

Post Meeting Briefing

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Purpose of briefing

The Trustee Board meeting was held via video-conference in response to the current Covid-19 restrictions and guidance. As such the decision was taken to cancel the usual public session of the meeting and continue with only the private session. This briefing aims to provide an overview of the meeting discussion in relation to those items that are public.

1. Chief Executive's Report

- Key focus of report was Covid-19, impacts, opportunities and forward planning
- Assumed long-term loss of normal revenue generating activities for 2020 will have a significant financial impact on the organisation with immediate effect
- Working with SIC and SCT as key funders to consider future business plans
- Work underway to develop initiatives to engage people in Shetland's heritage virtually to support wellbeing in this time of restricted movement

2. Departmental Reports

Business Services

- Preparations for financial, payroll and pensions year end
- Liaison with auditors as to implications for year end stock-take
- Review of government advice on statutory sick-pay in relation to Covid-19
- ICT support provision by SIC during to transition to home working has not been without its challenges but has been overwhelmingly positive in terms of service
- All Camping Bods and Lighthouse accommodation are now closed and upcoming bookings cancelled – all custodians and customers now contacted

Development

- Project time-scales and development being re-assessed in the light of current situation
- *Follow The Vikings* final claim information is being updated
- Discussions ongoing with partners and Events Scotland on Year of Costs and Waters funding for Boat Week to clarify the situation should the event be cancelled
- Peatlands Project – all work on sites now halted due to the current situation

Engagement

- Extensive work on forward planning for events, publicity and staffing development undertaken for seasonal sites at Sumburgh Head, Crofthouse Museum and Scatness – opening of sites now on hold indefinitely and all bookings cancelled
- Shetland Wool Week – work still underway and Patron and Hat Pattern launched on 27th March. Event remains under review and a decision will be taken on whether to proceed in the coming months.
- Shetland Boat Week and Nature Festival – both events now currently under review given the current situation
- Lifelong Learning – all school groups now cancelled and plans for delivering reminiscence sessions within care settings now on hold
- Local Giving Page now set-up for Trust linked to Shetland Wool Week hat pattern launch to encourage people to make a donation when downloading the pattern
- Working on virtual and online engagement with all staff to promote wellbeing and engage people in heritage virtually

Operations

- All staff now working remotely with key buildings checks being undertaken and ongoing care of plants at horticultural unit
- Monitoring reports complete for Local Nature Conservation sites and over 2,300 records added to the Biological Records Centre
- Screening of 75 planning applications for natural heritage impacts and data searches
- Monitoring of access infrastructure and core paths network ongoing – under review given current situation
- Archaeology Team continuing to screen planning applications and advise as required and monitoring of ongoing excavations
- Safety guidance being issued to staff on working remotely/from home and work underway to ensure staff can access specialist systems remotely

3. Covid-19 Impacts and Actions

- All staff now working remotely with a move to a largely home working model
- Investigation of government support packages
- Forward financial planning during and post Covid-19 pandemic – loss of income includes from ticket sales and donations from site closures, event cancellations, shop sales, and event sponsors and advertisers
- Priorities are staff's physical, mental and economic wellbeing and maintain financial stability for the organisation
- A full risk assessment has been completed to consider financial, legal operational and reputational risks and mitigation measures now under development
- Continued liaison with funding partners and bank to forward plan cashflow and future business modelling
- Worse case scenario contingency planning underway based on closure of our sites for the remainder of the year