



Following your response (**FOI 17575**) regarding the appointment of Dr Jacqueline Riding as Curatorial Consultant, I request further information to clarify the nature, scope, and duration of this role in light of new information that contradicts your previous statements.

1. Contract Duration & Scope

- Please provide the full contract length, including the exact start and end date of Dr Riding's appointment.
- Are there any provisions for contract renewal or extension beyond the stated duration?
- If so, under what criteria could the contract be extended?

Dr Riding was commissioned to support the project, via Atkins Realis, for a specific number of days. There are no provisions for contract renewal or extension. The contract started November 2024.

2. Decision-Making & Role Definition

The FOI response stated that the appointment was purely for the RIBA2 design stage and was handled via Atkins Realis for short-term technical support. However, a stakeholder engagement email from Clare Jones (Transformation Programme Manager) states:

- Dr Riding is "working as part of the Design Team."
- She is involved in long-term exhibition planning and wider estate curation.
- Given this clear contradiction, can you confirm:
 - Was Dr Riding's role ever planned as a short-term position, or is she expected to have an ongoing curatorial role?
 - Does her contract explicitly limit her involvement to the RIBA2 design stage?
 - If not, what specific responsibilities does she hold in shaping Haigh Hall's cultural programme beyond design work?

Dr Riding has worked, temporarily, as part of the Design Team to support with RIBA2 design stage. However, given the efficiency at which this work was completed there was scope for Dr. Riding to also support with exploring future exhibitions and wider estate curation within Haigh Hall given her extensive experience and knowledge in this area.

To re-iterate, Dr. Riding was commissioned as a temporary Curatorial Consultant to support the project at a key stage which involved RIBA2 design. Dr. Riding is not expected to have an ongoing curatorial role on the project.

3. Financial Transparency & Council Oversight

- If Dr Riding is actively engaging in long-term cultural planning, why was her appointment not subject to open recruitment in line with Wigan Council's Community Wealth Building policy?
- Please provide the total financial value of this contract and any additional projected costs related to its extension.
- If Dr Riding is now engaging with stakeholders and interest groups on cultural direction, does this contract remain under the threshold for public tendering?
- Please can you advise the threshold value to avoid publicly tendering for the role?

Atkins Realis made the appointment rather than the council, they received 5 quotes for the work and were provided with CVs for the individuals and selected Jackie. As they are a private organisation they're not subject to public procurement regs

Dr. Riding has undertaken high level thematic exploration of future exhibitions at Haigh Hall as part of her temporary commission and given her extensive experience and knowledge in this area.

We don't hold a copy of the contract as the contract is between Atkins Realis and Jackie Riding.

The value of the contract however remains under the threshold for public tendering.

The threshold value is £30k

4. Comparisons to AI and AI's Role

- Given that AI and AI had been leading this work before their contracts were abruptly not renewed, was any assessment made on whether they could have continued in this role?
- On what date was the decision taken that a new consultant was required?
- If this was an urgent appointment, why is Dr Riding now engaging in broader cultural and exhibition planning rather than strictly fulfilling a technical design role?

An assessment was made as to whether AI and AI could continue in their role and a decision was taken that they could not.

A decision was made to commission a temporary Curatorial Consultant in October 2024, an exact date is not known. The decision was made through several discussions with Atkins Realis.

It was a timely appointment to support with the critical RIBA2 design stage however we are further utilising her expertise on the project within her contracted time given that RIBA2 has now been completed and approved.

5. Request for Documents:

To ensure full transparency, I request:

1. A copy of Dr Riding's contract, including all deliverables and any provisions for extension.
 2. Any emails, internal minutes, or discussions that reference her appointment beyond design work.
 3. All communications between Wigan Council and Atkins Realis regarding her recruitment and scope of work.
1. We don't hold a copy of the contract as the contract is between Atkins Realis and Jackie Riding. This was discussed verbally with Atkins Realis and Dr. Riding.
 2. Please see attached.
 3. Please see attached.

The Council confirms it holds the CV and fee proposal of the Curator but is redacting this personal data as it is exempt under section 40(2) of the Freedom of Information Act 2000 (the Act).

Section 40(2) of the Act states that "...any information to which a request for information relates is also exempt information if (a) it constitutes personal data and (b) the first, second or third condition below is satisfied".

Personal data is defined in Article 4 of UK GDPR (General Data Protection Regulation) as "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person". Information about a person's salary is personal data if the information relates to them and they are identifiable. Section 40(2)(a) of the Act is therefore satisfied as the information requested is personal data.

Names of officers at the Council and at Realis Atkins have been redacted from the email thread as the same exemption regarding personal data applies.

The first condition in section 40(3)(A)(a) of the Act states that the information is exempt from disclosure if "the disclosure of the information to a member of the public otherwise than under this Act would contravene any of the data protection principles". The data protection principles are in Article 5 of UK GDPR and the first principle is that personal data shall be "processed lawfully, fairly and in a transparent manner in relation to the data subject". The lawful bases for processing personal data are set out in Article 6 of UK GDPR and the only possible lawful bases for disclosure under the Act would be consent or legitimate interests. The Council does not have the consent of the individual to disclose this information and therefore the legitimate interests lawful basis needs to be considered. Whilst there is a legitimate interest in a Council Taxpayer knowing this

information, the legitimate interests in disclosure of this information do not outweigh the need to protect the data protection rights of the individual, particularly as disclosure is to the world at large not just to the requestor. The Council therefore does not have a lawful basis to process this personal data in this way and section 40(3)(A)(a) of the Act is satisfied.

As sections 40(2) and 40(3)(A)(a) of the Freedom of Information Act 2000 are engaged, the information held by the Council is being withheld from disclosure.



Haigh Hall Board Meeting Notes

Date: 27th January 2025

Attendees:

[REDACTED]

Guests:

[REDACTED]

Apologies:

[REDACTED]

Notes

Item No.	Item	Lead
1	[REDACTED]	[REDACTED]
2	<p>Creative update</p> <p>[REDACTED] updated the board on a few key workstreams the that are progressing in the creative area, this included our working with the Arts Council England and curatorial consultant Jackie Riding on Haigh's future identify, and its unique selling point. Workshops with the culture team and design teams have been held to start to explore themes for the new gallery spaces.</p> <p>[REDACTED]</p>	



[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: [Redacted]

Sent: 29 October 2024 14:25

To: [Redacted]

[Redacted]

Cc: [Redacted]

Subject: RE: Hagh Hall curator

CAUTION External E-Mail: Take extra care before clicking links, attachments and actioning requests. Think Before you Click

[Redacted]

Apologies for the delay in getting this over to you.

Kind regards

[Redacted]

Associate Director
Project and Programme Services
AtkinsRéalis

Mob: [Redacted]

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[Redacted]

[Redacted]

[Redacted]

[Redacted]
[Redacted]
[Redacted]



[Redacted]

From: [Redacted]
Sent: 28 October 2024 18:45
To: [Redacted]
[Redacted]
[Redacted]
Subject: RE: Hagh Hall curator

Hi [Redacted]
Apologies, [Redacted] did a fee proposal come through? Apologies if I've missed it
Thanks
[Redacted]

From: [Redacted]
Sent: 17 October 2024 15:47
To: [Redacted]
[Redacted]
[Redacted]
Subject: Hagh Hall curator

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Please find the curatorial brief and response CV attached.
I will issue an associated fee proposal for your consideration, shortly.
Kind regards

[Redacted]
Associate Director
Project and Programme Services
AtkinsRéalis
[Redacted]



[Redacted]

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[Redacted]
Wigan Council
Town Hall
WN1 9SE

OUR REFERENCE:
5231189

YOUR REFERENCE:
<your ref>

Dear [Redacted]

29/10/2024

Haigh Hall RIBA Stages 2-4 – Curatorial Consultant Services Fee Proposal

We are pleased to provide you with a fee proposal to provide Curatorial Consultant services alongside our existing multi-disciplinary design team currently established to deliver the development of Haigh Hall through to RIBA Stage 4.

1) The brief

A Curatorial Consultant has been sought to work with the design team in the development of RIBA Stages 2 and 3 architectural and interior design proposals for Haigh Hall, prior to the appointment of a permanent curatorial role in early 2025. The consultant would review and develop initial proposals and the vision for the cultural gallery offer and carry out early operational testing of proposals to inform the architectural design. This includes the following tasks:

1. High level review of Theodore Major Collection
2. High level review of History of Haigh Hall, with a view to developing interpretation material to be displayed in the house and potential for loans from Crawford Family
3. Assess value of presence of art in entrance and circulation spaces
4. Advise on extent of and balance and location of permanent/rotating collection galleries, temporary galleries, and children's gallery
5. Assess potential approaches to curation of main galleries, and temporary galleries
6. Assess technical provision requirements for gallery spaces
7. Review and comment on interim and end of stage architectural proposals

AtkinsRéalis
The Exchange,
3 New York Street
Manchester,
M1 4HN,
United Kingdom
+44 161 245 3411

atkinsrealis.com

It is envisaged that the role would initially be limited to 12-15 days' work, between October 2024 and January 2025.

2) Who you will be working with

Please see appended CV of Dr Jacqueline Riding [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

3) Comments on the scope

Nature of the role

This is both a temporary role and a new approach to how curatorial and creative input can inform the development of Haigh Hall. With that in mind, we had the following comments:

- At this stage, it feels sensible for the role to sit within the design team, to support the pace needed and to ensure that regular feedback to the client is coherent and joined up across the development as a whole.
- We think that an important function of the role is to prepare for the permanent curatorial role, setting that role up for success both in terms of design decisions taken over the next few months, and in potential approaches to curation.
- With that in mind, the primary focus in terms of relationships will be with the design team and the client; other external relationships will be carefully assessed so that important stakeholders do not perceive a lack of continuity.

4) Fee proposal

Our fee proposal is [REDACTED] for this works which allows for a maximum 15 days of Jacqueline's time, plus a days support from Counterculture's Partner [REDACTED] to oversee the contract and support where needed.

We reserve the right to amend our fee should fewer/a greater number of days of Jacqueline's time be required.

Travel expenses (and any accommodation) are additional. Any travel will be agreed in advance and reimbursed at cost.

If approved, we suggest that the fee is invoiced monthly based on the number of days used, and any expenses incurred.

Should you wish to discuss any element of this proposal, please do not hesitate to contact me.

Kind regards





From: [Redacted]

Sent: 06 November 2024 15:49

To: [Redacted]

[Redacted]
[Redacted]
[Redacted]

Subject: Haigh hall Curator Fee Proposal 2

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Please find a further fee proposal with appended CV attached for the curatorial role required for Haigh Hall.

We are continuing to seek interest from other parties, also.

Kind regards



Associate Director
Project and Programme Services
AtkinsRéalis

Mob: [Redacted]



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Wigan Council
Town Hall
WN1 9SE

OUR REFERENCE:
5231189

YOUR REFERENCE:
<your ref>

Dear [REDACTED]

6/11/2024

Haigh Hall RIBA Stages 2-4 – Curatorial Consultant Services Fee Proposal

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1) The brief

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It is envisaged that the role would initially be limited to 12-15 days' work, between October 2024 and January 2025.

2) Who you will be working with

Please see appended CV of [REDACTED] of Ralph Appelbaum Associates (RAA)

3) Fee proposal

Our fee proposal should Wigan wish to work with [REDACTED] and RAA is [REDACTED] which allows for 15 days studio input.

Travel expenses (and any accommodation) are additional. Any travel will be agreed in advance and reimbursed at cost.

We suggest that we invoice monthly based on the number of days used, and any expenses incurred.

Kind Regards

[REDACTED]

RAA is an interdisciplinary, creative studio dedicated to the planning and design of narrative environments.

We are designers, architects, historians, educators, researchers, and media-makers, passionate about encouraging a more mindful connection to the world around us.

Nearly a half century ago, we pioneered a new approach to learning in public. Ralph Appelbaum Associates (RAA) is now the world's largest practice dedicated to the planning and design of museums and narrative environments.

Today, we work on commissions of all sizes to use physical space as a medium for communication and dialogue. Our comprehensive creative and technical offerings uplift the missions and ideas of our clients. Past and current projects – over 850 commissions in 52 countries – include many of the world's most recognisable cultural attractions.

We are headquartered in New York, with branch offices in London, Berlin and Beijing. Our international studios are diverse and interdisciplinary: we draw together designers, architects, artists, historians, educators, media-makers, technologists, writers and poets that are passionate about encouraging a mindful connection to the world around us.

We use the tools of storytelling, design, theatre, media and interactive technology, and the narrative power of architecture, to communicate big ideas that convey the history, core values and key messages of our clients. We strive for the optimum balance between sustainability, value, design and experiential quality.

Since our founding in 1978, our work has been honoured with every major award for design and communication, including the first-ever National Design Award for Communications Design.

In addition to museum and exhibition planning, design and implementation, RAA has developed a range of additional services that addresses each client's needs. Notable among these are interpretive masterplanning, fundraising material preparation, brand identity development, and monument and memorial design.

We believe that connective and transformative experiences in public spaces are essential for individuals, communities, cities and nations — now more than ever.

More than 75,000,000 people encounter our work every year.

RAA provides comprehensive services to projects in the areas of public education, public-space and institutional design, and the development of new cultural centres and programmes. Our capabilities include:

PLANNING

Budgeting
Business Plans and Operating Projections
Conceptualisation
Consulting
Facilities Planning
Fundraising Materials
Grant Writing
Masterplanning
Operations Planning
Precedents and Best Practices
Scheduling
Site Evaluations

DESIGN

Architectural Coordination
Art Direction and Graphic Design
Branding and Visual Identity
Fabrication Oversight
Heritage Preservation and Conservation
Content Development and Coordination
Exhibit Design
Installation and Site Coordination
Interior Design
Material Sampling
Project Management
Prototyping
Retail Design
Script Writing
Subconsultant Coordination
Wayfinding

MEDIA

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Art Direction
Concept Development
Editing
Executive Media Production
Filming
Interaction Design and Development
Mobile App Design and Development
Photography
Programming
Scriptwriting
Storyboarding
User Interface and User Experience Design

CONTACT INFORMATION:

[REDACTED]

Director of New Business
and Communications

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[REDACTED]
[REDACTED]

RAA

Prepared by Ralph Appelbaum Associates