

## **BUSINESS PLANNING – THE IMPACT OF COVID-19**

**Summary:** To review how the Covid-19 (C-19) pandemic has impacted on the Board's Work Programme and Budget for 2020/21

**Author:** Andy Parsons (Chief Executive)

**Recommendation:** That the Board notes the impacts of C-19 on the Board's operations and finances

### **INTRODUCTION**

- At the March 2019 Board meeting the Work Programme and Budget for 2020/21 were adopted.
- Over the past two months the global pandemic has meant huge change for people, communities, businesses and vital services across the world.
- When compared to many other organisations, e.g. tourism and retail businesses, the impact on the Board's operations and finances is much less obvious, however there are very important areas of our work that have been significantly hit, e.g. rural skills and volunteering.
- It is important that the Executive Committee is fully aware of how and where this current crisis will result in change to our Work Programme and Budget, and the measures that we are putting in place to both comply with the C-19 guidance and mitigate the operational and financial impacts, e.g.
  - The rural skills programme is currently suspended. We anticipate that the earliest it will re-open is from July.
  - The Rural Skills Officer is currently on furlough.
  - All voluntary warden activity (with the exception of very local parish wardening) has stopped. The Board's officers are in regular contact with the wardens to set out a phased plan of reintroducing activities over the next few months.
  - The Board has applied for additional funding from the Esmee Fairbairn Foundation to support the Glorious Cotswolds Grasslands project team.
  - The July-December edition of the Cotswold Lion publication will be an 'online only' version, thereby saving print and distribution costs. These costs are generally partially offset by advertising income but we could not expect to attract advertising in the current climate.

### **WORK PROGRAMME**

- The impact of C-19 on the Work Programme is shown in *Appendix A*.
- Each activity has been given a RAG status:
  - Red – the activity will be severely impacted or not happen at all
  - Amber – the activity will still happen but the methods and/ or outputs will change
  - Green – no impact anticipated
- Further commentary is detailed within the appendix.

## **BUDGET**

- The budget for 2020/21 had a deficit position of £7,318. The C-19 forecast comparison shows this position worsening by £2,753 to a deficit of £10,072, as shown in *Appendix B*.
- The key '**negative**' differences are:
  - A reduction in income for the rural skills programme of £33,868
  - A reduction in income for sponsorship and advertising of £11,500
  - A reduction in income for donations, legacies, book sales, Cotswold Way events (inc. 50<sup>th</sup> anniversary) of £18,500
- The key '**positive**' differences are:
  - An increase in income of £10,000 (small business rates relief grant)
  - A reduction in expenditure for the rural skills programme (including the Officer being furloughed) of £23,724
  - A reduction in Comms activity of £15,275 - largely made up of (1) making the Jul-Dec edition of the Cotswold Lion online only and (2) not producing a Visitor Map & Guide for 2020
- When reporting through our new key performance indicators we will compare actual figures to original budget as this will more clearly highlight the impact C-19 has on our finances.

## **SUPPORTING PAPERS**

- Appendix A – Covid-19 Work Programme
- Appendix B – Budget v. Covid-19 Reforecast Comparison

MAY 2020