

Post Meeting Briefing

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Purpose of briefing

The Trustee Board meeting was held via video-conference in response to the current Codiv-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

- Home working is working well. Thirty-two staff have been furloughed.
- Third sector resilience fund application has been submitted.
- Our ICT infrastructure is still performing reasonably well.
- Shetland Charitable Trust & SIC Service Level Agreement payments have been received
- The Shetland Tourism Association's new Development Officer, Nadine Samuel, has provided an excellent daily briefing service.
- We have established a small working group to look at how we will start to open facilities in line with Scottish Government guidance over the next few months.
- Our online offerings have been very well received by our local customer base and we will keep building on this capability.
- Our objective must be to emerge from this crisis stronger and more resilient.
- My initial assumption that we will not open any building, event or site to paying visitors in 2020 may have been overly pessimistic.
- The new normal will be different and we need to use this to our advantage.
- The uncertainty is probably greater now than a month ago as the exit strategy will be built around business and health consideration not the needs of the third sector.

2. Departmental Reports

Business Services

- The finance team have completed both the payroll and pensions year-end and are now preparing the accounts for the year-end audit as well as compiling furlough claims for the HMRC.
- HR advice was sought from HMRC, ACAS, Peninsula and Hannah Ker on the process of furloughing employees. Thirty two employees agreed to be furloughed, the majority had been unable to work since lockdown was imposed in March.
- All Lighthouse Holidays and Camping Bod guests have been contacted until the end of August with the options to cancel/cancel but hold deposit/hold booking or re-book.

- An additional hosted ATOM database server has been set up for the Archives Department. The requirement for this additional server is so that catalogue users can differentiate which documents are held onsite at SMAA, and which are held at external locations such as record offices and libraries. No community anywhere in Britain will have easy access to such an extensive and comprehensive collection of material about its past.

Development

- Geopark is looking at a new Erasmus + project to promote natural heritage summer camps in Shetland. The project is being led by a Swedish Geopark and includes partners in Austria and Finland. An application has been made and we are awaiting results.
- Both of our major peatlands projects were halted just a few days short of completion. We are hopeful that they can be completed once lockdown is relaxed and if the breeding birds cycle does not interfere.
- Year of Coasts and Waters is being postponed but we hope we may be able to re-run the concept next year.
- We have completed most of the work on compiling additional information for the EU on the FTV project. This has been a huge piece of work and has been slowed up by the need to work from home.
- We are doing our best to keep in touch with local communities during the present crisis and offering support where we can.
- We are applying for funding from various different funds for a number of different reasons. We hope this will help to mitigate some of the shortfalls caused by the COVID-19 outbreak.
- Many projects are now on hold as we are continuing to work on project development as and when the opportunities are available.

Engagement

- Online content has been further developed and shared including blogs, videos and an online quiz. Downloadable children's activity sheets for the Museum and Archives and Sumburgh Head have proved popular. Social media posts include weekly 'clap for key workers' posts and 'place names' posts and participation in the weekly #CuratorBattle. Our online activities have reached over 90k people and over 26k people have engaged with them.
- A new online donations page has been set up and well supported to date, particularly by Shetland Wool Week supporters.
- Da Voar Redd Up, Shetland Boat Week, Nature Festival and Wool Week have now all been cancelled, sponsors and partners notified and associated publicity.
- Shetland Wool Week Patron announced and Hat Pattern (Katie's Kep) launched on 27th March, hat pattern has now been downloaded 27k times. An online 'Katie's Kep' knit-along group now has 1.8k members
- Shetland Wool Week Committee met to review event the event and unanimously agreed to cancel the 2020 event. Discussions ongoing with regard to developing a virtual event or similar.
- Procedures in place to ensure continued operation of the online shop and photo archive and fulfilment of orders whilst ensuring social distancing maintained.

Operations

- A working group has been established to discuss various scenarios in the nation's "new normal" phase with regards to the COVID-19 response. Details on how this will impact the

Trust and our business will evolve and we will continue to scrutinise how we can maximise SAT's preparedness.

- An offer has been received for our Enviroglass site and we are in the final stages of negotiation along with the disposition of the fixed and mobile plant within.
- Members of the Horticultural team will be reintroduced back into respective sites at Kergord and Staney Hill, Lerwick in order to support the supervisor in germinating and pricking trees for the upcoming season in our Woodland obligations.
- Cataloguing of artefacts and documentation in respect of the Museum and Archives continues with further development of our IT systems introduced in support of personnel working remotely at home.
- Archaeology continues to work with various partners in processing multiple applications concerning Viking Energy/Interconnector Project.
- Work continues on partnership projects such as the NAFC in relation to a new community wildlife group and with the RSPB and farmers/crofters looking at a new pilot scheme for waders on in-bye land.
- Blanket bog field mapping work continues to be entered on Geographic Information System (GIS).