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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date:</b>	<b>16 February 2017</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>SL/LP/013/17</b>
<b>Contact Officer:</b>	<b>Sharon Lang</b>	<b>Contact No:</b>	<b>01475 712112</b>
<b>Subject:</b>	<b>Watt Complex Closure – Alternative Service Provision – Remit from Education &amp; Communities Committee</b>		

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to request the Council, as Trustees of the Watt Institution, to note the decision made by the Education & Communities Committee relative to alternative service provision in connection with the Watt Complex closure.

## **2.0 SUMMARY**

- 2.1 The Education & Communities Committee on 17 January 2017 considered a report by the Corporate Director Education, Communities & Organisational Development seeking approval to use an alternative location from which to deliver a Library and Museum service to residents and visitors to Inverclyde during the closure period of the Watt Complex for refurbishment works. A copy of the report is attached as appendix 1.
- 2.2 The Education & Communities Committee decided:
- (1) that approval be given to use part of the Business Store as a temporary location from which to run the Watt Library and the McLean Museum for a total estimated period of around 18 months, with the building being open to the public for around 12 months of this time; and
  - (2) that the decision of the Committee be referred, for noting, to the next meeting of the Inverclyde Council as Trustees of the Watt Institution.

## **3.0 RECOMMENDATION**

- 3.1 The Trustees are asked to note the decision of the Education & Communities Committee relative to alternative service provision in respect of the Watt Complex closure.

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<b>Report To:</b>	<b>Education and Communities Committee</b>	<b>Date:</b>	<b>17 January 2017</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities and Organisational Development</b>	<b>Report No:</b>	<b>EDUCOM/05/17/AW</b>
<b>Contact Officer:</b>	<b>Alana Ward</b>	<b>Contact No:</b>	<b>01475 712330</b>
<b>Subject:</b>	<b>Watt Complex Closure – Alternative Service Provision</b>		

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to seek approval from the Education and Communities Committee to use an alternative location from which to deliver a Library and Museum service to residents and visitors to Inverclyde during the closure period of the Watt Complex for refurbishment works.

## **2.0 SUMMARY**

- 2.1 The Education and Communities Committee recently approved the closure of the Watt Complex for a period of 18 months – 2 years while necessary refurbishment works to the external fabric of the building take place. Officers were asked to investigate the possibility of running Library and Museum services elsewhere during the closure period of the Complex.
- 2.2 Officers investigated the suitability and costs involved of running Library and Museum services from the Business Store in Cathcart Street. Previously used as office accommodation and a temporary Central Library, this part of the Business Store has been unused since the Central Library relocated to Wallace Place in January 2015.
- 2.3 The Business Store was found to be a highly suitable alternative location from which to deliver Library and Museum services. It would be possible to offer all of the existing public services available at the Watt Complex from the Business Store.
- 2.4 The cost of the Library and Museum occupying two thirds of the Business Store can be met by savings found from the closure of the Watt Complex and can therefore be contained within the current Libraries and Museum revenue budget.

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Committee approve part of the Business Store being utilised as a temporary location from which to run the Watt Library and the McLean Museum, for a total estimated period of around 18 months. The building would be open to the public for around 12 months of this time.
- 3.2 It is recommended that the decision of the Committee is referred to the next meeting of the Inverclyde Council for noting as Trustees of the Watt Institution.

**Wilma Bain**  
**Corporate Director**  
**Education, Communities & Organisational Development**

## 4.0 BACKGROUND

- 4.1 At its meeting of 01 November 2016, the Education and Communities Committee approved the Watt Complex refurbishment proposals, the Library and Museum decant plan, and the closure period of the Complex to allow the contract work, decant and re-instatement to take place.
- 4.2 The decant plan involves 3 levels of decant work: external storage for high value items; utilising, where possible, parts of the building unaffected by the contract work as a temporary store for the bulk of the Museum collections; and on-site protection of items which would be too heavy and/or large to move. The decant process is being managed in-house by the Council's Library, Museum and Archive professional staff, and therefore it is not possible to run a public service at the same time as managing the decant process. The service disruption profile is as follows:

Time Period	Event
December 2016	Library & Museum close to the public (Greenock Philosophical Society can continue to access Watt Hall until Feb 2017).
Jan-Summer 2017	-Limited Watt Library service offered from Central Library. -Museum staff prepare, pack, move objects for decant.
Summer 2017-Summer 2018	Library and Museum - alternative service delivery in the Business Store.
Summer 2018-Autumn 2018	End of contract. Library & Museum contents re-instated.
Autumn 2018	Library & Museum re-open to the public.

- 4.3 While it is possible to provide a limited Watt Library service from Greenock Central Library during the closure period, it is not possible to run a Museum service from the Library and therefore officers were requested to investigate options for the potential temporary delivery of service for a period of 12 months in the middle of the closure period (Summer 2017-Summer 2018) after the decant process has finished and before the re-instatement process begins.
- 4.4 The McLean Museum and Watt Library form a key part of Inverclyde's tourism, culture and heritage offer, providing significant services to visitors and residents of Inverclyde. The relocation – and co-location – of services in the Business Store affords the opportunity for Library and Museum services to work in partnership with each other and with others to promote the unique social history and heritage of the area, occupy a building which is currently partially empty, and to contribute to the Greenock Town Centre Regeneration Strategy by using arts and culture to drive resident and visitor footfall towards the town centre and to the waterfront beyond.

## 5.0 PROPOSALS

- 5.1 Should the Committee approve the Library and Museum relocation to the Business Store, the service would propose to close the Watt Complex to the public from December 2016 and commence occupancy of the Business Store from January 2017 to enable relocation of books, archives and artefacts there as part of the decant process, which is estimated to last from Jan-Summer 2017. Once the decant has been completed, the majority of Library and Museum staff will relocate to the Business Store and commence the public service.
- 5.2 Two curatorial staff with responsibilities for the fine arts, world cultures, natural history and geology collections, which will not be on display in the Business Store, will remain in the Watt Complex during the closure period, working from the office area which is not involved in the contract work. This satisfies the Council's insurers' requirement that the building remains occupied, but does not forfeit the right to 100% rates relief while the building is closed to the public and the contract work is ongoing. It also ensures that there are staff with a good

knowledge of the building on site to work with the contractors where necessary, and gives curatorial staff the opportunity to carry out collections care and research, and operate the online Museum research and enquiry service.

- 5.3 The public service to be operated from the Business Store will focus on the local history and heritage of Inverclyde and will bring together Watt Library and McLean Museum staff in the same building for the first time. Services available will be identical to those available in the Watt Complex (with the exception of popular fiction lending) and will include access to books, archives, artefacts and objects, genealogical databases and information, an enquiry service, microfilm readers and public PCs with free internet access.
- 5.4 The current opening hours of the Watt Library are 34 per week (10am-5pm Mon, Tues, Thurs, Fri and 10am-1pm Wed and Sat) and those of the McLean Museum are 42 per week (10am-5pm Mon-Sat). It is proposed to operate the relocated service to match existing Museum hours, subject to filling a current vacancy on a temporary basis.

## 6.0 IMPLICATIONS

### 6.1 Finance

Please see Appendix 1 for detailed costs/savings.

#### Financial Implications:

One off Costs/ (Savings)

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Watt Library & Museum	Relocation	2016/18	(£1.6k)		Savings mainly from rebate of NDR and utilities. Offset by Business Store rental and loss of hall lets and merchandise income. (See Appendix 1)

### 6.2 Legal

The Head of Legal and Property Services comments that, as the Watt Institution is held and administered by the Council as Trustees, any recommendation of this Committee will require to be referred to the Trustees of the Watt Institution for noting.

### 6.3 Human Resources

There are no staffing implications, other than some re-alignment of working hours, and the filling of a current vacancy on a temporary basis.

### 6.4 Equalities

Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

## **6.5 Repopulation**

The McLean Museum and Watt Library form a key part of Inverclyde's tourism, culture and heritage offer, providing significant services to visitors and residents of Inverclyde. The overall project offers an opportunity to invest significantly into one of Inverclyde's best regarded heritage assets.

## **7.0 LIST OF BACKGROUND PAPERS**

### **7.1 Appendix 1 – Costs/Savings of Library and Museum Relocation to Business Store**

# APPENDIX 1

## Watt Complex Decant Costing

<u>Closing Watt Complex and locating to Business Store</u>	£	Notes
Employee costs	-	No saving as all staff still needed fro service provision
NDR	62,720	Saving based on complex being empty from Jan 2017 and re-opening in Autumn 2018
Utilities	14,516	Only savings on Water Rates and Electricity. The gas provision is not Zonal and hence there is no saving. Gas still required to heat remaining artefacts.
Exhibitions	5,679	Saving based on only 50% of budget being used from Jan 2017 to Autumn 2018
Goods for resale	5,469	Based on reducing to only 50% of current budget for Jan 2017- Autumn 2018
Loss of income - Sales, Fees and Charges	- 9,462	Based on loss of income of 33% for Jan 2017- Autumn 2018
Loss of photocopying income	- 520	Based on 6 months of lost income
Halls lets lost income	- 1,785	Based on Hall lets lost income for 1.75 years
<b><u>Saving</u></b>	<b><u>76,617</u></b>	
<b><u>Costs of Option 2</u></b>		
New Location costs	70,000	Use of Business store from Jan 2017 to Autumn 2018 based at £40k a year (This is a 2/3rd share of the full Business Store costs)
Refit Costs	5,000	Estimated
<b><u>Total Saving</u></b>	<b><u>1,617</u></b>	