

Post Meeting Briefing

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Meeting Date: 10 July 2020

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.

Departmental Reports

Business Services

- Draft 2019/20 Annual Accounts were presented to the Audit & Risk Management Committee (ARMC) on 6th July. These were approved for audit and audit fieldwork will now commence. The final audited accounts will be presented to the ARMC on 24th August, prior to being presented to the Board at the AGM on 4th September for sign-off.
- Furlough claims are submitted on a monthly basis following the new HMRC Guidelines as of 1st July.
- Lighthouse Holidays and Camping Bods are being reviewed and risk assessed with a re-opening date yet to be confirmed.

Development

- Peatlands Project officer has now been authorised to go back on site and is surveying a number of new potential projects.
- We are doing our best to keep in touch with local communities during the present crisis and offering support where we can. This includes research into the best way to disburse Shetland Charitable Trust funding going into the future.
- We have applied for and are applying for funding from various funds for various aspects of our operation that are affected by the current lockdown. We hope this will help to mitigate some of the shortfalls and additional expenses caused by the COVID-19 outbreak.
- The Between Islands project being run jointly with the Western Isles and Orkney will now consist of online exhibitions. This will reduce the necessity of shipping artefacts between locations and yet still make the information available to a wider audience.
- A group has been formed to look at how best we can reform our digital records keeping to bring it into line with the latest technological advances.

Engagement

- Online activity, blogs, social media and quizzes continue to be popular and have generated positive engagement with our natural and cultural heritage work.
- Our policies and approach to Equality, Diversity and Inclusion have been reviewed in light of the Black Lives Matters Campaign and brought together on our websites under the banner of a single statement. Work is underway to ensure our collections and portrayal of Shetland's heritage is truly representative.
- A Shetland Wool Week supporters pack has been launched and works continues on a Shetland Wool Week Annual to encourage continued engagement with the event, promote local textiles businesses and generate income to support the event.
- Learning and outreach work continues online with Lerwick town topic developed in collaboration with local schools which has also been shared with local care homes.
- Collaboration with the Operations team to develop and implement re-opening approach for key visitor attractions.

Operations

- Risk assessment and planning phase for reopening of key sites working with colleagues to build the business case, and review and implement Government and Industry guidelines.
- Trustees approved plans for reopening of sites subject to satisfactory implementation. Trustees delegated final approval to the Chair and one other Trustee to undertake a 'walk-around' on site to ensure they are content with the measures implemented.
- Outdoor survey work for paths, archaeology and ecology have restarted as lockdown restrictions have eased with full risk assessments in place.
- Ongoing work to care for the Museum collections and catalogue artefacts, fulfil grants, projects and partnerships.
- Archives staff continue to deliver the service from home whilst undertaking research and developing articles and blogs.
- Archaeologist and curators continue to support work on excavation at Upper Scalloway with expert advice.
- Weekly blogs and social media activity from archaeology, natural heritage, curatorial and archives teams.