

Agenda



Cultural Committee

Date: Monday, 23 September 2019

Time: 10:00

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

Contact: Craig Stewart, Committee Officer
Tel: 01389 737251 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: 10 September 2019

CULTURAL COMMITTEE
MONDAY, 23 SEPTEMBER 2019

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 correct record, the Minutes of Meetings of the Cultural Committee held on 24 June 2019.

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 HALL REDEVELOPMENT 9 – 10
WORKING GROUP**

Submit for information, the Note of Meeting of the Town Hall Redevelopment Working Group held on 16 August 2019.

**6 DIGITISATION OF ARCHIVE AND LOCAL STUDIES 11 – 26
MATERIALS**

Submit report by the Strategic Lead – Communications, Culture, Communities & Facilities recommending the Council enters into a partnership with a commercial subscription-based archive website.

7 INVESTMENT FOR CLYDEBANK TOWN HALL 27 – 31

Submit report by the Strategic Lead – Communications, Culture, Communities & Facilities seeking funding for the purchase of furnishings and equipment to improve Clydebank Town Hall's event space and increase the potential for income generation.

CULTURAL COMMITTEE

At a Meeting of the Cultural Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Monday, 24 June 2019 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; Alan Douglas, Legal Manager; George Hawthorn, Manager of Democratic and Registration Services; Craig Stewart and Gabriella Gonda, Committee Officers.

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

Bailie Denis Agnew in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

On behalf of the Chair, the Legal Manager advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

DECLARATIONS OF INTEREST

There were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Cultural Committee held on 29 April 2019 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.

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 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) to note the progress being made in relation to develop international links with existing and potential partners as outlined in the report;
- (2) to note that the Manager of Democratic and Registration Services had written to both Beauvoisin and Argenteuil with a view to re-establishing links with those areas and would report back to a future meeting of the Committee;
- (3) to note that to date no formal response had been received from the President of Gdynia in relation to the proposed friendship agreement between the City of Gdynia and West Dunbartonshire;
- (4) to note the latest communication from Letterkenny Municipal District expressing the desire to develop the friendship agreement further and request the Manager of Democratic and Registration Services to send the Committee's best wishes to the newly appointed Mayor and Deputy Mayor of Letterkenny;
- (5) that a sum of up to a maximum of £5000 be allocated from the Cultural budget to meet the costs of any expenditure incurred in developing international relationships this financial year;
- (6) having heard Bailie Agnew, that the Manager of Democratic and Registration Services be authorised to write to Councillor McGarvey, in order to congratulate him on his re-election and thank him for his support to the friendship agreement as former Mayor of Letterkenny Municipal District; and
- (7) to note that officers would maintain a watching brief in relation to developing the Council's friendship links with current and potential international partners.

SIGNAGE IN WEST DUNBARTONSHIRE

A verbal update was provided by Bailie Agnew, Chair, on the historical and current position with regard to signage in West Dunbartonshire.

After discussion and having heard relevant officers in answer to Members' questions, the Committee agreed:-

- (1) that officers would be requested to bring forward a report on signage that needs to be removed/replaced in West Dunbartonshire with particular regard to the Clydebank Rebuilt signage, and replacement of street name signage to the original colours of white on black text;
- (2) that, with regard to (1) above, this report would be remitted to the Infrastructure, Regeneration and Economic Development Committee for consideration; and
- (3) that a suitable display board be positioned within the new Glencairn House Museum to reference the historical significance of Charles Rennie Mackintosh and his connection to West Dunbartonshire.

Following on from the decision with regard to signage, the Committee also agreed:-

- (i) that a report be prepared by officers giving information and recommendations on upgrading/refurbishment works of the Civic areas of the Town Hall, for consideration at the September meeting of the Cultural Committee; and
- (ii) that a meeting of the Town Hall working group be identified for a date in August, to enable Members to consider various matters following the recent walk around of the Town Hall.

The meeting closed at 10.45 a.m.

**CULTURAL COMMITTEE WORKING GROUP
(Town Hall Redevelopment)**

Note of Meeting of the Cultural Committee Working Group (Town Hall Redevelopment) held in the Council Chambers, Clydebank Town Hall on Friday, 16 August 2019 at 2.00 p.m.

Present: Bailie Denis Agnew (Chair)
Provost William Hendrie
Councillor Karen Conaghan
Angela Wilson, Strategic Director – Transformation and Public Service Reform
Malcolm Bennie, Strategic Lead – Communications, Culture, Communities & Facilities
Amanda Graham, Communications, Town Hall and CEO Manager
Pamela Clifford, Planning, Building Standards and Environmental Health Manager
Michelle Lynn, Asset Coordinator
George Hawthorn, Manager of Democratic and Registration Services
Craig Stewart, Committee Officer, Regulatory Services

Apology: An apology for absence was intimated on behalf of Councillor Brian Walker

NOTE OF PREVIOUS MEETING

The Note of Meeting of the Cultural Committee Working Groups (Town Hall Redevelopment) held on 12 October 2018 was submitted for information and noted.

CLYDEBANK TOWN HALL - UPGRADE/REFURBISHMENT OF CIVIC AREAS

A report was submitted by Strategic Lead – Communications, Culture, Communities & Facilities on the above. In this regard, it was noted that this report had already been submitted to the Cultural Committee at its meeting on 29 April. This report had been provided to the Working Group, for background information following the walk around by Members.

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

- (1) to note the contents of the report and the terms of the discussion that had taken place in respect of this matter;

- (2) to note the discussion around a condition survey of the rooms in the Town Hall, including the civic areas where delegated authority existed for officers to take forward and program in appropriate redecoration works, using suitable colour schemes in the civic area rooms including the Provost's staircase;
Action: Michelle Lynn
- (3) to note the discussion around funding of the refurbishment of the civic areas and to note that George Hawthorn, Manager of Democratic & Registration Services, would be willing to act as liaison between Members and the relevant officers regarding the refurbishment works in question;
Action: George Hawthorn/Michelle Lynn
- (4) to note the discussion around the involvement of an architect, particularly in relation to planning best and most effective use for all areas in the Town Hall, while taking cognisance of cyclical maintenance requirements; and
Action: Michelle Lynn
- (5) to note that improvement areas identified, included work such as improving the landscaping of the Elected car park to the rear, and for officers to consider and present back on the request for a canopy on the Hall Street side of the Town Hall;
Action: Malcolm Bennie/Michelle Lynn
- (6) that a review should be undertaken of all empty/generic spaces in the Town Hall, to ensure that the rooms were put to best and most effective use;
Action: Michelle Lynn/Malcolm Bennie
- (7) to note that a report making further proposals with regard to significant improvement works within Clydebank Town Hall in order to maximise income and visitor opportunities would be submitted to the November meeting of the Cultural Committee for consideration.
Action: Malcolm Bennie

DATE OF NEXT MEETING

It was noted that the date of the next meeting would be communicated to Members in due course.

The meeting closed at 3.35 p.m.

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead – Communications, Culture, Communities & Facilities****Cultural Committee: 23rd September 2019**

Subject: Digitisation of archive and local studies material**1. Purpose**

- 1.1** The purpose of this report is to propose the Council enters a partnership with a commercial subscription-based archive website. In return for digitising items from the Council's archive and local studies collection at no charge, and providing free access to this content at library PCs, the third-party would charge a fee for access to the general public. The Council would also receive a percentage of this fee.

2. Recommendations

- 2.1** The Committee is invited to:

- a) note the contents of this report;
- b) note that this proposal presents no financial cost to the Council; and
- c) approve the proposal to proceed to procure for a licensing agreement with a commercial subscription-based digital archive website provider.

3. Background

- 3.1** WDC's archive collection dates from the 14th century to present day. The collection includes material in a variety of formats selected for permanent retention. The archive and local studies collections are unique to West Dunbartonshire and both are of significant historical importance.
- 3.2** WDC's archive collection is currently stored in three separate locations and this combined with staff capacity means that access to the collections is only available to a limited number of researchers at any one time. Very little of the archive collection is currently online, and so it is only available to those who are able to physically visit in person.
- 3.3** There are a number of reasons why there has been limited digitisation of the Council's historic documents to date. For example, such digitisation is a complex and time-intensive process. Staff time is needed to check the robustness of records for scanning and the copyright status of items, and specialist equipment is required to ensure that the digital images produced are of high quality and accurately replicate the document in question. Access to digitised records through a suitable platform is required, ensuring design considerations, the discoverability of records, long-term preservation of the digital files, and adequate server provision are taken into account.

- 3.4** To overcome these challenges other local authorities, including Fife Council, have entered into licensing agreements with commercial subscription-based digital archive websites such as Ancestry.com and Findmypast.co.uk. These companies agree to undertake free digitisation of such historic documents so they can increase their content and increase potential revenue income via subscriptions. The Council benefits from having its archive digitised for free and also from free access for residents researching these records in libraries. As part of the licencing agreement, royalties would also be paid to the Council when digitised records are accessed. Digitisation of these records reduces the need to manually handle the original items, which are often fragile, and so prolongs their retention. And finally, in the unlikely event of any major damage to the collection the Council is protected by having the items preserved digitally for generations to come.

Main Issues

- 4.1** Council officers began a review of this area by first considering in-house digitisation of records. The Collections Trust provides industry guidance on this process that show the average minimum cost of digitisation per page of records is £0.30. Taking into consideration staff time, overheads, equipment, project management and other costs, this rises to £3.50 per page. It is estimated that the records proposed by officers for digitisation comprise approximately 81,000 pages and therefore the potential cost to the Council was estimated at £283,500, including additional dedicated staff costs. Officers did not believe this investment was affordable given the financial pressures facing the Council at this time.
- 4.2** The records which have been identified as suitable for digitisation by Arts and Heritage officers are name-rich sources of potentially significant interest for family history/genealogical research. The records include 19th century/early 20th century school and church records; poor relief registers; valuation rolls and directories. The records have been selected to adhere to the Copyright, Designs and Patents Act 1988 and the General Data Protection Regulation.
- 4.3.** There is a high demand for online family history research. The usage report for Ancestry library edition provided in WDC Libraries for January – April 2019 shows 1,800 unique searches. This reflects searches carried out on both WDC library public access PCs and staff PCs, in support of collections-based research. If collection items were digitised and made available on a globally recognised genealogical website, it is fair to assume that the number of searches would increase significantly. Enabling online access to these historic documents would benefit the communities of West Dunbartonshire, reach the wider West Dunbartonshire diaspora, and increase access to and awareness of WDC’s heritage collections.
- 4.5** An alternative to an “in-house” approach would be to seek a third-party online digital archive provider. In return for licensing with a third-party the Council would be able to provide free access to these records through all WDC library public PCs without having to pay an annual library subscription fee. The

annual subscription fee for the Ancestry Library edition which is used in our libraries is currently £2,954, which would be saved. In addition to this saving, the Council would receive royalties for searches on WDC's documents providing the Council with a small revenue stream.

- 4.6** The following information is provided to illustrate the cost that residents who wished to use this service from their home or other location would face. Individual subscriptions to the two online market leaders, Ancestry and Findmypast, represent a cost of £99.99 per six months (assuming full access to all records) and £156 for a yearly subscription (again assuming full access), respectively.
- 4.7** Such providers provide a high quality of image output, and ensure a quick turnaround time for the scanning process as they are able to use their own specialised equipment.
- 4.8** This proposal supports the WDC Archive Policy (Appendix 1) Mission Statement, which states: "The Archive seeks to identify, collect and preserve those original and unique records that document the history of West Dunbartonshire Council (WDC), its predecessor authorities, and the economic and social activity of its citizens and to make them available for use by employees, the local community and the wider public."

Furthermore, this proposal directly assists with the following WDC Archive Policy objectives to:

- keep the records safe;
- sort, and catalogue the records in order to maximise their value as an information and research resource using appropriate tools and adhering to recognised international standards;
- take all necessary steps to ensure the preservation and conservation of the records; and
- publicise the Archives and encourage use of the material by employees, the local community and the wider public.

5 Options Appraisal

- 5.1** An internal options appraisal exercise was undertaken with participation from colleagues in the Arts and Heritage and Performance and Strategy teams to review the three options available. This was judged against the following criteria:
- Collections care
 - Financial sustainability
 - Likely demand
 - Level of risk (inverse)
 - Public Access
 - Increased visitors to West Dunbartonshire heritage collections

5.2 The exercise illustrated the following:

Option	Overall points score
Do nothing	41
Digitise in-house	62
Digitise via a commercial subscription-based digital archive website provider	98

The option to digitise via a commercial subscription-based digital archive website emerged as the preferred option, scoring particularly highly on collections care and public access, as well as representing the best option in terms of financial sustainability.

6. People Implications

- 6.1** There are no direct people implications arising from this report. Officers would support access to the heritage collections for the purpose of digitisation with no requirement for additional staffing.

7 Financial & Procurement Implications

- 7.1** This proposal represents no financial cost to the Council. Digitisation would be undertaken by the successful tenderer as part of a licensing agreement, with copyright retained by West Dunbartonshire Council.
- 7.2** Royalties would be negotiable at the contract stage of any agreement with a third party company. One supplier has suggested that per million records digitised royalties could be between £300 and £1,000 per calendar month. The volume of records proposed for digitisation by WDC would be in the region of 300,000 records. On this basis therefore, it could be possible to generate between £90 and £300 per month, depending on usage.
- 7.3** As part of any contract the third party company would waive their subscription fee for organisational access to their digital platform, releasing approximately £3k per annum in the Arts and Heritage budget. In addition, as per 7.2, a new revenue stream would be established via payment of royalties.
- 7.4** All procurement activity carried out by the Council in excess of £50K is subject to a contract strategy. The contract strategy for the licensing of a third party to publish selected records from the WDC heritage collections on a commercial subscription-based digital archive website will be produced by the Corporate Procurement Unit in close consultation with Arts and Heritage service 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. This procurement route reflects the potential value of the licencing agreement to the provider.

8 Risk Analysis

8.1 Should digitisation as described not go ahead, then access to historic documents will continue to be difficult for those out-with the local area. WDC will be unable to maximise this rich historical asset to serve the local and wider community. These records will remain an under-utilised resource in engaging new and existing audiences. They will continue to require frequent manual handling which will shorten their lifespan. And finally in the event of a fire or other unexpected event then the collection could be destroyed forever.

8.2 Should digitisation as described go ahead, the following risks have been identified:

- The incoming digital file copies will be very large. In order to maintain the security and integrity of these copies, it is vital that WDC archives is able to support both these files formats and the storage space required to contain them in the future. This will be mitigated by the development of a WDC Arts and Heritage service Digital Preservation Strategy, designed in close consultation with WDC ICT Services.
- It will be important to ensure that WDC retains the copyright to the digitised images once they are created, and that the external supplier does not retain ownership of them. This will be mitigated by the contract negotiated between the third party licensor and the Council's Legal Service.
- The revenue from royalties may not be as high as projected. However, this is a revenue stream not previously available to the service and this risk will be mitigated by efforts to promote access to records via the online platform

9. Equalities Impact Assessment (EIA)

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

10 Consultation

10.1 This proposal has been developed by the Team Lead Arts & Heritage, with specialist input from officers within the Arts and Heritage service.

10.2 In September 2017 Libraries and Cultural Services undertook a consultation with more than 500 service users. Overwhelmingly 76% of respondents confirmed a desire to see investment in both libraries and museums, with over half of respondents rating improved accessibility as either 'very important' or 'important'. Similarly, over half of respondents identified local history archives, as either 'very important' or 'important'. This proposal fits with those wishes from residents.

11. Strategic Assessment

The proposals within this report support the following strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents: and
- Open, accountable and accessible local government.

Malcolm Bennie

Service Lead – Communication, Culture, Communities & Facilities

Date 29 August 2019

Person to Contact: Sarah Christie
Team Lead Arts & Heritage
16 Church Street
Dumbarton, G82 1QL
sarah.christie@west-dunbarton.gov.uk

Appendix: WDC Archive Policy 2017

Background Papers: N/A

Wards Affected: All

Archive Policy

July 2017

Archive Policy - Contents

1. Introduction
2. Mission Statement
3. Objectives
4. Current Collections
5. Management of the Archive
6. Acquisition Policy
7. Appraisal Policy
8. Loans Policy
9. Conservation Policy
10. Access Policy
11. Review

1. Introduction

1.1 Each day the Council and its partner organisations create or receive an enormous number of records. These records are an important, unique source of evidence and information about the nature of the Council and its activities. Good record keeping substantially enhances the value of records as evidence to help meet:

- business needs
- requirements of current and future organisational accountability and transparency
- community expectations

Good record keeping is also essential if we are to preserve the Council's archival heritage as a resource for future evidence and research.

This policy sets out the strategic framework, objectives, and guidelines which will guide the management of the Council's records.

2. Mission Statement

2.1 The Archive seeks to identify, collect and preserve those original and unique records that document the history of West Dunbartonshire Council (WDC), its predecessor authorities, and the economic and social activity of its citizens and to make them available for use by employees, the local community and the wider public.

3. Policy

3.1 The objectives of this Policy are to:

- identify and collect records of permanent legal, administrative, financial or historical value;
- keep the records safe;
- sort, and catalogue the records in order to maximise their value as an information and research resource using appropriate tools and adhering to recognised international standards;
- take all necessary steps to ensure the preservation and conservation of the records;
- publicise the Archive and encourage use of the material by employees, the local community and the wider public.

3.2 This policy applies to all public records created by WDC, its predecessor authorities, and its extended arms-length organisations (ALEOs). Public records are defined by statute in Section 3 of the Public Records (Scotland) Act, 2011. In the main, public records are the official records created by or on behalf of the Council in carrying out its functions, or created by and on behalf of a contractor in carrying out the authority's functions. These guidelines will be also applied to: appraisal of private records, where these appraisal objectives may be applicable; and re-appraisal of both public and private records, when there is compelling evidence that earlier appraisal decisions require review.

4. Current collections

4.1 The collections, which date from 1373 to the present day, currently comprise the records of West Dunbartonshire Council and its predecessor bodies along with a range of private collections which reflect social and economic activity in the area over the last 400 years, including the Singer Archive, a Recognised Collection of national significance.

5. Management of the Archive

5.1 A qualified archivist will be responsible for the arrangement and preservation of the Archives according to archival principles to preserve their evidential value and allow them to be easily accessible for consultation.

5.2 In particular, standards that will be adhered to include the *International Standard of Archival Description (General)* (ISAD (G)), *Encoded Archival Description* (EAD), *International Standard Archival Authority Record for Corporate Bodies, Persons and*

Families (ISAAF (CPF)), *Standard for Record Repositories* (Royal Commission on Historical Manuscripts, 1990), and *PD5454 2012 Guide for the storage and exhibition of archival materials*.

5.3 Finding aids will be compiled according to the guidelines specified in WDC's *Archival Description Manual*.

5.4 Relevant legislation and regulations will be adhered to, in particular the *Public Records (Scotland) Act 2011*, *Re-use of Public Sector Information Regulations 2015*, *Freedom of Information (Scotland) Act 2002*, *Data Protection Act 1998*, *Environmental Information (Scotland) Regulations 2004*.

6. Acquisition Policy

6.1 While the Council creates large quantities of records required to be retained as evidence of activity, only a very small percentage of records need to be retained permanently as archives. The following 3 categories will be used to provide an overall high-level framework to analyse records in order to determine whether they fall within a permanent category or not. These categories are not mutually exclusive: some records that warrant permanent retention may fit into multiple categories, while others may relate to a single category.

6.1.1 Records Documenting the Rights of the Citizen

Many council records provide evidence of the legal status, rights, and obligations of individuals, groups, organisations, the Council itself and other public bodies. In most cases, the legal rights implications of records eventually expire. In a few instances, however, the importance of records for protecting legal rights endures despite the passage of time. Records falling into this category are preserved permanently.

6.1.2 Records Documenting the Actions of Council Officials

Most records document the actions of the Council. The Archivist seeks to retain that portion containing significant documents of Council activities and which are essential to understanding and evaluating Council actions. For example, the Archives retain permanently those records that document the basic organisational structure of the Council and its services and major organisational changes over time, policies and procedures that pertain to a department's core functions, and key decisions and actions.

6.1.3 Records Documenting the Community Experience

Some records document the impact of Council actions on individuals, communities or the natural and man-made environment. The Council also creates and acquires much information about people, places, material objects, and environmental conditions, as well as about social conditions, political and economic activities, and events in the Council and other parts of the country. Much of this information has no archival value. However, some is essential to understanding the role of the Council, the history of this area, its people, and the environment.

6.2 All types of media including paper, photographs, electronic records and sound records by internal transfer, gift or purchase of permanent value created by WDC and its predecessors will be collected.

6.3 Every effort will be made to avoid conflict and duplication with the collecting policies of other archive repositories but records of local historical interest for which no other suitable home can be found, and which are in danger of neglect or destruction, will be collected.

7. Appraisal Objectives

7.1 The appraisal of Council records and the identification of archives are critical in ensuring that citizens - both now and in the future - have the capacity to explore, study, and understand the history of the local public administration over time through access to its recorded memory.

Appraisal is a process that includes a series of evaluative judgements. The principles can be applied successfully only through partnership working between the different business areas and the Archives. The approach by the archives service is primarily shaped by its role in maintaining a record of the authority, functions and activities of the Councils within West Dunbartonshire. The significance of the functions and activities, the interest and expectation of stakeholders and resource implications must all be evaluated as part of the appraisal process to identify the best possible records to retain as part of the Council Archives.

With the broad scope of functions and activities throughout the Council and its partner organisations, the responsibility for appraisal and disposal decisions will require a blend of archival expertise with the expertise existing within individual business areas. A variety of stakeholder interests need to be considered as part of the decision making process. The ability to predict, foresee and meet all the possible future interests cannot be guaranteed. The feasibility and long term costs of storage, preservation and accessibility must be considered and assessed as part of the appraisal process.

7.2 Within the high level strategic framework of rights, actions of Council officials, and the community experience outlined above, records selected as archives should relate to one or more of the following broad objectives, and meet the appropriate level of significance described in them:

7.2.1 Objective 1: Machinery of Local Government

To identify, create and capture records of the source of authority, foundation and machinery of the Council and Council institutions.

The types of records that are likely to contribute to this objective include: promotion and promulgation of legislation; formal instruments or authorities establishing functions, jurisdictions, powers, and operations of all levels of the Council and its partners; formal instruments or authorisation establishing changes to the functions or operations of, or the cessation of a Council, Council Department or major service; records delegating legal authority to perform duties and functions; and making judgements or rulings in relation to jurisdiction or powers.

7.2.2 Objective 2: Decision Making

To identify, create and capture records providing the Council and the public with best evidence of the deliberations, decisions and actions of Council and Council institutions relating to key functions, programmes and significant issues.

The significance of functions, programmes and actions, should be assessed according to their actual or potential influence or impact (whether positive or negative) on the Council and Scotland's affairs.

The types of records that are likely to contribute to this objective include: meeting papers, including records that reveal the background to, and reasoning behind decisions and actions, for Council and its committees (and predecessor authorities), Boards and Board Committees of the various partnership organisations and Directors, Senior Management, Service/Function Management meetings, i.e. any meetings which are responsible for key functions, programmes and significant issues; formulation and determination of significant policy and business processes, especially those that signal a new or changed policy, or substantial expenditure, and more selectively their implementation, including those that document the background to, basis for and outcomes of those decisions and activities; implementation of high level policy and strategic management decisions within the Council; monitoring analysis and review of policy affecting key Council functions; significant reforms or re-organisation of the Council's administrative structures; implementation and review of legislation.

7.2.3 Objective 3: Administration

To identify, create and capture records that contribute to the protection and well-being of the community (including the protection of human and cultural rights) or provide substantial evidence of the administration of the Council, its people and the environment and the impact of Council activities upon them.

These records may embrace both routine and exceptional cases, including personal case records. Such records comprise unique, irreplaceable information that is needed by the local authority now and, probably, in perpetuity for effective planning, decision making and transfer of knowledge. They relate to matters such as health and safety, social cohesion and environmental management. The capacity of records to be used for these purposes should be clearly evident.

The types of records that are likely to contribute to this objective include: records which provide evidence of the significant effects of Council programmes and actions on individuals, communities, and the natural and man-made environment, e.g. Council and local plans and core planning records; major building warrant applications, including plans; poor law records; records containing information that is considered essential for the protection and future well-being of the citizen and their environment, e.g. identifying and monitoring toxic sites; environmental observations data; Case files - case files need to be closely assessed because of their storage implications, which involves probing consideration of their future value; complete runs of case records may be preserved where it is evident that the functions and programmes to which they relate were, or are,

of great significance in the government or development of West Dunbartonshire, or to the community; whether we keep case files is likely to depend on their future research value, and therefore on the content of the record and whether it is duplicated in a more comprehensive or researchable form elsewhere. Sampling may be appropriate in some cases.

7.2.4 Objective 4: Memory

To identify, create and capture records substantially contributing to the memory, knowledge and understanding of the Council, society and communities within the local area.

The types of activities and associated records likely to meet this objective include those relating to: records that constitute a rich, concise source of genealogical information not readily available elsewhere, e.g. valuation and voters' rolls; school admission registers, burial records; records that shed light on significant events, phenomena, persons, places or themes in West Dunbartonshire history and society; the planning and management of major infrastructure or development projects and the area's economic resources; the planning, management and staging of significant cultural and other types of events and celebrations; the identification, development and management of sites of conservation, cultural or heritage significance; and the works and activities of individuals or organisations who have significantly contributed to society.

7.2.5 Objective 5: Rights and Entitlement

To identify, create and capture records of the legal status, rights and entitlements (including human and cultural) of individuals, groups, organisations and Council bodies despite the passage of time.

The types of activities and associated records likely to meet this objective include: records of the status of persons in relation to rights, entitlements and obligations that historically have had very long term administrative and/or social relevance, e.g. registration of births, marriages, civil partnerships, deaths and citizenship; land or property ownership; the administration of titles to property, including property belonging to the Common Good; burial plots; records documenting the ownership of cultural collections.

8. Loans Policy

8.1 Loans from the Collections

8.1.1 Original material will be loaned to other registered archives on the condition that the borrower takes full responsibility for the care of the item/s and covers the cost for transport, insurance and, if necessary, conservation of the item/s on loan.

8.1.2 Original material will be loaned for display only if conditions are in accordance with PD5454 2012, otherwise the use of copies will be encouraged.

9. Conservation Policy

9.1 The primary responsibility of the Archivist is to ensure the records are safe and protected against physical deterioration and damage.

9.2 As WDC does not employ a professional conservator nor have the required facilities on-site, the advice and help of a professional conservator will be sought if and when necessary.

10. Access Policy

10.1 The Archives will be available to staff and members of the public.

10.2 Access to the Archives by members of the public will be by appointment only. Proof of identity is required before the Archives are consulted.

10.3 Readers will be required to sign a registration form and complete the appropriate permission form when requesting information subject to the Data Protection Act.

10.4 In line with the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, the general records held in the Archives will be open to the public, unless a specific exemption applies. Records containing personnel data may be exempt from disclosure under the provisions of the Data Protection Act 1998. Fragile items may also be withheld.

10.5 All users of the Archives should conform to rules drawn up by the Archive, which are designed to protect the records.

10.6 Readers will be supervised while consulting the items.

11. Review

11.1 This policy will be reviewed every three years in order to take account of any new or changed legislation, professional standards, codes of practice or business practices.

_____ (Signed)

18/07/17 _____ (Date)

Chris Cassells, Archivist

_____ (Signed)

_____ (Date)

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead Communications, Culture, Communities & Facilities****Cultural Committee: 23 September 2019**

Subject: Investment for Clydebank Town Hall**1. Purpose**

- 1.1** The purpose of this report is to seek funding for the purchase of furnishings and equipment to improve Clydebank Town Hall's event space and increase the potential for income generation.

2. Recommendations

- 2.1** The Committee is asked to:

- Note the proposal outlined in the report; and
- Agree £60,000 funding from the Cultural Heritage Fund to invest in furniture and equipment for Clydebank Town Hall.

3. Background

- 3.1** The B-listed Clydebank Town Hall is the Council's premier events venue, providing bespoke space for a range of civic, public, corporate, and cultural events as well as the museum/gallery and coffee shop. In 2011-2013 a £3.6m restoration and renovation project at the Town Hall was undertaken jointly by the Scottish Government, Scottish Enterprise and West Dunbartonshire Council. This was based on a proposal to change the Town Hall into a commercial venue for the Council and local area.
- 3.2** The Town Hall is open to the public and regularly staffed from 8.45am to 6pm Monday to Friday, and 9.30am to 5pm on Saturday. Events space can currently be hired seven-days-a-week until midnight or 1am, subject to licensing.
- 3.3** A new charging structure was introduced at the Town Hall in 2018/19 to ensure the building operated on a financially sustainable basis for the future. In addition, progress has been made on streamlining the operating costs for the building, and generating increased revenue through marketing the building to a wider audience. Successes have included: operating the bar in-house on a commercial basis; wedding dressing services; as well as securing new corporate bookings from organisations such as the DWP and Strathclyde University. Progress has also been made to shift the balance of income at the Town Hall away from internal Council bookings which did not improve the Council's net budget. In 2019/20 64% of income came from external sources.

- 3.4** As part of the future strategy the management team is seeking to continue to increase income from the wedding, events and conferencing sector. To this end the Town Hall website has been significantly updated to better promote the service, new wedding and conference packages have been created, two successful wedding fairs have been staged, a new Town Hall uniform has been introduced, and lively new social media content on Facebook and Twitter is reaching increasingly bigger audiences.
- 3.4** The building has a selection of attractive spaces of varying sizes which can accommodate a range of corporate events and conferences. While the rooms lend themselves to these events, a market assessment and comparator exercise has identified that additional investment is required in both equipment and furnishings to ensure the venue can compete locally and regionally in the corporate marketplace.
- 3.5** In March 2018 the Council agreed to create a £4m Cultural Capital Fund to invest in West Dunbartonshire's cultural and heritage infrastructure in order to unlock regeneration, increase tourism and raise the reputation of the area. The 2018/19 budget document and accompanying Administration motion to Council pointed to the transformation of the waterfront at Clydebank and the perfect opportunity this created to undertake bold and exciting projects that revitalise Council assets and change the way people look at our area. Officers were asked to focus upon renewing the historic Town Hall and develop detailed proposals into reports for consideration by the Cultural Committee.
- 3.6** This report responds to those wishes by bringing forward proposals that explore how to maximise the potential of the Clydebank Town Hall, to ensure its continued operation as a flagship venue within Clydebank, and achieve improved commercial success. It is noted that a further report will come before a future Committee regarding investment in the external and internal fabric of the building. This report on furniture and equipment is being brought in advance of this to allow officers to take immediate action to improve the Town Hall offer and the income potential in 2020/21.

4. Main Issues

- 4.1** In order to meet running costs and ensure that the Town Hall is sustainable for the future, external income must be significantly increased. Through market research it has been established that the greatest opportunities for income generation come from the wedding, events and corporate market. Importantly the corporate market also presents opportunities to generate bookings during weekdays and working hours when there is currently significant under utilisation of the Town Hall.
- 4.2** The Town Hall's historic façade and architecturally appealing interior make the building an attractive proposition for the corporate market. To maximise this advantage, the Town Hall needs to offer a comparable corporate package to competitors in the form of IT and conferencing equipment, furniture and

furnishings. In the reception, a digital display board would welcome guests and provide the opportunity to market events. In the Clyde Room, a display screen is required for presentations as well as furniture to replace the current fittings which are worn, bulky and difficult to manoeuvre. In the Coffee Shop current furniture is broken and worn and would be replaced with new modern, furnishings. These would be flexible enough to allow them to be used elsewhere in the building should changes be made to the layout of the building or coffee shop in future. In the Lesser Hall, the addition of a projector screen and AV equipment would enhance the space providing an opportunity for those seeking smaller venues. In the Grand Hall the event chairs are around 20 years old and showing signs of wear. It is suggested that these are replaced with new modern chairs. In addition, the Grand Hall stage needs to be re-skinned to maintain it at a suitable standard and protect income from local theatre and dance show groups. The provision of in-house bar services is providing a new income stream for the Council. The purchase of an ice-machine would remove the requirement to purchase ice for each event and ensure efficient use of employee time. Each of these items will enhance the current offer at the Town Hall, complement any future refurbishment and ensure the venue can fully facilitate corporate and other bookings.

- 4.3** If agreed officers would aim to have this equipment in place by end of December 2019. A marketing drive to the corporate sector would then follow in January 2020 with an expectation that new bookings would be secured for the 2020/21 financial year.

5. People Implications

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

6. Financial and Procurement Implications

- 6.1** The recommendations in the report are intended to support income generation for the Town Hall in line with the strategy outlined at Cultural Committee in May 2018. The ultimate ambition is to reach a position where the costs of running the venue are minimised as much as possible.
- 6.2** The cost of undertaking the proposal is £60,000 and it is proposed that this is funded from the Council's £4million Cultural Capital Fund. There are sufficient funds within the cultural capital fund to support this taking into account committed spend to date and the planned proposal to refurbish the building.
- 5.1** For the benefit of Committee the following other projects are also in the pipeline for the Cultural Capital Fund. Costs are not available for most of these so indicative outline estimates have been provided:

Project	Cost
Alexandria Library (first floor)	£0.330 (Agreed)
Clydebank Town Hall	£1.400 (Indicative estimate)
Clydebank Library (basement museum)	£0.500 (Indicative estimate)
Back Door Gallery	£0.130 (Indicative estimate)
Bruce Street Baths	£0.500 (Indicative estimate)
Total	£2.860m
Total including proposals in this report	£2.920m

6.3 Procurement advice has been sought and the relevant guidance in relation to obtaining quotes would be followed should the committee approve the recommendations.

7. Risk Analysis

7.1 The Council is required to ensure best value for Council tax payers. Failing to capitalise on all opportunities and maximise paying bookings for the Town Hall would have an ongoing negative financial impact for the Council.

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact screening has been undertaken and no significant impact has been identified.

9. Consultation

9.1 The enhancements detailed in this report have been collated in consultation with officers from Clydebank Town Hall, Communications, Assets, Finance, Legal and Procurement.

10. Strategic Assessment

10.1 The improvements outlined in this report will contribute 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: 27 August 2019

Person to Contact: Amanda Graham
Communications and Town Hall Manager
Communications, Culture and Communities
Telephone: 01389 737527
Email: amanda.graham@west-dunbarton.gov.uk

Appendices: N/A

Background Papers: None

Wards Affected: All