

**OFFICER DELEGATION  
SCHEME**



**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 26/6/20	<b>Ref No:</b> LR059
<b>Type of Operational Decision:</b>	
<b>Executive Decision</b> <input type="checkbox"/>	<b>Council Decision</b> <input type="checkbox"/>
<p><b>Status:</b> For publication</p>	
<p><b>Title/Subject matter:</b> Re-opening Bury Art Museum</p>	
<p><b>Budget/Strategy/Policy/Compliance</b> – Is the decision:</p>	
(i) within an Approved Budget	Y
(ii) in accordance with Council Policy	Y
<p><b>Equality Impact Assessment</b>          [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]</p>	
<p>No negative impact</p>	

## **Details of Operational Decision Taken [with reasons]:**

### **1. Current service status**

The service was closed to the public on the 18<sup>th</sup> March. During the period of closure we have provided online resources and activities for a virtual audience, developing new ways to access the service. The team have continued to work remotely, contributing to the online offer. We have continued to work with The Hamilton Project on the delivery of Happy online, which involved the development of a YouTube talent and working with commissioned artists on the creation of online content in place of the Happy Festival that was programmed 15-17 May, this has been postponed until 21-23 May 2020. We have continued to work with our Culture Champions remotely, they have been involved in writing a blog for our Walker Project, contributed to the GMCA creative packs and are now working towards helping the gallery to deliver online activities. The team maintain contact with colleagues across the sector through networks including Greater Manchester museums Group, Greater Manchester Arts and NW Retail Forum and locally through the Town of Culture Steering Group and Bury Local Cultural Education Partnership.

Throughout the period of closure the building has been checked on a weekly basis to identify any maintenance issues and is covered 24/7 by CCTV which is monitored by Bradley Fold.

The Government has indicated that Museums and Galleries will be able to reopen from the 4<sup>th</sup> July subject to local decision and whether it is viable for individual organisations to open safely.

The National Museums Director's Council has published Good Practice Guidelines on Reopening Museums, identifying nine key considerations to be in place before a museum is ready to reopen, these cover:

1. having the correct legal framework in place (risk assessments etc.),
2. security of workers, public and sites,
3. workforce safety and wellbeing can be supported,
4. public safety can be assured,
5. buildings and processes can be adapted to support reopening,
6. business case supports reopening,
7. Museums are confident that visitors will return, and they can provide services in keeping with their public purpose,
8. Transport systems can support museum visitors, workers' travel and supply chains while noting adaptations to normal practice may be required based on available guidance at the time of reopening,
9. Local context, including location, museum offer, constitution and business model permit.

We are currently working through the checklist to ensure that the building is safe for both staff and visitors. These are the key areas of work being addressed before the gallery reopens to the public:

- Complete thorough risk assessments and for H&S checks; water testing, lift maintenance, fire alarms etc.
- PPE in place, screens, sanitisers etc. and signage  
Relocation of the staffroom, current provision not suitable, does not comply with social distancing
- Adjustments around the building to allow for social distancing
- Deep clean the building
- Organise news staff rotas
- Solutions to help control movement of visitors around the building

## **2. Suggested timeline**

We are proposing a phased unlocking schedule to reopening that will allow us to open safely following the guidelines; support the staff in their return to work and allow some online activity to continue.

- 7<sup>th</sup> July – socially distanced team meeting on site to review the preparations for reopening and discuss any issues and concerns.
- 21<sup>st</sup> July – follow up team meeting onsite
- 6<sup>th</sup> – 8<sup>th</sup> August – return to work test week, training - additional tasks cleaning/signage/rationalise shop stock etc.
- 13<sup>th</sup> August – gallery to reopen to the public. We are proposing a temporary reduction in opening hours, this would be Thu-Sat, 12-4pm. The reduction in hours will help reduce contact and therefore reduce risk of contamination from COVID and allow us to ensure adequate staffing of the public spaces, initially we will need a higher staffing level to encourage social distancing and build visitor confidence. It is envisaged that the temporary reduction would last for four weeks but this would be reviewed on a weekly basis.
- Week beginning 24 August - reopen Tearoom, only if it is safe to do so. We are currently reviewing the capacity of the tearoom, in order to maintain social distancing we will have to reduce the number of tables. As more cafés and restaurants open in the coming weeks we can monitor how other premises have managed to operate safely.
- Week beginning 24 August - reopen the public toilets – subject to adequate cleaning regime.

## **3. Service proposals**

- The priority will be to ensure that we can open the building safely, this is critical for building both staff and visitor confidence and to limit the risk of spreading COVID-19 as much as possible. The initial focus will therefore be on the core service – opening for visitors to view exhibitions and displays.
- We will continue to deliver some content online enabling us to involve audiences who are unable to physically visit the gallery. We will move from weekly themed activity to monthly as staff time will have to be prioritised manning the gallery spaces – there will be reduced capacity for creating online content.
- It is unlikely that we will take any bookings for school workshops before January 2021 – this position will be reviewed in September. We will also review the feasibility of running other events such as family workshops, talks, Thank Art at the gallery in September, none will be planned initially. Decisions to reintroduce will be influenced by particular target groups, level of vulnerability, ability to social distance, demand for activity and adequate staffing.
- We will continue to work with our Culture Champions and Bury Creatives. For the time being activity will be delivered remotely but this will be monitored closely in line with the rest of our events programme.
- There will be no exhibition changeovers until October.
- The gallery shop will be open but stock on display may be streamlined to reduce contact/contamination. Signage will encourage visitors not to touch unless actually purchasing an item. Hand sanitiser will be available and customers will be advised to use it. Cashless payments will be encouraged.
- All handling objects and dressing up will be removed for the foreseeable future.


#### 4. Service considerations

##### Staffing

- Some of our service wide roles may be temporarily reassigned to support the reopening of the gallery to ensure that the public areas are adequately staffed.
- The majority of gallery staff are part time and will need support and reassurance in returning to work after a long period away.
- Other commitments of staff must be considered such as childcare, the usual support for parents may not be in place yet and has been considered with the revision of the rota.
- Where possible those staff that can still work from home will do so, providing that the building is adequately staffed. This might only be a small percentage of staff.
- Staff will not be required to wear face coverings unless it is their personal preference to do so. However some activities such as exhibition changeover may necessitate PPE as when moving artworks/objects it is not always possible to observe social distancing. Front facing staff will have their own sanitiser that they can carry on their person.

##### Buildings

- Increased cleaning routines, regular cleaning of handrails, door handles, seating – key points of contact. Sanitiser stations will be located throughout the building, visitors will be encouraged to use them.
- Protection screens are being fitted to the reception desk in the foyer and the desk in the gallery shop.
- New signage throughout the building to encourage visitors to navigate the building safely and remind to wash hands etc.
- Visitor numbers will be monitored by staff so that we can maintain social distancing within the galleries. To help monitor the number of people in the building we will temporarily reduce the number of entry points, visitors will be directed to enter via the ramp into the museum.
- Access to public toilets dependant on cleaning provision and may have to be removed from operation for the first couple of weeks. Access might be limited to the Disabled Toilet.
- Seating in the galleries will be limited and included in the regular cleaning regime.
- The staffroom is being relocated to be fit for purpose, the current one is shared with the tearoom. This work was already planned pre-lockdown but will be complete before the gallery reopens. The staffroom will be limited to use by 2 people at any one time.
- The shared office has been risk assessed and adjustments made to accommodate staff safely, including the introduction of screens between desks.

<b>Decision taken by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director or Chief/Senior Officer		20.07.20
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member/Chair		

Lead Member		
Opposition Spokesperson		

**Notes**

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**