



FCT/FCSTL Board Meeting Minutes

29th July 2020, 5.30 pm Via Zoom

Due to the current exceptional circumstances relating to COVID—19, the Board have decided to hold joint Fife Cultural Trust and Fife Cultural Services Trading Ltd Board Meetings on a monthly basis, and this will be kept under review. These minutes are reflective of a combined meeting.

Present; FCT Board: David Caldwell (Chair), Brian Lawrie, Fiona Davidson, Derek Bottom, Councillor Dave Coleman, Zuleika Brett, Councillor Lesley Backhouse, Frank Quinault, Councillor Ian Cameron, Councillor Jane Ann Liston,

Present; FCSTL Board: Brian Lawrie (Chair), Derek Bottom, Frank Quinault, Lorraine Brown

Attending: Heather Stuart, Kirsty Keay, Michelle Sweeney, Marcus Kenyon, Judy Rae

Apologies: Sarah Scarlett, John Silcock

1. Welcome and Apologies

The Chair welcomed everyone to the meeting, it was agreed that the minutes from the previous meeting and the action points were accurate.

2. Chief Executive's Update

The Chief Executive gave a verbal update.

Negotiations with Fife Council are ongoing around the Trust's financial position given the cashflow pressure that will occur in September. The next meeting with Fife Council takes place on Monday 3rd August.

Year end audit discussions are ongoing with the auditors and Fife Council including how the going concern nature of the company will be confirmed given the financial pressures resulting from COVID-19.

A meeting with the Head of HR at Fife Council was set for Wednesday 5th August. Key staffing related elements of the planned budget strategy already agreed by the Board would be discussed at this meeting to inform more detailed planning around scope and timescales.

HS confirmed that reduced hours would be considered along with voluntary severance, early retirement, and flexible retirement requests.

HS reported that support which had been made available to Casual members of staff to the end of June in line with guidance from COSLA, had now come to an end and that the members of staff affected have been advised of this. This had been a difficult and painful decision, and the wider casual staffing was also being actively looked at given the planned scaling down of furlough payments

The organisational redesign which is planned as part of the budget strategy is not just COVID-19 related and will seek to address historic challenges and issues as well as ensure long term sustainability for key services. This will include the previously agreed and planned strategic review of Theatres. HS also confirmed that nothing will be decided without coming back to the Board to inform Board members of plans when these are further developed and to get agreement on any related decisions as appropriate.

3. Future Financial Strategy:

KK gave a verbal update on the Future Financial Strategy. Programming and staffing would be looked at along with trading for this year and next. At present the Management Fee for next year is due to be reduced by 1%. It was thought to be prudent to look at a 3-5% reduction next year instead.

Operational Models and Management structures for going forward were being considered, and Fife Council were being kept informed of this. A much fuller paper around these issues would be available at the September Board Meeting with further updates in the interim as required. KK confirmed that Fife Council have now agreed to the advance of Management Fee in Q3. KK confirmed that Fife Council met the associated costs of voluntary severance if this is implemented.

CJAL asked about offices not being used any more and the capacity for people to work at home rather than at Iona House to save money. The impact of Covid has meant that Fife Council may not be able to rent or sell buildings such as Iona House which could mean that there was an opportunity to engage with the Council around wider or changed uses in due course. In the meantime, the situation regarding office accommodation would be kept under constant review.

Action – A full paper around future financial strategy to be made available for the September Board Meeting

4. Operations

MK gave a verbal update around Operations. 23 branch libraries opened on 15th July. 6 Branches remained closed currently. The Connect and Collect service had proved very positive with customers and staff. 2891 bags had been collected. The service runs up until Sunday 2nd August and limited browsing comes in on 5th Aug. Visits would be limited to 15 mins, and PC use to 30 mins. All required health and safety measures were in place and compliant with public health guidance, and staff had been involved in the development of all measures throughout. There was no end date for limited browsing but volumes of customers would increase as time goes on and staffing capacity is known. Digital programming continues to increase. ONFife Cares calls were also coming to an end as shielding ends, but some connect and collect will remain in place for vulnerable customers.

St Andrews Museum and Café is intended to open on 3rd Aug. Kirkcaldy Galleries and Dunfermline Carnegie Library and Galleries (DCL&G) are intended to open 12th Aug.

There is currently as yet no agreed date for Heaven Scent Cafe at DCL&G re-opening but we are in contact with the provider. Conversations would also begin to take place with groups who hire venues on a regular basis.

JAL asked about cash handling at St Andrews Museum café, MK confirmed this was being looked into given the current lack of electronic payment capacity in the independently operated café.

5. HR

KK gave a verbal update on HR and reported that discussions would start to take place in the next 2 weeks with furloughed casual workers. Fife Council and Trade Unions would be kept informed.

The annual JNCF meeting had taken place on 21st July. A procedure for polices had been agreed in conjunction with the Trade Union Agreement. Oracle Cloud for HR was currently being discussed with Fife Council as the level of access was not as expected.

ZB asked if there were any restrictions on re-employing people after the ending of Casual contracts. KK confirmed that people previously on the Casual list can be offered shifts in future when things reopen.

6. Creative Development

MS gave a verbal update around the Creative area of the Trust. In the 18 weeks since lockdown. ShineON has been very proactive. Nearly 3000 orders for connect and collect 20k books in total. Online Membership is up 300%. In the last 4 weeks up 146%. E audio, e magazines and books are also on an upward trend. More than 22.5k up on last year. A survey was being sent out to the users of the ONFife cares calls for feedback.

The theatre programme has been completely rescheduled to spring 2021. Conversations had taken place with the Amateur Companies, and a better way of working with them in future was being developed. The Archives Team have come into their own with a Flickr page with over 176k engagement.

The Create in Fife FaceBook page has had four new creatives managing the page.

The announcement about the postponement of the pantomime at Adam Smith Theatre for 2020 goes out on Aug 3rd. 2021's pantomime will be Cinderella and any existing seats would be transferred to next year. Christmas at Carnegie – The Magic of Christmas will be produced in

collaboration with Pitlochry Festival Theatre. This will be an interactive journey for small groups at a time indoors and outdoors. This would then lead into a Christmas Fayre with food and beverages.

The Museums revisioning was scheduled to be delivered in April 20, this will now be ready for the December 20 meeting and go into place in January 21. This will now include the Cultural Heritage Team, Archives and Local Studies. There will be a fuller update at the next Board Meeting. DB wished to express thanks to Alastair More for his work on the videos for Dunfermline Walking Tours.

Action – A fuller update on Museums Revisioning to be available at the September Board Meeting

Action – Thanks to be given to Alastair More for his work on the videos for Dunfermline Walking Tours.

7. Commercial and Business Development

Judy Rae gave a verbal update around Commercial and Business Development.

The Advantage Bar and Grill was opened last week. This has a new, quality food and drink offer at Adam Smith Theatre mainly outdoors. It was hoped that this would generate cash flow and send a message to furloughed staff that venues were opening, and catering was coming back online. It was developed and opened within three weeks.

A range of local businesses are supplying the café and a local vegan café also have an onsite outdoor catering offer at the site.

The Advantage is a Pop-Up Venue for eight weeks but this could be extended.

80 items on sale from our retail offer are now available on the Shoppappy online sales platform. £300 had been sold in the first 12 hours. FD said that this was a fantastic success story. LB asked if there was a possibility to join up with the Kirkcaldy Artisan market. JR confirmed that this was being considered.

8. Board Engagement

HS confirmed that from a governance point of view legal advice confirmed it was acceptable to continue with online meetings and any future hybrid model of online and in person Board meetings are also acceptable in future.

9. DONM

26th August 2020 Via Zoom

10. AOCB

The Board thanked all staff for their continued hard work, in relation to reopening and click and collect in particular.

The Chair intimated that due to current circumstances he was willing to stay on as Chair at the end of his Term for another year to provide continuity of that was the position of the Board. The Board thanked him for this. He asked that anyone willing to step up should contact him.

FD confirmed that work around Board recruitment and succession was ongoing but Covid had made this too difficult. The Nominations Committee had been constituted with FD as Chair, but 2 other members were needed. The first meeting was set for the third week in August. If anyone had an interest in being part of this committee they should contact FD direct.

Action – Anyone interested in the Chair role to speak to DC directly

Action – Anyone interested in the Nominations Committee to speak to FD directly