

Item	Description	Report	Item taken by	ACTION
1	Welcome, apologies, and declarations of interest		Chair	Note
2	Minutes 29 April 2021		Chair	Approval
3	Finance Management Accounts to 30 April 2021	Attached	KE	Note
4	Head of Creative Opportunities Report	Attached	BP	Note
5	Head of Production Report	Attached	JR	Note
6	Chief Executive Report Board Decisions Operational Issues Key Dates or Trustees Stakeholder Updates Projects Completed Projects Planned	Attached	GH	Approval Note Note Note Note Note
7	Board Recruitment & Training		Chair	Note
8	Any Other Business as agreed by the Chair at the start of the meeting		Chair	
9	Future SADA Board Meetings: Board Meeting Thursday 27 August 2021 – 5.30pm		Chair	

The Board may decide that on grounds of confidentiality particular items should be considered in private. Any such items will be noted in separate “closed” minutes for approval at the next Board meeting

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,
Thursday 29th April 2021, held at 5.30pm by video conference.**

Present:

Ryan Stevenson (RSt), Chair, Shetland Arts
Lynn McHattie (LM), Trustee, Shetland Arts
Renzo Spiteri (RSp), Trustee, Shetland Arts
Susan Mail (SM), Trustee, Shetland Arts
James Johnston (JJ), Trustee, Shetland Arts
Sophie Whitehead (SW), Vice Chair, Shetland Arts
Chris Gadsby (CG), Trustee, Shetland Arts

In Attendance:

Graeme Howell (GH), Chief Executive, Shetland Arts
Kerry Eunson (KE), Head of Organisational Support, Shetland Arts
Jonathan Ritch (JR), Head of Production, Shetland Arts
Wendy Tulloch (WT), Head of Customer Services, Shetland Arts
Alison Eunson (AE), Administrator, Shetland Arts (Minute taker)
Irene Hambleton (IH), RSM UK

Apologies:

Bryan Peterson (BP), Head of Creative Opportunities, Shetland Arts

Item	Topic	Action
1.	<p>Welcome, Apologies & Declaration of Interest</p> <p>The Chair welcomed everyone to the meeting.</p> <p>There were no declarations of interest.</p>	
2.	<p>Matters Arising</p> <p>The minutes of the last meeting were read and approved by LM and seconded by RSp.</p>	
3.	<p>Finance</p> <p>The Management Accounts will be covered in the Closed meeting.</p>	
4.	<p>Head of Creative Opportunities Report</p> <p>GH took the board through BP report adding the following additional points:</p> <p>As it is nearing the end of the academic year, BP and his team are helping get the students over the finish line with their course work.</p> <p>VACMA awarded to 8 applicants.</p>	
5.	<p>Head of Production Report</p> <p>JR took the board through his report adding the following additional points:</p> <p>The installation of repaired railings outside Mareel has been completed.</p>	

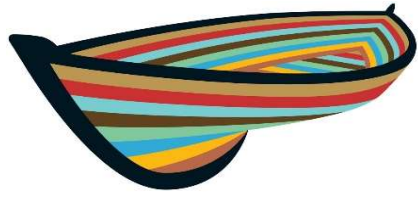
	The big external screen outside Mareel is due to be installed in June.	
6.	<p>Chief Executive Report</p> <p>GH took the board through this report.</p> <p><u>Strategic Risk Register</u> GH introduced the strategic risk register to the board and went through each area.</p> <p>SM wondered if anything was done about succession planning if someone were to leave? GH responded by mentioning the Performance Review process.</p> <p>RSt added that he has not seen a risk assessment where you can reduce the severity. GH responded that as it was a strategic risk and not an operational risk this was possible. CG confirmed he was comfortable with the severity being reduced in a strategic context.</p> <p>SM queried if there was a risk table showing how the scores were calculated? GH responded that there currently is not one but this will be developed and the register taken back to the information session.</p> <p>KE suggested a minuted section of the information session for the risk register to be approved. The board agreed to this.</p> <p><u>Conflicts of Interest Policy</u> This had previously been put out to consultation to all staff, and they were happy with it.</p> <p>The policy was unanimously approved by the board.</p> <p><u>Trustees Code of Conduct</u> KE explained that the only change to the prior version was that the Nolan principle was added.</p> <p>The policy was unanimously approved by the board.</p> <p><u>Trustee Role Descriptors</u> KE explained that the only change to the prior version was that the Nolan principle was added.</p> <p>The policy was unanimously approved by the board.</p> <p><u>Menopause</u> This had previously been sent out to staff for consultation. Positive feedback was received.</p> <p>The policy was unanimously approved by the board.</p> <p><u>Reopening</u> Mareel will reopen on 21st May as long as level 2 restrictions are confirmed. It will be a five day week 10am-8:30pm.</p>	GH

	Saturday 22 nd May will be the first of six Live @ Lunch events. Youth groups will be able to meet in person at the end of May. Bonhoga will stay as a five day week, the Summer Craft Fair will also be starting soon.	
7.	Board Recruitment & Training None	
8.	Any Other Business as agreed by Chair at the start of the meeting. None	
9.	Date/time of future meetings The next meeting will be held on Thursday 24 th June 2021 at 5.30pm in Mareel or via video conference.	
	Meeting closed at 5:56pm	

Minute approved:

Ryan Stevenson

Chair, Shetland Arts Development Agency



Shetland *arts*

MANAGEMENT ACCOUNTS

APRIL 2021

Mangement Accounts
Profit & Loss - Year to date v Reforecast
1 month to 30 April 2021

	Actual	Reforecast	Variance
	£	£	£
<u>Income</u>			
Ticket Sales	52	973	- 921
Education and training income	7,917	7,917	-
Retail income	1,255	4,323	- 3,069
Food and beverage income	3,890	3,739	151
Foyer income	-	-	-
Box office commission income	2	417	- 415
Gallery commission income	6	286	- 280
Hire of rooms and equipment income	-	1,550	- 1,550
Screen advertising income	-	-	-
Gift Vouchers	- 115	-	- 115
Sponsorship income	-	158	- 158
Donations received	-	-	-
Grant Funding - Capital	-	-	-
Grant Funding - SIC	41,500	41,583	- 83
Grant Funding - SCT	54,167	54,167	-
Grant Funding - Creative Scotland	30,788	30,788	-
Other Grants - Trusts and foundations	-	-	-
Operating lease income - SIC	7,500	7,500	-
Other income	15,734	5,006	10,727
Memberships received	432	-	432
	<u>163,127</u>	<u>158,408</u>	<u>4,720</u>
<u>Purchases</u>			
Food and beverage purchases	1,237	1,152	- 85
Foyer purchases	-	-	-
Retail purchases	222	2,524	2,302
Direct costs	-	-	-
	<u>1,459</u>	<u>3,676</u>	<u>2,217</u>
<u>Direct Costs</u>			
Gross wages and salaries - regular	63,014	67,242	4,228
Gross wages - casual	4,049	7,477	3,427
Employers NI	4,948	5,802	854
Employers pension	11,131	12,555	1,424
Recruitment expenses	180	417	237
Employee/Trustee expenses	-	83	83
Training and protective clothing	-	1,250	1,250
Programme costs - project	76,846	79,292	2,446
Marketing costs - project	6	1,592	1,585
Licences - PRS etc	2,865	3,459	594
Film transport	-	-	-
Hire of equipment	-	-	-
	<u>163,039</u>	<u>179,167</u>	<u>16,128</u>

Overheads

Travel and subsistence and Entertainment	972	3,256	2,284
Rent, Rates and Insurance	4,577	4,670	93
Heat and Light	3,225	7,044	3,818
Operating leases - Rent and Equipment	9,178	8,900	- 278
Repairs and maintenance and Cleaning	9,663	10,329	666
Print, postage and stationary	113	525	412
Telephone and broadband	656	753	97
Computer costs	2,038	2,034	- 4
Marketing costs - strategic	562	167	- 396
Website costs	471	333	- 138
Subscriptions	606	84	- 523
Consumables	17	935	919
Sundry	-	42	42
Legal and professional fees	1,934	4,048	2,114
Till differences	0	-	- 0
Bank charges	196	1,670	1,474
Loan interest	315	500	185
	<u>34,524</u>	<u>45,289</u>	<u>10,765</u>
SURPLUS/DEFICIT	- 35,894	- 69,724	33,829

Management Accounts
Balance Sheet
As at 30 April 2021

	£	£
Tangible Fixed Assets		9,174,707
<i>Current Assets</i>		
Stock	22,619	
Debtors	254,038	
Cash at Bank	735,980	
	<u>1,012,637</u>	
<i>Current Liabilities</i>		
Creditors	<u>553,577</u>	
Net Current Assets		459,060
<i>Long term liabilities</i>		
Loans	106,585	
Pensions liability	<u>2,336,000</u>	
		2,442,585
Net Assets		<u><u>7,191,183</u></u>
Capital and Reserves:		
Capital funds		9,098,373
Revenue funds		428,809
Pension liability		<u>(2,336,000)</u>
		<u><u>7,191,183</u></u>

Mangement Accounts
Movement on selected Resricted Funds
1 month to 30 April 2021

Fund Name	Opening		Expenditure	Closing	
	Balance	Income		Balance	Balance
Shetland Film Club	1,705	-	-	1,705	
Trad Big Band	2,435	-	-	2,435	
Culture Collective	269,325	-	73,000	196,325	
Youth Arts	35,235	-	-	35,235	
Corra Foundation	4,146	-	150	3,996	
Robertson Trust	24,612	-	1,654	22,958	
BFI FAN	7,920	-	-	7,920	
Xchange	20,913	-	-	20,913	
Visual Arts and Crafts Maker Awards	1,580	-	-	1,580	
Total	367,871	-	74,804	293,067	



Shetland *arts*
HEAD OF CREATIVE
OPPORTUNITIES REPORT

JUNE 2021

INTRODUCTION

This report details the following

- Key Performance Indicators
- Significant projects completed in the reporting period
- Significant projects planned

KEY PERFORMANCE INDICATORS

As Per SCT Funding 20/21	Oct	Nov	Dec	Jan	Feb	Mar
Concerts, Screenings, Exhibition Days	152	119	125	22	22	61
Audience attendances	2,510	1,964	26,742	660	600	1,628
Development Sessions	160	195	178	138	132	296
Participations	587	635	1,025	428	458	925

Formal Education Delivery	Enrolled to Study at Mareel 20/21		Taught Across the Network 20/21
	Full Time	Part Time	
Vocational Pathway	-	31	NA
NC	9	-	NA
HNC	2	-	NA
Degree	11	1	12
Masters	1	-	13

SIGNIFICANT PROJECTS COMPLETED IN REPORTING PERIOD

Date	Title	Intention	Outcome
May 2021	Upskilling: Filming Live Performance	Paid CPD for film makers.	1x trainer & 6 trainees paid to deliver 9 performance films
June 2021	End of academic year	Completion of all 20/21 courses (awaiting verification of results)	Expected completion and pass rate to be above UHI average
April 2021	Mindful Makkin Q1	Online Wellbeing Craft sessions	Very popular, particularly with international participants

SIGNIFICANT PROJECTS PLANNED

Short = Next 3 Months; Medium = 3 Months - 1 Year; Long = 1 Year +

Term	Title	Intention	June update
Short	Shetland Youth Theatre	Work with National Youth Theatre to film Shetland Youth Theatre's shortlisted production	Film production team to come from mainland for shoot
Medium	Rite of Passage cinema	Free cinema and social activities for young people who missed peer group activities in transition from P7 to S1	Awaiting application decision
Long	Youth Arts Grants	Funding pot of circa £30k to be distributed to youth arts activity applicants.	7 grants awarded. Projects to start in late June
Medium	VACMA round 3	Bursaries for Visual Artists and Craft makers	7 applicants. Panel to meet in late June



Shetland *arts*
HEAD OF PRODUCTION
REPORT

JUNE 2021

INTRODUCTION

This report details the following

- Health and Safety
- Significant projects completed in the reporting period
- Significant projects planned

HEALTH AND SAFETY

Date	Incident	Action Taken	Future Mitigation

SIGNIFICANT PROJECTS COMPLETED IN REPORTING PERIOD

Date	Title	Intention	Outcome
25/04/2021	H&S Documentation Audit	Review of H&S documentation by Law At Work	Complete, report attached as Appendix 1.
06/05/2021	Bonhoga Summer Craft Fair Install	Install of 18-week rolling craft exhibition in Upper Gallery	Runs until 5th September
12/05/2021	Recording Studio Upgrade	Install of new Mac and Pro Tools system in Recording Studio	Complete
19/05/2021	Mareel External Screen	Replacement of external LED wall at Mareel	Main install complete, awaiting installation of surround
19/05/2021	Mareel Digital Signage	6 x remotely addressable displays installed at Mareel	Complete
15/06/2021	ShetlandMade Sumburgh	Redecoration of Retail Space	Complete

SIGNIFICANT PROJECTS PLANNED

Short = Next 3 Months; Medium = 3 Months - 1 Year; Long = 1 Year +

Short/Medium/Long Term	Title	Intention	June Update
Short	H&S Action Plan	See Appendix	underway
Short	Mareel Hot Desk Office	To create a workspace for SADA staff in former Media Lab	When restrictions allow
Medium	Food Prep Cooling	Install appropriate cooling system in Food Prep area at Mareel	Options still being explored
Long	Mareel Foyer Floor	To re-screed lower foyer floor to address long standing issues with cracks	



Health and Safety Documentation Audit

22 Apr 2021 / Michelle Sneyd

Complete

Score	89%	Failed items	2	Actions	8
Conducted on	22nd Apr, 2021 9:30 AM BST				
Prepared by	Michelle Sneyd				
Location	Shetland Arts Development Agency				
Responsible Person	Kerry Eunson, Jonathan Ritch				

Failed Items & Actions

2 failed, 8 actions

Failed items

2 failed, 1 action

Health and Safety Policy / Management of Health and Safety

Risk assessment procedure?

Non-Compliant

No written procedure in place.

Health and Safety Policy / Management of Health and Safety / Health and Safety Training / Accident and Incident Reporting and Investigation / Fire Safety / First Aid / Communication and Consultation / New and Expectant Mothers / Young Persons / Employee Wellbeing / Management of Contractors / Construction Design and Management / Display Screen Equipment

Arrangements for provision of eye tests and contribution to purchase of suitable spectacles?

Non-Compliant

There is a requirement for the provision of spectacles for employees, where they are specifically required for DSE use. High Street opticians run schemes, such as vouchers, which you should investigate.

To do | Priority Low | Due 30th Apr, 2021 4:58 PM BST | Created by Michelle Sneyd

Investigate arrangements for provision of DSE spectacles to staff.

Other actions

7 actions

Health and Safety Policy

Health and Safety policy?

Partially Compliant

The policy was due for review in 2019.

There is no real policy statement and it has not been signed by the Chief Executive.

The policy does not include written arrangements for all relevant health & safety hazards, e.g. risk assessment, work equipment, new and expectant mothers or Young Persons.

To do | Priority Low | Due 30th Apr, 2021 4:52 PM BST | Created by Michelle Sneyd

It is recommended that the policy is reviewed to ensure that all relevant health & safety risks have suitable written arrangements. LAW can assist with this.

Health and Safety Policy / Management of Health and Safety

Risk assessments reviewed?

Partially Compliant

Try to review facilities assessments annually.

The DSE policy does not specify a review period, only if there are any changes to the workstation.

To do | Priority Low | Due 30th Apr, 2021 4:53 PM BST | Created by Michelle Sneyd

DSE assessments should be regularly reviewed, perhaps every 2-3 years if there have been no changes.

Health and Safety Policy / Management of Health and Safety / Health and Safety Training / Accident and Incident Reporting and Investigation / Fire Safety / First Aid / Communication and Consultation / New and Expectant Mothers

New and expectant mothers' procedure?

Partially Compliant

Informal procedure in place. Nothing documented.

To do | Priority Low | Due 30th Apr, 2021 4:55 PM BST | Created by Michelle Sneyd

The new & expectant mothers procedure should be documented.

Health and Safety Policy / Management of Health and Safety / Health and Safety Training / Accident and Incident Reporting and Investigation / Fire Safety / First Aid / Communication and Consultation / New and Expectant Mothers / Young Persons / Employee Wellbeing

Health and safety workplace inspections carried out?

Partially Compliant

Daily walk around but not formal or documented.

To do | Priority Low | Due 30th Apr, 2021 4:55 PM BST | Created by Michelle Sneyd

It is recommended that any housekeeping or other inspections and checks are documented.

Health and Safety Policy / Management of Health and Safety / Health and Safety Training / Accident and Incident Reporting and Investigation / Fire Safety / First Aid / Communication and Consultation / New and Expectant Mothers / Young Persons / Employee Wellbeing / Management of Contractors / Construction Design and Management / Display Screen Equipment

Display Screen Equipment Procedure?

Partially Compliant

The procedure does not reflect the requirements of the DSE regulations. It does not include arrangements for the provision of spectacles for DSE use. See below.

To do | Priority Low | Due 30th Apr, 2021 4:57 PM BST | Created by Michelle Sneyd

A defined review period and reference to guidance and training should be added to the policy.

Health and Safety Policy / Management of Health and Safety / Health and Safety Training / Accident and Incident Reporting and Investigation / Fire Safety / First Aid / Communication and Consultation / New and Expectant Mothers / Young Persons / Employee Wellbeing / Management of Contractors / Construction Design and Management / Display Screen Equipment / Homeworking

Homeworking procedure?

Partially Compliant

No written procedure in place.

To do | Priority Low | Due 30th Apr, 2021 4:59 PM BST | Created by Michelle Sneyd

It is recommended that the homeworking procedure is documented.

Health and Safety Policy / Management of Health and Safety / Health and Safety Training / Accident and Incident Reporting and Investigation / Fire Safety / First Aid / Communication and Consultation / New and Expectant Mothers / Young Persons / Employee Wellbeing / Management of Contractors / Construction Design and Management / Display Screen Equipment / Homeworking / Manual Handling / Control of Substances Hazardous to Health / Personal Protective Equipment / Working at Height / Work Equipment / Lifting Operations and Lifting Equipment / Pressure Systems / Noise at Work / Vibration / Asbestos / Gas Safety / Electrical Safety / Legionella / Driving and Work Vehicles

DVLC licence declaration, Insurance and MOT checks carried out for employees who use their own vehicle for work journeys?

Partially Compliant

Staff are asked to ensure they have business insurance in their policy.

To do | Priority Low | Due 30th Apr, 2021 5:00 PM BST | Created by Michelle Sneyd

Periodic checks should be made on the driving licences and vehicle records of staff driving their own vehicles for work, e.g. current MOT.

Health and Safety Policy

8 actions, 2 failed, 89%

Health and Safety policy?

Partially Compliant

The policy was due for review in 2019.

There is no real policy statement and it has not been signed by the Chief Executive.

The policy does not include written arrangements for all relevant health & safety hazards, e.g. risk assessment, work equipment, new and expectant mothers or Young Persons.

To do | Priority Low | Due 30th Apr, 2021 4:52 PM BST | Created by Michelle Sneyd

It is recommended that the policy is reviewed to ensure that all relevant health & safety risks have suitable written arrangements. LAW can assist with this.

Intent, organisational structure, responsibilities, risk identification and control for health and safety?

Compliant

Health and Safety Policy communicated to responsible persons and employees?

Compliant

Included in staff handbook

Employers Liability Insurance available and in date?

Compliant

Aviva, Expires 1st April 2022.

Management of Health and Safety

7 actions, 2 failed, 89.06%

Risk assessment procedure?

Non-Compliant

No written procedure in place.

All significant hazards identified and assessed?

Compliant

Risk assessments seen for auditorium events; stage lighting; auditorium rigging; slips, trips and falls; manual handling; and DSE.

Control measures adequate to eliminate/reduced hazards?

Compliant

Controls listed appear to be suitable and sufficient.

Competent health and safety persons?

Compliant

Law at Work have been appointed as 'competent persons'.

Safe Systems of Work prepared for high risk hazards?

Compliant

Safe working procedures for technicians. Examples seen for pyrotechnics, rigging.

Arrangements for communicating risk assessments/safe systems of work to employees?

Compliant

Risk assessments reviewed?

Partially Compliant

Try to review facilities assessments annually.

The DSE policy does not specify a review period, only if there are any changes to the workstation.

To do | Priority Low | Due 30th Apr, 2021 4:53 PM BST | Created by Michelle Sneyd

DSE assessments should be regularly reviewed, perhaps every 2-3 years if there have been no changes.

Emergency planning procedures for serious dangers?

Compliant

Fire safety.

Procedure for rescue from working at height in place.

Sufficient competent people to implement emergency procedures?

Compliant

Staff are trained in rescue procedure.

Employees informed of emergency procedures?

Compliant

Health and safety monitoring carried out?

Partially Compliant

Daily management report where issues are raised, taken to weekly management meetings.

No formal workplace inspections.

Findings of health and safety monitoring reviewed by Senior Management?

Compliant

Medical advice available where high risk activities warrant it?

N/A

There is a statutory requirement to undertake health surveillance?

N/A

Health and Safety Training

6 actions, 1 failed, 89.83%

Health and safety induction carried out?

Compliant

Job specific health and safety training provided, e.g. on the job instruction, e-learning, inhouse training etc.?

Partially Compliant

Formal training for use of equipment, etc. where required. First aid training completed. Food hygiene training completed by staff in the cafe.

More training for other areas being looked at, such as DSE, fire safety.

Mandatory health and safety training, e.g. CSCS cards, Gas Safe; PASMA, IPAF etc.?

Compliant

IPAF certificate for mobile work platform seen.

Training records verified?

Compliant

Requirement for periodic health and safety refresher training?

Partially Compliant

Refreshers take place for formal training - first aid, food hygiene, IPAF.

Refreshers should be completed for in-house or informal training, such as use of DSE and manual handling.

Health and safety training covers all workplace requirements?

Partially Compliant

Currently looking to do more DSE training with staff and manual handling refreshers. Fire safety needs to be refreshed - should be an annual awareness refresher and at least annual evacuation drills.

Accident and Incident Reporting and Investigation

6 actions, 1 failed, 90.91%

<p>Accident/Incident reporting procedure?</p> <p>Accident books used at each site. Accident & Incident Guide in place. The Chief Executive is responsible for RIDDOR reporting according to the policy.</p>	Compliant
<p>Accidents and incidents recorded?</p>	Compliant
<p>Understanding of RIDDOR reporting requirements?</p> <p>The reference to RIDDOR in the safety policy has the wrong date for the regulations, which should be 2013. The policy does not point staff to the Accident and Incident Guide that includes the detailed procedure.</p>	Partially Compliant
<p>Accident/incident investigation carried out and preventative actions implemented?</p> <p>Accident tracker system in place however the copy seen did not include any corrective or remedial actions.</p>	Partially Compliant
<p>Investigation findings used to inform procedures, risk assessments and safe systems of work?</p>	Partially Compliant
<p>Accident and Incidents statistics are kept, monitored, and used to influence change?</p>	Compliant
<p>Fire Safety</p>	6 actions, 1 failed, 92.16%
<p>There is a current Fire Risk Assessment for the premises?</p> <p>Fire risk assessments for all 3 sites.</p>	Compliant
<p>Suitable fire safety management arrangements are in place with records retained?</p> <p>Fire log book and action plan all current.</p>	Compliant
<p>First Aid</p>	6 actions, 1 failed, 91.95%
<p>First Aid Procedure?</p>	Compliant
<p>First aid assessment completed?</p>	Compliant
<p>First aid training records available and in date?</p> <p>Refresher training just before lockdown.</p>	Compliant
<p>First aid supplies and equipment (e.g. defibs) subject to regular checks?</p>	Compliant
<p>First aid information displayed/available to employees?</p> <p>Posters in back of house areas.</p>	Compliant
<p>First aid administered is recorded?</p>	Compliant
<p>Communication and Consultation</p>	6 actions, 1 failed, 91.24%
<p>Communication and consultation procedure?</p>	Compliant
<p>Established Health and Safety Committee with employee representation?</p>	Compliant

Weekly meeting of all operational heads of departments. Minutes produced and key information fed back to staff.

Health and safety information communicated to employees? Yes

New and Expectant Mothers 6 actions, 1 failed, 90.91%

New and expectant mothers' procedure? Partially Compliant

Informal procedure in place. Nothing documented.

To do | Priority Low | Due 30th Apr, 2021 4:55 PM BST | Created by Michelle Sneyd

The new & expectant mothers procedure should be documented.

Risk assessments carried out for employees who are pregnant/returning to work? Compliant

Risk assessments are reviewed regularly, e.g. at least by trimester or more often if necessary. Compliant

Risk Assessment carried out by suitable members of management with the employee? Compliant

All assessments carried out by Kerry & HR function.

Redeployment (or suspension) of pregnant employee if unable to make reasonable adjustment to job/offer alternative work? Compliant

This is included in the HR checklist used for new & expectant mothers. It is recommended that a formal procedure is put in place.

Young Persons 5 actions, 1 failed, 90.98%

Children and young person's procedure? Compliant

Young person's assessment completed prior to work? Partially Compliant

Generic risk assessment covering young people, volunteers and work experience. Assessments should be individual to each young person.

Suitable training and supervision provided for young people in the workplace? Compliant

Low risk work in cafe and front of house.

Communication of health and safety arrangements for young people to parents/guardians? Compliant

Council do risk assessments for work experience placements and communicate with parents.

Employee Wellbeing 5 actions, 1 failed, 91.23%

Health and safety workplace inspections carried out? Partially Compliant

Daily walk around but not formal or documented.

To do | Priority Low | Due 30th Apr, 2021 4:55 PM BST | Created by Michelle Sneyd

It is recommended that any housekeeping or other inspections and checks are documented.

Employee health and wellbeing initiatives in place?

Partially Compliant

Wellbeing discussed with staff while working from home. Nothing done formally.
Step challenges done.

Employee assistance programme available?

N/A

Employee 1:1 work role feedback?

Compliant

Full performance review process in place.

Management of Contractors

4 actions, 1 failed, 92.59%

Contractor management procedure?

Compliant

Health and safety included in selection of contractors including past performance?

Compliant

All electrical and mechanical from a single provider.

Rules and controls for contractors when working on site?

Compliant

Supervised on site, usually by a member of the Facilities Team.

Contractor risk assessments and method statement/safe system of work provided and reviewed prior to work commencing?

Compliant

Permit to work system in use for high risk contractor activities. (e.g. confined spaces/hot work/roof/heights/live electrical work/grinding etc.)

Compliant

Hot work permit used. Example seen.

Construction Design and Management

4 actions, 1 failed, 91.84%

Construction Design and Management Procedure?

N/A

Awareness of CDM responsibility and duties?

N/A

Display Screen Equipment

4 actions, 1 failed, 91.84%

Display Screen Equipment Procedure?

Partially Compliant

The procedure does not reflect the requirements of the DSE regulations. It does not include arrangements for the provision of spectacles for DSE use. See below.

To do | Priority Low | Due 30th Apr, 2021 4:57 PM BST | Created by Michelle Sneyd

A defined review period and reference to guidance and training should be added to the policy.

Display screen equipment assessments completed?

Compliant

Actions from risk assessments completed?

Compliant

Arrangements for provision of eye tests and contribution to purchase of suitable spectacles?

Non-Compliant

There is a requirement for the provision of spectacles for employees, where they are specifically required for DSE use. High Street opticians run schemes, such as vouchers, which you should investigate.

To do | Priority Low | Due 30th Apr, 2021 4:58 PM BST | Created by Michelle Sneyd

Investigate arrangements for provision of DSE spectacles to staff.

Homeworking

2 actions, 94.44%

Homeworking procedure?

Partially Compliant

No written procedure in place.

To do | Priority Low | Due 30th Apr, 2021 4:59 PM BST | Created by Michelle Sneyd

It is recommended that the homeworking procedure is documented.

Homeworking assessments completed?

Compliant

Homeworking information and good practice guidance provided?

Compliant

£250 was offered to staff for additional equipment.

Manual Handling

1 action, 95.24%

Manual handling procedure?

Compliant

Manual handling tasks have been identified?

Compliant

In the risk assessments.

Suitable manual handling assessments prepared and implemented?

Compliant

Actions taken to remove/reduce risks to employees?

Compliant

Lifting equipment provided, trolleys.

Control of Substances Hazardous to Health

1 action, 94.74%

COSHH Procedure?

Compliant

Material Safety Data Sheets available for all hazardous substances?

Compliant

These were understood to be available. No examples were seen.

COSHH assessments prepared using information from safety data sheets?

Compliant

No examples were seen.

Local exhaust ventilation equipment tested?

N/A

Where required suitable health surveillance is in place, e.g. lung function, dermatitis, exposure to lead etc.?

N/A

Personal Protective Equipment

1 action, 94.29%

Personal protective equipment procedure?	Compliant
Risk assessments detail model/type of PPE required?	Compliant
Register of PPE maintained?	Compliant
Footwear, hard hats and gloves are issued to Facilities staff.	
PPE subject to regular inspection and replacement as required?	Compliant
Footwear replaced as required. Hard hats checked regularly.	
Has face fit testing been carried out where respiratory protection is required?	N/A
Replacement PPE items available?	Compliant
Working at Height	1 action, 93.33%
Working at height procedure?	Compliant
Work at height activities subject to suitable risk assessment observing the hierarchy of control?	Compliant
Work at height equipment inspection records?	Compliant
Work Equipment	1 action, 92.59%
Work equipment procedure?	Compliant
Work equipment has been included in risk assessments?	Compliant
Planned preventative inspection/maintenance of work equipment is carried out?	Compliant
Full PPM schedule in place for buildings. Records seen for air conditioning, lightning conductor.	
Records of routine checks on safety guards and emergency stops?	Compliant
Lifting Operations and Lifting Equipment	1 action, 91.3%
Lifting operations and lifting equipment procedure?	Compliant
Statutory engineering inspections carried out and verified?	Compliant
2020 Inspection certificates seen for overhead bars, light system, lighting bars, lighting brackets, and stage lighting rigs. Also for passenger lifts.	
Safety contraventions are actioned within required timescales?	Compliant
Lifting plans prepared where required?	N/A
Pressure Systems	1 action, 90%
Written Scheme of Safety Examination? (compressed / liquefied gas/air, pressure greater than 0.5 bar above atmospheric pressure; pressurised hot water above 110 °C; and steam at any pressure.)	N/A

Operating procedure for relevant equipment?	N/A
Preventative planned maintenance carried out and verified?	N/A
Repair and maintenance recommendations have been actioned?	N/A
Noise at Work	1 action, 90%
Noise at work procedure?	Compliant
Noise monitoring system in place for sound engineer at concerts.	
Noise assessment completed with control measures implemented?	Compliant
Mandatory hearing protection zones identified?	N/A
Suitable PPE provided?	Compliant
Hearing protection provided.	
Health surveillance in place?	N/A
Based on assessment, not required.	
Vibration	1 action, 88.24%
Vibration procedure?	N/A
Vibration assessments completed and control measures implemented?	N/A
Employees aware of equipment vibration levels, required control measures and time periods for use?	N/A
Health surveillance carried out?	N/A
Asbestos	1 action, 88.24%
Asbestos Management Procedure?	N/A
No buildings with asbestos containing materials.	
Asbestos survey report(s) available for premises constructed before 2000?	N/A
Where ACM's identified an asbestos management plan is in place?	N/A
The management plan includes actions to take in the event of accidental disturbance/damage to ACM's?	N/A
Contractors are informed of the location of ACM's prior to carrying out work?	
Gas Safety	1 action, 93.75%
Gas safety procedure?	N/A
Annual Gas Safe inspections for boilers / kitchen equipment?	N/A

Gas soundness test on supply pipe(s)?	N/A
LPG tank /oxy acetylene inspection certificates?	N/A
Electrical Safety	1 action, 93.75%
Electrical safety procedure?	Compliant
Electrical Installation Condition Report (EICR) completed in last five years?	Compliant
All buildings inspected every 5 years. 1 report seen.	
Cat 1 and 2 actions completed within recommended timescale?	Compliant
Requirement for / use of Lock Out/Tag Off equipment?	N/A
Portable appliance testing/inspection carried out?	Compliant
Completed annually, in-house.	
Remedial actions completed for "failed" portable appliances?	Compliant
Legionella	1 action, 90.91%
Legionella procedure?	Compliant
Legionella assessment carried out within the last two years?	Partially Compliant
Assessments completed 2015 so need updating.	
Legionella management records available and verified?	Compliant
Checks every 3 months by maintenance contractor. Example report seen.	
Driving and Work Vehicles	1 action, 93.75%
Driving/vehicle procedure?	Compliant
Vehicle checklists completed?	N/A
Vehicles subject to regular maintenance, inspection, and MOT?	N/A
DVLC licence declaration, Insurance and MOT checks carried out for employees who use their own vehicle for work journeys?	Partially Compliant
Staff are asked to ensure they have business insurance in their policy.	
To do Priority Low Due 30th Apr, 2021 5:00 PM BST Created by Michelle Sneyd	
Periodic checks should be made on the driving licences and vehicle records of staff driving their own vehicles for work, e.g. current MOT.	
Dangerous Substances and Explosive Atmospheres	100%
Dangerous substances and explosive atmospheres procedure?	N/A
DSEAR assessment completed and implemented?	N/A

Regular safety drills carried out?	N/A
Lone Working	100%
Lone working procedure?	Compliant
Currently consulting on policy and procedure.	
Suitable lone working control measures in place?	Compliant
Trying to minimise lone working, looking at contact procedures.	
Radiation	100%
Radiation protection procedures?	N/A
Radiation Protection Adviser (RPA) appointed?	N/A
Radiation Protection Supervisor (RPS) appointed?	N/A
Violence at Work	100%
Violence at work procedure?	Compliant
Not major issue but have controls in place.	
Personal safety controls in place?	Compliant
Panic button in cafe that goes to back of house. Security in place for larger events.	
Training provided to 'at risk' employees?	Compliant
Violent incident reporting arrangements in place?	Compliant
Would be recorded in the accident book.	

Shetland Arts Development Agency
 Health & Safety Documentation Audit
 Action Plan

Issue	Actions	Responsible	Due by
Failed Items:			
No written risk assessment procedure	Risk assessment procedure to be drafted for implementation.	JR	30/06/2021
No provision of eye tests of contribution towards glasses for staff using DSE.	Provision of glasses vouchers to be investigated with Specsavers.	KE	30/06/2021
Other Actions:			
Health and safety policy issues.	Fully review policy	KE	31/07/2021
	Policy statement to be added	KE	31/07/2021
	Written arrangements to be added for: Risk assessments Work equipment New and expectant mothers Young persons	KE	31/07/2021
	Final policy to be signed by CEO	KE	31/07/2021
	Facilities assessments not reviewed annually.	Annual review process to be implemented	JR
No documentation for expectant mothers procedure	Procedure to be formally documented and issued to all managers.	KE	31/08/2021
No formal documentation of workplace inspections being carried out	Formal inspection procedure to be drafted and put in place.	JR	31/08/2021
DSE policy does not specify a review period	Review period to be added in addition to review when work station changes.	JR	31/07/2021
No written home working procedure in place	Home working procedure to be drafted and implemented	KE	31/08/2021
No checks undertaken on staff car insurance or licences	Checks of car insurance and licences to be put in place for staff who drive for work purposes.	KE	31/08/2021



Shetland *arts*
CHIEF EXECUTIVE
REPORT

JUNE 2021

INTRODUCTION

This report details the following

- Any Board decisions required
- Operational Issues from the last reporting period
- Key Dates for Trustees
- Stakeholder Updates
- Significant projects completed in the reporting period
- Significant projects planned

BOARD DECISIONS

Issue	Supporting Papers	Recommendation

OPERATIONAL ISSUES

Issue	Mitigation
Covid 19	Working to additional restrictions in line with government guidance.

KEY DATES FOR TRUSTEES

Date	Title	Venue
4 May – 5 September	Summer Craft Show, in association with the Arts and Crafts Association	Bonhoga
	The Swings	The Play Park
From July	Locus phase 1	Lerwick
From August	Locus phase 2	Lerwick

STAKEHOLDER UPDATES

Creative Scotland	Annual review conducted Briefing for trustees and management @ 5:30pm 8 July 2021 New round of PAVRF being issued
Shetland Charitable Trust	
Highlands and Islands Enterprise	Briefing for trustees and management @ 5:30pm 8 July 2021
Shetlands Islands Council	

SIGNIFICANT PROJECTS PLANNED

Short = Next 3 Months; Medium = 3 Months - 1 Year; Long = 1 Year +

Short/Medium/Long Term	Title	Intention	June Update
Short	Future of the Garrison	Secure a sustainable future for The Garrison Theatre	Ongoing, will form part of planning for 2021
Medium	The Lens	To develop an innovation culture in SADA in partnership with SRT and SAT	On hold due to Covid 19
Medium	Social Impacts	Roll out Social Impacts to WMT and staff	Mostly completed
Medium	Locus	Successful delivery	Installation delayed until Summer 2021
Medium	Business Planning	Refresh and renew SADA business Plan 2022 - 2027	Ongoing process to be completed Autumn 2021
Long	Islands Deal	Ensure CI is delivered in Islands Deal	Creative Islands strand announced as part of the overall funding packages. SADA contributing to outline business case