



The James Hutton Institute

BOARD MEETING

Seattle Room, Apex City Hotel, 61 Grassmarket, Edinburgh
29th January 2014, 09:00h

Chair: Ray Perman

Board members: Julia Brown
Brian Clark
Laura Meagher
Sandy Morrison
Allan Stevenson
Alan Werritty

Apologies: David Boxer
Wayne Powell
George Salmond
George Thorley

Attendees: Iain Gordon
Bob Ferrier
Colin Campbell
Beth Corcoran
Mark Sinclair

Secretariat: Anne Pack

Closed Session

1 Apologies

Apologies were received from George Thorley, George Salmond, David Boxer and Wayne Powell.

2 Register of Interests

There were no new declarations.

3 Minutes of the AMG held on 27th November 2013

The minutes were approved as an accurate record of the meeting.

Minutes of Board meeting held on 27th November 2013

The minutes were approved as an accurate record of the meeting.

4 Matters arising

All actions were either discharged, or dealt with within agenda.

5 Minutes of sub-committee meetings since last Board meeting

5.1 ACS – 26th November 2013

The minutes of the ACS meeting held on 26th November were received for information.

ACS – 28th January 2014

A verbal update on the meeting held on the 28th January 2014 was provided.

Group Reviews

The review of the five Science Groups had been completed. BioSS will be reviewed in February 2014.

The SEGS Group review report was received recently and circulated to ACS. The report is very positive and complimentary of the Group. Thanks were passed from the ACS to the staff members who had contributed to the material, organisation and conduct of the review. All of the Science Group review reports will be synthesised in due course.

Themes Review

The next ACS meeting will focus on planning a foresighting exercise, the results of which will link into the review of the Themes. The review of the Science Strategy, governed by the ACS, will take place over the next 18 months. This will be the foundation for the refresh of the Corporate Strategy.

Athena Swan

Due to time constraints, the Action Plan for Athena Swan was not discussed. Instead, ACS members were invited to send comments to the CEO.

5.2 Audit & Finance

The draft minutes of the Audit and Finance meeting held on 11th December 2013 were received for information.

5.3 Nominations & Remuneration

The minutes of the N&R meeting held on 13 December 2013 were received for information.

6 Minutes of commercial subsidiary meetings and reports

6.1 MRS

The minutes of the MRS Board meeting held on 29th January 2014 were received for information.

An additional paper was circulated by MRS, which summarised the year with MRS exceeding budget, reflecting a similar performance to last year.

6.2 MSC

The summary report on MSC Ltd was received for information.

7 MDT

An MoU between the James Hutton Institute and the Macaulay Development Trust is being developed.

8 Regular Reports

8.1 Chief Executive's report

The CEO report was tabled for information.

Action: Members wishing a copy of the Open House presentation given by IG to staff in January should contact AP.

Crop Science Innovation Hub at Invergowrie

The Institute will enter the Gateway process for programme/project procurement, which helps organisations and Scottish Government by monitoring large projects at key decision points. A planning meeting with SG will take place mid-March. SG will put together a team for the review process. The first review will be about the strategic intent. The second, about providing outlines for a business case. A Project Manager will be appointed as soon as possible so that he/she can engage with the appropriate contractors etc. from an early stage if the Gateway process is successful. Funding sources will be sought whilst the Gateway process is ongoing. A project team has been created within the Institute to begin the benchmarking exercise.

Action: A sub-committee of the Board will be formed for the Crop Science Innovation Hub.

Action: An update to the Board on the Crop Science Innovation Hub will be made at the March meeting.

Action: A paper will be presented on the Crop Science Innovation Hub, to the Board in July.

8.2 Finance Report – final accounts

The management accounts were received for information. Indications are that the Institute will achieve its external contract target.

8.3 Media Digest

This report was received for information.

8.4 Health & Safety

This report was received for information.

9 Strategy Planning and Budget

9.1 Corporate Strategy Timetable

This report was received for information.

9.2 Operational Plan 2014-15

This report was received for information. IG said that the Operational Plan and budget will come to the Board in March. The staff reduction plan will also come to the Board in March.

Action: Operational Plan and Budget, and Staff Reduction Plan will be presented to the Board in March.

9.3 Income Generation Strategy

A presentation was given on the Income Generation Review, beginning with a re-cap on the work thus far. The next stage, Phase 3, will develop overlying principles for the Strategy. The Income Generation Strategy is being built in concert with Scottish Enterprise, Scotland Europa, Scottish Development International, and others to help form the direction of travel.

A paper will be presented to the Board in March, outlining strategy and governance for NewCo.

Action: BF will bring a paper to the Board in March, outlining strategy, function and governance for NewCo.

10 AOB

Dates of meetings in 2014:

- 19th March, Dundee
- 21st May, Aberdeen
- 16th July, Dundee
- 17th September, Aberdeen
- 19th November, Dundee