures to be taken to mitigate any risk to the health of those members of staff and guests involved. Given that the proposed events will take place over the weekend there will could be higher staff costs due to additional hours worked.

6. Financial and Procurement Implications

- 6.1** At its meeting in October 2020, the Committee noted that the sum of £3,023 was available from the 2019/20 unallocated funds and should be used towards costs related to the 80th Anniversary of the Clydebank Blitz. The Committee also agreed that the 2020/21 Cultural budget of £25,000 be used to meet costs associated with the 80th Anniversary of the Clydebank Blitz. Given that the memorial plaque will cost up to £11,750, this will leave a balance of £17,283 towards any other costs arising from the proposed event e.g. fees for Scottish Actors, costs incurred by RSNO, hospitality, etc.

- 6.2** As stated in paragraph 4.4 above, quotations were sought from three companies in respect of the memorial plaque to be located on Solidarity Plaza. Two bids were received but only one of the bids met the full specification and was successful. The contract was awarded to Alex MacIntyre Memorials Ltd, Glasgow.

7. Risk Analysis

- 7.1** The 80th Anniversary of the Clydebank Blitz is a significant event which the Council will be expected to deliver. However, if Covid-19 related restrictions remain in place in March 2021 then the planned events will need to be greatly reduced or cancelled which could result in reputational damage to the Council. To mitigate this risk VIP guests have been provided with the dates for their diaries but have also been made aware that the event could be cancelled or reduced at short notice. It is important that the Blitz Working Group considers the current situation in light of the strategic framework and makes a recommendation to the Committee as soon as possible.

8. Equalities Impact Assessment (EIA)

- 8.1** There are no impacts on any equality groups arising from the recommendations of this report. However, an EIA screening may need to be carried out prior to the final RSNO proposals being presented to the Committee or Blitz Working Group.

9. Consultation

- 9.1** Officers from Legal, Procurement 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 the area through increased tourism. The involvement of local churches and communities is an important element of the Clydebank Blitz commemorations which fits well with the Council's strategy on community involvement and engagement.

Name: Peter Hessett
Designation Strategic Lead - Regulatory
Date: 18 November 2020

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

Appendices: None.

Background Papers: Scotland's Strategic Framework – Covid 19

Wards Affected: None.

WEST DUNBARTONSHIRE COUNCIL

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

Cultural Committee: 23 November 2020

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 restricting weekday opening of Clydebank Town Hall, and increase weekend opening including any potential revenue implications.

2. Recommendations

- 2.1.** It is recommended that the Committee:
- notes this report;
 - notes that the Town Hall remains closed following lockdown;
 - agree not to progress with a change to the opening hours of the Town Hall at this time.

3. Background

- 3.1** 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.
- 3.2** Currently the building remains closed following on from the national lockdown due to Covid-19 in March, 2020. 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.
- 3.3** 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 historically struggled to attract visitors in significant numbers and to generate income, and in recent years the focus has turned to events in order to attract revenue.

- 3.4** The report to Committee in November 2019 on the Town Hall refurbishment outlined a number of issues . These included the size of the Museum and Gallery inhibiting the ability to attract prestigious exhibitions on a regular basis.

This means the exhibitions that are displayed tend to be more modest and less able to attract visitors from across West Dunbartonshire and beyond. Footfall is on average less than 30 people per day and the numbers differ very little between weekdays and weekends.

This low footfall undermines the business case for the Coffee Shop which was predicated on a regular flow of visitors. With daily footfall in the dozens this provides an unsustainable performance level with the coffee shop sometimes taking as little as £11 a day. Staffing costs and food waste mean this represents an inefficient use of resources.

In addition the Coffee Shop location between the existing Museum and Lesser Hall with limited natural light makes it an ill-defined venue. This contributes to the failure to attract regular non-museum customers

- 3.5** Committee agreed to resolve these issues in November 2019 by removing the Coffee Shop from its existing location to allow for the creation of an expanded gallery space. This larger facility could attract more prestigious exhibitions, and in turn, higher levels of footfall to the Town Hall. In addition the coffee shop would become a mobile kiosk that could be located in the more attractive Garden Gallery and atrium depending on bookings and weather conditions.

These plans are progressing with officers bringing forward updates to Committee as required.

4. Main Issues

Coffee Shop

- 4.1** In an effort to minimise losses and protect Council funds as much as possible, officers restricted opening hours of the coffee shop to 11am-1pm, Monday to Friday. Even with this limited opening the Coffee Shop at the Town Hall costs an estimated £1000 per week to operate but only generated approximately £120 in income (based on average weekly income Oct to Dec 2019). It would need an estimated 300 additional customers per week to address this situation which management consider is unrealistic in advance of the planned changes to expand the gallery space.
- 4.2** Although the museum and gallery are open on Saturday, visitor numbers are small and so it is difficult to justify the cost of opening the Coffee Shop at the same time.

If Committee wished the operational hours to change so that the Coffee Shop was closed on two weekdays and open on both Saturday and Sunday, consultation would be required with existing employees. The Catering Assistants currently engaged at the Town Hall both work 19 hours per week to support opening of the facility Monday to Friday. One employee works four days and the other across five days. Weekend working is not stipulated within their contract and therefore a consultation would be required with the affected employees and their Trade Union representatives should there be a decision to change opening

hours. In addition, if the Coffee Shop hours were to be extended for example to match the museum hours of 10am to 4pm, five days per week, an additional member of catering staff would be required. The cost of this would be around £10 an hour, equating to up to an additional £200 per week or £10,400 per annum. Management are not confident much more than a small percentage of this could be recouped through sales in the Coffee Shop.

Museum and Gallery

- 4.3** The Museum and Gallery operate Tuesday to Saturday, 10am to 4pm, this is supported by three Events Assistants who also undertake roles in support of wedding, events, room bookings and administration. Currently these staff work a Saturday. If a change was made to operational hours, closing on a Tuesday and opening Wednesday through to Sunday, similarly this would require a full consultation with staff.
- 4.4** It is presumed the building would continue to be open to elected members and employees, Monday to Friday, and therefore the building would become operational seven days a week. In this instance there would be staffing implications as a resource would be required to open and close every day and 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. In addition, there would be two less days to meet event organisers on site for tours to secure bookings. If the building is open at weekends, this would also likely create an expectation from the public of wedding and event enquiries being responded to on these days.

Renovation work

- 4.5** As has already been outlined, the Cultural Committee has approved a £1.4m refurbishment of the Town Hall. This will include significant works to the Coffee Shop and the gallery areas of the Town Hall – both of which will be out of commission for more than six months. Changing the opening hours of the Town Hall to allow weekend opening when the gallery and coffee shop will both be temporarily closed will be of limited benefit to the public. As such it may be better to revisit the question of opening hours once the refurbishments are complete.

Impact of Covid-19

- 4.6** The Town Hall is currently closed due to Covid-19 and with current restrictions is not anticipated to open before January 2021. Given any changes to opening hours would not have an impact at this time, officers would recommend no action is taken at this point with a view to revisiting the subject once West Dunbartonshire is moving out of restrictions.

5 People Implications

- 5.1** If Committee wishes to extend the opening hours at the Coffee Shop, and/or open at weekends then this will require a contractual change for existing catering assistants who currently work part-time in the venue and also for events assistants. Part-time employees could increase their hours of work. All of these employees could also opt to go on to the SWITCH policy to find alternative roles on their existing hours.

6 Financial & Procurement Implications

- 6.1** If Committee decides to extend the opening hours of the Town Hall, this could cost up to £10,000 more per annum on staffing. There would also likely be an increase in property costs, such as utility bills, of approximately £10,000 per annum depending on the model introduced. At this time there is no expectation that there would be any increase in footfall until the enlarged gallery was open to the public. Therefore this would have a revenue budget impact.
- 6.2** The Cultural Committee has delegated powers to implement its functions, remit and responsibilities as detailed above. However the capital and revenue budgets for its functions are monitored by the Corporate Services Committee and therefore if this change was to be progressed, the matter would require to be remitted for final approval.
- 6.3** There are no procurement implications from this report.

7 Risk Analysis

- 7.1** There is a high risk that extending the opening hours does not result in an increase in visitors or income at the Coffee Shop and therefore the Council will have to meet the additional cost of weekend opening. This would require to be factored into future budgets for the Town Hall.

8 Equalities Impact Assessment (EIA)

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

9 Consultation

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

10 Strategic Assessment

- 10.1** The proposals within this report support 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: 23, August 2020

Person to Contact:	Malcolm Bennie Strategic Lead for Communications, Culture, Communities & Facilities 16 Church Street Dumbarton, G82 1QL Malcolm.bennie@west-dunbarton.gov.uk
Appendix:	None
Background Papers:	Business case for the redevelopment of Clydebank Town Hall – Cultural Committee November 2019 Draft Budget Book 2020/21 – West Dunbartonshire Council November 2019
Wards Affected:	All wards