

Cheltenham Borough Council

Wilson Opening Hours

Delegated decision by Cllr. Flo Clucas, Cabinet Member Healthy Lifestyles

Accountable member	Cllr. Flo Clucas, Cabinet Member Healthy Lifestyles
Accountable officer	Richard Gibson, Strategy and Engagement Manager
Ward(s) affected	All
Key Decision	No
Executive summary	The Cheltenham Trust has approached the council to consider closing the Wilson, one day a week, from 1 July 2018. The reduction in hours will enable the Trust to manage the collections more efficiently, enable the quicker installation of exhibitions whilst also facilitating the use of the building by pre-booked groups including schools. There will also be potential to use the mezzanine and exhibition spaces for commercial hires including conferences as other facilities do across the country. The one day a week closure will also save the Trust an estimated £30k per annum.
Recommendations	To agree that the Cheltenham Trust can close the Wilson on one day a week on a Monday from 1 July and approve a variation of the Management Agreement accordingly.

Financial implications	The one day a week closure will save the Trust an estimated £30k per annum. There are no financial implications for Cheltenham Borough Council.
Legal implications	<p>The Management Agreement between the Council and the Trust requires that the Wilson should have a minimum number of opening hours of 54 hours over 7 days. The proposed closure will reduce this to 46.25 hours over 6 days.</p> <p>The Public Contracts Regulations 2015 contain provisions about when variations are permitted to contracts which, if being procured now, would be subject to those Regulations. Given that the agreement envisages that variations to opening hours are permissible with prior approval, the variation is permissible under Regulation 72 of the Regulations.</p> <p>The Council and the Trust will need to enter into a Deed of Variation to effect the change in hours.</p>
HR implications (including learning and organisational development)	None identified for Cheltenham Borough Council. If Trust make any staff changes as a result of the closure, they will be carried out in line with their HR policies.
Key risks	That the proposed closure reduces access to the Wilson and its collections and that this maybe perceived negatively by local residents and visitors to Cheltenham.

Corporate and community plan Implications	The Wilson Art Gallery supports the place vision that Cheltenham is a place where Culture and creativity thrive
Environmental and climate change implications	None identified

1. Background

1.1 The Cheltenham Trust has approached the council to consider closing the Wilson, one day a week, from 1 July 2018. The current opening times are:

Monday - 9:30am to 5:15pm

Tuesday- 9:30am to 5:15pm

Wednesday - 9:30am to 5:15pm

Thursday - 9.30am to 7.45pm

Friday - 9:30am to 5:15pm

Saturday - 9:30am to 5:15pm

Sunday - 11am to 4pm

1.2 The proposed closure on a Monday will reduce the number of hours that the Wilson is open to 46.25 hours over the six days.

1.3 The Trust will seek opportunities to generate further funding through group bookings; behind the scenes tours; corporate hires; school and college learning days; opportunities to hire different parts of the building; enable more access to professional networks to position the Trust, enable project work to take place; The one day a week closure will also save the Trust an estimated £30k per annum. The café will remain open, and also the mezzanine, there will be more opportunities for hire of the mezzanine. It is important that the Trust seek a more financially sustainable model that enables broader activities to take place across the venue in support of the overall business plan.

1.4 In addition the Trust will build on the Breaking New Ground project where communities are invited into the venue to use spaces in new ways; Star College for example used a gallery for a workshop; however due to the nature of the disabilities, it was difficult to fully integrate the students with the public. The Trust will develop stronger relationships with communities in safe spaces dedicated to their activity to grow confidence.

1.5 The Trust proposes to close on a Monday, visit figures for Sundays are similarly low to Mondays; however the opportunity to grow tourism at weekends is a prominent strategic opportunity that the Trust is supporting; therefore a Monday would be a better day to close in order to achieve the activity above and enable as many tourists to visit on Sundays as possible.

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Appendices	1. Risk Assessment

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
1	That the proposed closure reduces access to the Wilson and its collections and that this maybe perceived negatively by local residents.	Julie Finch (TCT)	13.6.18	3	3	9	reduce	Effective communications about the reasons for the proposed closure	ongoing	Riah Pryor (TCT)	
<p>Explanatory notes</p> <p>Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											