

Title of Report:	Arts and Museums Facility Recovery Plan Update
Committee Report Submitted To:	Leisure & Development
Date of Meeting:	October 2020
For Decision or For Information	For Information

Linkage to Council Strategy (2019-23)	
Strategic Theme	Resilient, Healthy & Engaged Communities
Outcome	Council will work to develop and promote stable and cohesive communities across the Borough
Lead Officer	Head of Community & Culture

Budgetary Considerations	
Cost of Proposal	Contained within report
Included in Current Year Estimates	YES
Capital/Revenue	Revenue
Code	Arts/Museums
Staffing Costs	n/a

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes	Date: August 2016 (CAH strategy, of which this project forms a part)
	EQIA Required and Completed:	No	Date: n/a
Rural Needs Assessment (RNA)	Screening Completed	Yes	Date: 2019
	RNA Required and Completed:	Yes	Date: 2019
Data Protection Impact Assessment (DPIA)	Screening Completed:	No	Date:
	DPIA Required and Completed:	No	Date:

1.0 Purpose of Report

The purpose of this report is to provide and update on the Arts and Museums Facility Recovery Plan, including the status of the venues in light of Covid 19 restrictions

Council approved the reopening of Arts & Museums venues in September 2020, with Covid 19 restrictions applied in terms of government guidance, in effect a 'Reduced Service Resumption' with the re-opening of facilities from the 30th September 2020.

This preferred option approved by Council aligns services with affordability and maximises the permanent staff complement with reduced opening hours for activities which best reflect peak demand periods and compliance with current Covid 19 restrictions.

2.0 Background/Context

The following venues are included:

- Flowerfield Arts Centre
- Roe Valley Arts & Cultural Centre, inc. museum gallery
- Ballymoney Museum (in Ballymoney Town Hall)
- Coleraine Museum (temporary exhibition space, Coleraine Town Hall)
- Ballycastle Museum (seasonal)

As a short term measure in response to the needs of the sector and customers, cultural services had been providing bespoke online activities commissioning local arts practitioners/organisations, sharing local cultural initiatives, delivering virtual, online heritage based projects and profiling local arts providers via social media platforms. Additionally teams working to develop partnership project delivery both within museums and arts and hosting online visual arts exhibitions promoting and connecting borough-based creative practitioners.

Projects included a broad range of activities from online daily children's activities and competitions, on line challenges for adults, virtual exhibitions for the creative and heritage sector and community groupings, digital museum projects, promotion of local producers, mental wellbeing activities etc.

On line activities, including a significant social media presence have proved to be very successful with over 80,700 individuals engaging in 116 on line activities for the arts and 17,329 engaging in 53 online activities for museums by the end of quarter 1, both locally and from across the globe creating a more accessible service for all. Additionally Museums have distributed information/articles through traditional media to circa 80,000 individuals.

Moving forward, these approaches are continuing guided by Council's decisions and NI Executive's recovery plan. Roe Valley Arts & Cultural Centre, Flowerfield and Ballymoney Museum re-opened their doors on the 30th September with a blend of distance based learning, events and activities and smaller scale centre based activities, with appropriate social distancing measures in place (reduced numbers and increased Health & safety regimes). Ballycastle Museum, which is a seasonal facility remains closed, although work to progress capacity building with the local volunteers and remedial health and safety works on site continues. Staff also continue to progress council's decisions regarding Ballycastle Museum (see Annex

A). Exhibitions at Coleraine Town Hall will progress following the reopening of Coleraine Town Hall, which remains closed at present.

3.0 Reduced Service Resumed

It had been recognised that a phased approach to opening would be required to ensure control measures could be put in place to manage the risk of Covid-19. In terms of affordability the management of phased opening give Officers the flexibility to remain within budget.

The following approach has been adopted in line with previous reports provided to and adopted by council in September 2020. Services have resumed with reduced service provision for cultural facilities (arts and museum venues) to comply with COVID 19 safety measures in place as follows:

- In the initial four month re-opening period, venues will host arts/crafts and heritage exhibitions alongside workshops/courses (within arts venues), in conjunction with continued online/digital initiatives increasing access and inclusion for both arts and museums services. Two public exhibitions are in situ in the arts centres, outdoor arts activities have been facilitated and bespoke workshops have been organised for the centres.
- Exhibitions will also be featured online (continuing the success of online access during lockdown) alongside downloadable educational activity sheets and information where possible. No 'touch' or object handling exhibitions will be permitted where feasible. Curation and placement of exhibitions take visitor 'flow' into consideration, avoiding congestion at particular spots within gallery spaces.
- All workshops/courses for arts centres are featuring reduced participant numbers and the financial viability of creative learning programme will be considered on an ongoing basis.
- Venues are focussing on community partnership initiatives, supporting community mental health and well-being initiatives and utilising venue spaces and online potential.
- Live events within the arts venues will be postponed until such time as they become economically viable and permitted within government restrictions although performances will continue via online programmes such as 'Northern Lights' which are ongoing.
- Venue hire is not yet permitted, but when relevant corporate policies have been put in place (awaiting further Health & Safety direction) will be facilitated with limitations in place to comply with Covid 19 spatial restrictions (30-40% room capacity) and appropriate compliance with amended booking conditions for 3rd party groups
- Ballymoney accredited Museum is operating on a restricted access to visitors, including reduced opening hours to public with additional temporary staffing cover to supervise such (temporarily redeployed from the arts venues).
- Programming has been restricted to permanent exhibitions in Ballymoney with no access to interactive/touch displays and no first floor access.
- Coleraine accredited museum (within Coleraine Town hall) will operate with restricted access to visitors when exhibitions are in place, including reduced

opening hours to public (*and is dependent on opening schedule of the town hall in Coleraine*) and will require additional temporary staffing cover to supervise such

- Ballycastle museum and Green Lane (accredited) will remain closed as seasonal facilities

Arts Centres opening hours (to be reviewed in line with COVID 19 guidance) - Each venue is open Wednesday and Thursday 10am-4pm and 7-9pm (once classes and venue hire resumes); Friday 10am-3pm; Saturday 10am-1pm. This allows for public access 4 days per week, including two evenings permitting continuation of evening recreational courses on restricted basis and venue hire activities (when permitted).

Ballymoney Museum - Open on reduced opening hours (to be reviewed in line with COVID 19 guidance) - Ballymoney museum opens Wednesday and Thursday 10am-4pm; Friday 10am-3pm; Saturday 10am-1pm. This allows for public access 4 days per week

Coleraine Town Hall – To be reviewed according to programming (part time only when exhibitions are in situ).

Ballycastle Museum - Not open due to restricted space 20 sqm of floor space available, impacting on ability for exhibitions, staff unsupervised - *by appointment only*. Potential to programme temporary community based exhibition/pop up museum.

The Phased Recovery Plan is summarised in the following Table 1

FACILITIES	CLOSED	REDUCED SERVICE: 1 SEPTEMBER - 31 MARCH		OPEN	
		PHASE 1	PHASE 2		
Arts Centres:					
Gallery/Exhibitions	On line/digital experience, learning opportunities & access to resources for the customer Research and development for 20/21 projects, particular focus for museums Digital programming for schools, communities Sales/marketing promotion ongoing digitally for creative sector/arts Community cultural projects continue, including community partnership projects	Restricted Access / Bookings Only	Potential for increased Access if restrictions relax	All facilities returned to 'normal use' subject to ongoing review against Covid-19 restrictions	
Courses/Workshops		Reduced numbers by 30-40%	Potential for increased numbers if restrictions relax		
Digital/Online Programme		On line Live events/digital educational activity	On line Live events/digital educational activity		
Partnership Projects		Mental health/wellbeing in venue & off-site	Mental health/wellbeing in venue & off-site		
External Hire		Booked with numbers limited to 30-40% room capacity	Potential for increased numbers if restrictions relax		
Auditorium Events		Not viable with 15-20% occupancy	Phased in small scale live events / cabaret style initially		
Museums:					
Access to Facilities		Restricted access to Ballymoney/Coleraine Only - Dependent on Town Hall opening/access	Ballycastle/Green Lane access by appointment or potential 'pop-up' museum/exhibition		
Programming Exhibitions		Permanent Exhibitions Only	Permanent Exhibitions Only		
Interactive Displays		No access to touch displays	Restricted access to touch displays (depending on Govt change in guidance)		
Digital/Online Programme	On line/digital projects continued	On line/digital projects continued			
Partnership Projects	Community heritage projects off-site	Community heritage projects off-site			
Opening Hours:					
Arts Centres	Closed	Wed & Thurs: 10:00-16:00 and 19:00-21:00 / Fri: 10:00-15:00 / Sat: 10:00-13:00 (public access 4 days per week and 2 evenings)	Normal Hours		
Museums	Closed	Wed & Thurs: 10:00-16:00 and 19:00-21:00 / Fri: 10:00-15:00 / Sat: 10:00-13:00 / Sun: closed	Normal Hours		

The recovery phase is currently September 2020 – 31st March 2021 and is therefore seen as short term interim measure requiring no permanent changes to structure or staffing requirements. The planning assumptions for next year will be kept under review and Council advised accordingly. The centre reopening is currently at phase 1 of the plan.

The timeframe between phases may be short, but will ultimately be driven by the lifting of restrictions (avoiding local 'lock downs' / possible second wave), evidence of compliance and the facilities and staffing capacities to manage potential increased footfall and adhere to Covid-19 Operating Procedures.

Critically, management require the flexibility to increase or reduce the level of service according to local demands and facility constraints.

Action Plan for Re-opening Cultural Facilities

Governance	Lead	Timeline
1. Members Workshop on Recovery Options 2. Full Council ratification on Reduced Service Resumption	L&D Director	Complete
Affordability		
3. Initial analysis of 3 options to make recommendation 4. Ongoing review against management accounts and phased review points	L&D Director (support of Finance)	Complete
Staffing		
5. Return of permanent staff and capacity across venues 6. Return of agency staff as required 7. Updates/training/induction and staff welfare	Head of Service/Arts & Museums Service Managers (support of HR)	Complete including all staff returned from Furlough
Operational		
8. Government (DFC) and industry guidelines 9. Reception and physical restriction of designated areas 10. Cleaning regime / PPE sourcing / COVID-19 procedures	General Manager/ Arts & Museums Service Managers	Complete
Marketing		
11. Client Communications 12. General promotion activities	Arts & Museums Service Managers	Ongoing
Business Support		
13. Booking systems 14. Contact and Trace compliance 15. Financial procedures	Arts & Museums Service Managers	Ongoing
Estates/Premises		
16. Facility adaptations 17. Essential maintenance	Head of Service / Arts & Museums Service Managers (support of Estates)	Complete
Programming		
18. Programming (on site, community partnerships and digital/online)	Arts & Museums Service Managers & officers	Ongoing

Additional information in relation to activity schedules is attached in Annex A with live programming information available at:

<https://www.flowerfield.org/news-page>

<https://www.roevalleyarts.com/news>

<https://niarchive.org/>

Annex A

Activity schedules

September Opening

PHASED RE-OPENING OF ARTS VENUES FROM SEPT 2020:

JUNE	RECOVERY PLAN /RISK ASSESSMENTS FINALISED
JULY/AUG	RECOVERY PLAN/RISK ASSESSMENTS IMPLEMENTED INCLUDING COVID19 ADDITIONAL HEALTH & SAFETY MEASURES INSTALLED (construct screens/signage/floor one way system markings/sanitiser points)
	STAFF PHASED RETURN (including furloughed staff)
	STAFF INDUCTED IN COVID19 RELATED HEALTH & SAFETY PRACTICE REQUIREMENTS AND PUBLIC GUIDELINES
	SEPT-DEC VENUE-BASED PROGRAMME FINALISED, TO INCLUDE ONLY (1) Gallery Exhibitions (2) trial bespoke workshops (2) online programme including educational resources/live events/demonstrations and continued online sectoral support forums/initiatives
	COMMUNITY ARTS PARTNERSHIP PROJECTS development supporting mental health and well-being community agendas
SEPT-DEC	ARTS CENTRES RE-OPEN TO PUBLIC ON REDUCED HOURS
	AUTUMN PROGRAMME AND COMMUNITY ARTS INITIATIVES DELIVERED
	PROGRAMME AND SERVICE PREPARATION FOR APRIL 21-MAR 22
JAN-MARCH 2021	AS ABOVE WITH ADDITION OF PHASED LIVE PERFORMANCE EVENTS (adhering to health and safety social distancing requirements e.g. cabaret style music events)
	PROGRAMME AND SERVICE PREPARATION FOR APRIL 21-MAR 22 CONTINUED

PHASED RE-OPENING OF MUSEUM VENUES FROM SEPT 2020:

IMPACT OF COVID 19	<p>In year COVID 19 Budget cuts</p> <p>1.11 2020- 2021 object based exhibition programme postponed until 2021- 2022 including workshops.</p> <p>1.11 Existing displays maintained in Ballymoney Museum. No new displays until new financial year. Potential for schools to re engage</p> <p>1.11 All handling materials, interactives and visitor books will be removed from display</p> <p>1.11 One way system through galleries introduced</p> <p>1.11 Family History Resource Area will be closed until one way system and quarantine procedures can be managed by staff</p> <p>1.11 Ballymoney Museum upstairs gallery closed until one way system can be managed</p> <p>1.12 Collections documentation halted until office In Ballymoney Town Hall and access to MODES databases</p> <p>1.31 All face to face workshops talks and tours ceased</p> <p>1.32 Community co curation with Girona Orchestra, Friends of Ballycastle Museum and Limavady High School postponed until 2021- 2022 subject to groups</p>
ADDITIONAL RISK	<p>1.12 Lack of access to Ballymoney Collection Stores and Limavady Collection stores.</p> <p>1.12 Lack of access to Ballymoney Collection Store delays collection review</p>
MONTH	ACTION
JULY	<p>Staff continue to work from home with one member of staff remaining on furlough</p> <p>Planning for Recovery</p> <p>Preparing risk assessments</p> <p>Very restricted access once a week to office to retrieve necessary files and implement Financial procedures</p>

	<p>PEACEIV Progressing to completion of projects - 2 exhibitions and 3 publications, financial administration</p> <p>1.11 Online programming - Dear Diary Covid 19 and collections access posting on going</p> <p>1.12 Weekly facilities check - Juniper Hill, Ballycastle and Ballymoney Museum</p> <p>1.31 Good Relations Shared Music of Dalriada project progressing</p> <p>1.31 History Book Bag drops and Coleraine Chronicle project continue</p> <p>Actions paused to allow staff to return to work and reopen venues</p> <p>1.12 Collections reviews and digitization projects</p>
AUGUST	<p>Staff continue to work from home and preparing venues for re-opening delivering online programme as agreed</p> <p>Furlough staff return</p> <p>Staff training in health and safety and sign off on risk assessments</p> <p>Staff update server files from files working at home</p> <p>Installation of all COVID 19 signage and equipment in office and Ballymoney Museum ground floor galleries</p> <p>Testing of COVID 19 risk mitigations in office and Ballymoney Museum ground floor galleries</p> <p>Restricted access to office to retrieve necessary files and implement TOTAL Financial procedures</p> <p>Planning for Recovery and preparing to return to Ballymoney Town Hall office</p> <p>Ongoing Risk assessments</p> <p>1.11 all COVID 19 risk mitigation supplies and signage commences for Ballymoney and Coleraine and Ritter Gallery in RVACC SUBJECT TO COLERAINE TOWN HALL BEING OPENED FROM SEPTEMBER AND RVACC OPEN</p> <p>1.11 Ballymoney Museum Commence recruiting front of house COVID 19 staff</p> <p>PEACEIV Completion and closing of Understanding Our Area project 2 exhibitions and 3 publications and financial administration</p> <p>1.11 Communications through social media re reopening</p> <p>1.11 Ballymoney Museum Installation of one way system and prepare displays</p> <p>1.11 Coleraine Museum commence recruiting front of house COVID 19 staff</p> <p>1.11 Limavady Museum in RVACC install signage and photographic exhibition in Ritter Gallery</p> <p>1.12 Monthly facilities check Ballycastle Museum and Juniper Hill</p> <p>1.31 Good Relations Shared Music of Dalriada project completed and virtual event</p> <p>1.32 Community co - curation with group Girona Orchestra SUBJECT TO GROUP</p> <p>Actions paused to allow staff to focus on returning to office and reopening of venues</p> <p>1.11 Coleraine Museum not open</p> <p>1.11 Ballycastle Museum closed due to out of season</p> <p>1.11 No new online programming as staff focus on reopening</p> <p>1.12 Collections reviews and digitisation projects</p> <p>1.11 Civic Partition programme</p> <p>1.31 History book bags drops</p> <p>1.32 Community co - curation with group Friends of Ballycastle Museum, Limavady High School SUBJECT TO GROUPS</p>
SEPTEMBER	<p>Daily cleaning routine in public spaces</p> <p>Review all risk assessments and update</p> <p>1.11 Ballymoney Museum. Open ground floor galleries.</p> <p>1.11 Ballymoney Museum. New staff on site in to manage Covid 19 risks</p> <p>1.11 Coleraine Museum installation of signage, training of new staff and temporary exhibition Irish History Starts Here</p>

	<p>1.11 Coleraine Museum opens late October , new staff on site to manage COVID 19 risks</p> <p>1.11 Limavady Museum in RVACC. open exhibition 'Echoes of the Causeway'</p> <p>1.11 Civic Partition programme development - work commences</p> <p>1.12 Monthly facilities check Ballycastle Museum and Juniper Hill</p> <p>1.31 Good relations Programme progresses</p> <p>1.32 Community co - curation with groups continues or recommences - Girona Orchestra, Friends of Ballycastle Museum, Limavady High School SUBJECT TO GROUPS</p> <p>Actions paused to allow staff to focus on COVID 19 risk mitigation and reopening of venues</p> <p>1.11 Family History area and upstairs gallery closed.</p> <p>1.11 No new online programming</p>
OCTOBER & NOVEMBER	<p>Daily cleaning routine in public spaces</p> <p>Review all risk assessments and update</p> <p>1.11 Ballymoney Museum. Open ground floor galleries.</p> <p>1.11 Coleraine Museum. Open 'Irish History Starts Here' potentially with Girona Orchestra</p> <p>1.11 Limavady Museum in RVACC. Open exhibition 'Echoes of the Causeway'</p> <p>1.11 Civic Partition programme development - work continues</p> <p>1.11 Digitization projects recommence</p> <p>1.12 Collections reviews for Coleraine and Ballymoney recommence</p> <p>1.12 Monthly facilities check Ballycastle Museum and Juniper Hill</p> <p>1.11 & 1.13 Limited online programme recommences including introducing video tours of galleries and videos of object exploration sessions. 4 of each to be completed before March</p> <p>1.31 Good relations Programme progresses</p> <p>1.32 Community co - curation with groups continue - Friends of Ballycastle Museum, Limavady High School SUBJECT TO GROUPS</p> <p>Actions paused to allow staff to focus on COVID 19 risk mitigation and reopening of venues</p> <p>1.11 Family History area and upstairs gallery closed.</p>
DECEMBER	<p>Daily cleaning routine in public spaces</p> <p>Review all risk assessments and update</p> <p>1.11 Ballymoney Museum. Open ground floor galleries.</p> <p>1.11 Coleraine Museum. Open 'Irish History Starts Here'</p> <p>1.11 Limavady Museum in RVACC. Open exhibition 'Echoes of the Causeway'</p> <p>1.11 Limited online programme</p> <p>1.12 Collections reviews for Coleraine and Ballymoney continue</p> <p>1.12 Monthly facilities check Ballycastle Museum and Juniper Hill</p> <p>Actions paused due to Festive season</p> <p>1.11 Family History area and upstairs gallery remain closed due to Risk management</p> <p>1.3 Online programme for public and Section 75 groups</p> <p>1.31 Good relations Programme progresses</p> <p>1.32 Community co - curation with groups Friends of Ballycastle Museum, Limavady High School SUBJECT TO GROUPS</p>
JANUARY	<p>Daily cleaning routine in public spaces</p> <p>Review all risk assessments and update</p> <p>1.11 Ballymoney Museum. Open ground floor galleries.</p> <p>1.11 Limavady Museum in RVACC. Exhibition may change over.</p> <p>1.11 Limited online programme</p> <p>1.11 Civic Partition programme development - work continues</p>

	<p>1.11 & 1.31 Limited online programme 1.12 Collections reviews for Coleraine and Ballymoney continue 1.12 Monthly facilities check Ballycastle Museum and Juniper Hill</p> <p>Actions paused 1.11 Coleraine Museum closed due to other bookings in Town Hall</p>
FEBRUARY	<p>Daily cleaning routine in public spaces Review all risk assessments and update</p> <p>1.11 Ballymoney Museum. Open ground floor galleries. 1.11 Limavady Museum in RVACC. Open 1.11 Limited online programme 1.11 Civic Partition programme development - work continues 1.11 & 1.31 Limited online programme 1.11 Ballycastle Museum Prepare risk assessments and cleaning procedures for Friends reopening Museum SUBJECT TO GROUP 1.11 Prepare risk assessments for reopening upstairs gallery and Family History Resource area 1.12 Collections reviews for Coleraine and Ballymoney continue 1.12 Monthly facilities check Ballycastle Museum and Juniper Hill</p> <p>Actions paused 1.11 Family History area and upstairs gallery remain closed due to Risk management 1.11 Coleraine Museum closed due to other bookings in Town Hall</p>
MARCH	<p>Daily cleaning routine in public spaces Review all risk assessments and update</p> <p>1.11 Ballymoney Museum. Open ground floor galleries. 1.11 Limavady Museum in RVACC. Open 1.11 Ballymoney and Limavady. Preparations to install NW200 exhibitions 1.11 SUBJECT TO FRIENDS OF BALLYCASTLE MUSEUM AND RISK ASSESSMENTS Ballycastle Museum prepare to open including all necessary purchase and installation of COVID 19 risk management measure 1.11 Limited online programme 1.11 Civic Partition programme development - work continues 1.11 & 1.31 Limited online programme 1.12 Collections reviews for Coleraine and Ballymoney continue 1.12 Monthly facilities check Ballycastle Museum and Juniper Hill</p> <p>Actions paused 1.11 Family History area and upstairs gallery remain closed due to Risk management 1.11 Coleraine Museum closed due to other bookings in Town Hall</p>