

## Delegated Cabinet Member Decision (Contract Award 100k -250k) Report

NOT FOR PUBLICATION by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and it is not in the public interest to disclose the information because it relates to the financial or business affairs of the Council

<b>Decision Maker and Portfolio area:</b>	Cllr Shah, Leader of the Council and Portfolio Holder for Reform and Regeneration
<b>Date of Decision:</b>	12 <sup>th</sup> October 2023
<b>Subject:</b>	Temporary Service Offer and Storage options for Local Studies and Archives Service, Museum Collections and Oldham Theatre Workshop
<b>Report Author:</b>	Subnum Hariff-Khan, Head of Heritage, Libraries and Arts Sean Baggaley, Principal Arts and Heritage Officer
<b>Ward(s) Affected:</b>	Coldhurst

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<b>Reason for the decision:</b>	Decision to approve Spindles Transition budget to: <ul style="list-style-type: none"><li>• Procure couriers to pack and move archive and museum collections from 84 Union Street (new theatre site) to temporary storage sites (deep store for Archive collections and Council asset for Museum collections)</li><li>• Close Local Studies and Archives (LSA) Service at the end of Nov and re-open at Oldham Library in Feb/March 2024 offering reduced temporary service.</li><li>• Move Oldham Theatre Workshop equipment to be stored at the former Union Street Community Building (asset L00215) and deliver temporary service from Gallery vacant café space</li></ul>
<b>Summary:</b>	84 Union Street currently houses: <ul style="list-style-type: none"><li>• Oldham Local Studies and Archives (LSA) Service</li><li>• Museum Collections (Natural History and Social History)</li></ul>

- Archives and local studies collections
- Oldham Theatre Workshop Service (OTW) and associated equipment and costumes

This site has been identified for the new theatre and as such needs to be vacated by end of February 2024, so that construction works can begin.

### **Local Studies and Archives**

The new permanent space for LSA within Spindles will not be ready until Feb 2025, therefore the proposal is to offer a temporary service offer from Oldham Library (costs to adjust space at Oldham Library to accommodate the service are approximately £10k.)

Proposal is to close the LSA service at the end of November 2023 and re-open at Oldham Library in Feb 2024 offering limited local studies offer.

Archives collections will be in storage and inaccessible during this period. Customers will still be able to access some online services via the libraires digital network.

Local Studies and Archive collections would need to be moved into temporary storage. Preferred solution is to move them into a deep store – costs to pack, move and store are:

- Pack and move - £38,975
- Storage per annum - £25,250
- Final move to bring them back to their permanent home is £27,400
- **Total £91,625**
- Any delays would incur a monthly £2k storage costs.
- Will take 3 weeks to move the collections.

### **Museum Collections**

A permanent store for the museum collections is likely to be the Argos basement store within Spindles – costs to get the space ready for permanent storage yet to be confirmed. High level estimate is £950k. Unlikely that this space will be ready in time for Feb 2025. Proposal to move collections to temporary storage spaces within Council asset (tbc) from Feb 2024 to September 2024 whilst Argos Basement space is fitted out.

Move of collections to temporary site will cost **£66,712.91** and will take 5 weeks to move the collections.

### **Oldham Theatre Workshop**

The new permanent space for OTW (Old Library) is being refurbished and will not be ready until Feb

2025, therefore the proposal is to deliver an interim offer using Gallery Oldham vacant café space. Cost to make adjustments to this space so it can operate as a studio would be **approximately £18k**. The majority of this work would act as investment in the future café space. Loss of income for the Heritage Libraries and Arts service to not procure a cafe operator is circa **£12k per annum**.

Alternative is to use University Campus Oldham but the charge per 10 week term is £7,125 (restricted hours – any additional use would incur an hourly £25 charge) Per annum this would be minimum **£21,375** to accommodate core OTW activities and further **£7,500** to host regular partner activities.

All OTW equipment to be stored at vacant former Union Street Community Building.

***What are the alternative option(s) to be considered? Please give the reason(s) for recommendation(s):***

#### **Local Studies and Archives**

LSA Option 1 – Do nothing. This is not viable as this would delay theatre construction project.

LSA Option 2 – Find suitable council asset for temporary storage of local studies and archive collections. Due to volume and security and temperature conditions required for collections, suitable location has not been found.

#### LSA Option 3 – **Preferred Option**

Go out to tender to procure move and storage of collections to a deep store. **Cost is £91,625**. And deliver interim offer from Oldham Library – estimate cost £10k.

#### **Museum Collections**

Museum Collections Option 1. Do nothing. This is not viable as this would delay theatre construction project.

#### Museum Collections Option 2 – **Preferred Option**

Go out to tender to procure removal company to move collections to a temporary store – council assets (tbc). Costs to move collections is **£67k**

Options for temporary store and cost to fit permanent Argos basement store still being explored and to be confirmed.

#### **Oldham Theatre Workshop**

OTW Option 1 Do nothing.

This is not viable as this would delay theatre construction project.

OTW Option 2 – Use former Union Street Community Building for storage and deliver service from

University Campus Oldham.  
 Whilst UCO is a fully fitted studio space, this option offers limited hours of access which means OTW would have to reduce offer to core delivery only and comes at a hire charge of min £21, 375 per year. This cannot be met from Heritage, Libraries and Arts budget.

**OTW Option 3 – Preferred option**

Use former Union Street Community Building for storage and deliver service from vacant Gallery Café space.

Least expensive option (circa £18k) and limits any major disruption to service offer, enabling continued partnership working.

**Recommendation(s):**

**Local Studies and Archives Option 3 – Preferred Option**

Go out to tender to procure move and storage of collections to a deep store. **Cost to move and store is £91,625.**

Deliver interim offer from Oldham Library – cost to adapt space is circa 10k

**Museum Collections Option 2 – Preferred Option**

Go out to tender to procure removal company to move collections to a temporary store – council assets (tbc). **Costs to move collections is £67k**  
 Options for temporary and cost to fit permanent Argos basement store still being explored and to be confirmed.

**Oldham Theatre Workshop Option 3 – Preferred Option**

Use former Union Street Community Building for storage and deliver service from vacant Gallery Café space.

Least expensive option (circa £18k) and limits any major disruption to service offer.

**Summary of Total costs**

<b>Description</b>	<b>Cost (£)</b>
Couriers to move and store Local Studies and Archives	91,625
Local studies temporary service offer	10,000
Couriers to move Museum Collections	67,000
Theatre Workshop temporary service offer and storage	18,000
<b>Total</b>	<b>186,625</b>

## Implications:

*What are the **financial** implications?*

The total costs associated with the moves to temporary occupation for the Archives, Museum and Theatre workshop stores are expected to total £187k. The costs will be Capital Expenditure and will be a charge against the Spindles Redevelopment Budget. The costs can be covered from within the existing allocation for transition costs held as part of the overall redevelopment budget.  
(James Postle – Finance Manager)

*What are the **procurement** implications?*

Should the recommendations outlined in the report be approved, the Commercial Procurement Unit will support the service by undertaking and managing a tender process which carried out in line with the Council's Contract Procedure Rules.  
(Emily Molden – Senior Category Manager)

*What are the **legal** implications?*

If the recommendations are approved, all proposed procurement activity must be undertaken in accordance with the Contract Procedure Rules, incorporating the Public Contract Regulations 2015. Advice and support from the Commercial Procurement must be sought and advice from Legal Services should be requested, as required. Legal Services will be required to provide or approve any forms of contract to be utilised for any appointments.  
(Sarah Orrell – Commercial & Procurement Solicitor)

*What are the **Human Resources** implications?*

There are no workforce implications within this report.  
Andrea Dickinson (Learning and Development Delivery Manager. HR&OD)

**Oldham Impact Assessment Completed (Including impact on Children and Young People)**  
*attached or not required because (please give reason)*

Not required as a temporary service offer from within the cultural quarter will be provided for residents.

*What are the **property** implications*

The property implications are as stated within the report. The former Union Street Community Building has been vacant for some considerable time and there are no immediate plans to re-purpose this building, so the proposal to use it as temporary storage is the preferred option. The delivery of services from the vacant café area within the library is the preferred option and will have limited impact on the building.  
(Alison Evans – Principal Estates Surveyor)

<b>Risks:</b>	There is a financial and social history risk if the items are not moved appropriately and carefully to alternative locations prior to their move to the Spindles. It is important to ensure that correct insurance is place as part of the tender arrangements and that any new locations used to store the items are agreed with the current Council insurance company. (Vicki Gallacher Head of Insurance and Information Management)
<b>Co-operative Implications</b>	The temporary service offer will continue to deliver creative and heritage services to residents supporting health and wellbeing, community cohesion and access to information and skills. (Jonathan Downs, Corporate Policy Lead)
<b>IT Implications</b>	None
<b>Community cohesion disorder implications in accordance with Section 17 of the Crime and Disorder Act 1998</b>	There are no community cohesion implications arising from the report. (Natalie Downs, Stronger Communities Manager). There are no crime and disorder implications arising from the report. (Neil Consterdine, AD Youth, Leisure and Communities)
<b>Environmental and Health &amp; Safety Implications</b>	As an employer/duty holder/, Oldham Council has a statutory duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees, and that persons not in his employment who may be affected by their work, are not exposed to risks to their health or safety. Health and safety performance and arrangements of any removal company should therefore be considered as part of any tender process. (Matthew Hill, Health and Safety)

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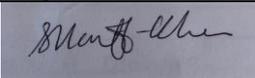
Has the relevant Legal Officer confirmed that the recommendations within this report are lawful and comply with the Council's Constitution?	Yes
Has the relevant Finance Officer confirmed that any expenditure referred to within this report is consistent with the Council's budget?	Yes
Are any of the recommendations within this report contrary to the Policy Framework of the Council?	No

**Reason(s) for exemption from publication:**

3. Information relating to the financial or business affairs of any particular person including the Council.

**There are no background papers for this report**

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<b>Report Author Sign-off:</b>	
	Subnum Hariff-Khan Head of Heritage, Libraries and Arts
<b>Date:</b> 11 <sup>th</sup> October 2023	

In consultation with

Signed:   
Leader of the Council

Date: 17 October 2023

Signed:   
Deputy Chief Executive

Date: 13 October 2023