

The Data Protection Officer's (DPO) report was received for information. It was noted that the DPO and the Institute's Information Governance Officer have an open invitation to attend the Board meetings to provide guidance or updates on GDPR.

There have been several instances of spoof emails purportedly between Executive members and Board members. Any instances should be reported to the Institute's IT department.

7 Strategy Planning and Budget

7.1 Identify strategic issues for discussion in 2019

A list of topics, identified at the Strategy Day and added to by the Executive, was provided. Board members were invited to provide additional items and discuss prioritisation. A few items will be selected for raising at the AGM in December, to which all staff will be invited.

- **JC/CC will prepare a list of strategic issues for presenting at the AGM and recirculate to the Board; the Chair intends to email staff in advance of the AGM, advising of some of the things to be taken forward.**

7.2 Risk Register

The Risk Register (RR) was received for information. Changes in the RR since last meeting were explained. In future a track change version of the RR will be provided to highlight changes.

The Risk Register for Brexit was received for information.

7.3 Public Affairs Strategy

An update on activities planned for the next six months was provided. The main objectives of the strategy are to promote the Institute's brand, gather support for major institute-level initiatives and help inform key decision-makers Appendix 1 highlights the areas of SG's Programme for Government that resonate with the Institute's work.

7.4 Statutory Accounts for approval

The Statutory Accounts have been to the Audit & Finance (A&F) committee.

The Statutory Accounts were approved subject to minor rewording of the Reserves Policy report.

7.5 Annual Review for approval

The draft Annual Review was tabled for comment.

- **Comments on the Annual Review to be sent to AC by 17 October.**

7.6 Capital projects

An update paper on capital projects was provided for information and consideration of recommendations on individual projects.

Although the outcome of the TCD has been delayed until around the time of the UK budget on 29 October, the science programme continues on the two projects which have been submitted for funding: International Barley Hub (IBH) and Advanced Plant Growth Centre (APGC). Both projects routinely get referenced in communications as two of the key TCD projects.

Stage 2 of the International Land Use Study Centre (ILUSC) will be discussed by MDT at its meeting on 4 October. At Craigiebuckler a feasibility study has been received for the sewerage heat recovery system. The agreement would lock in the Institute to an energy supply agreement for 20 years. It is a low risk investment but would incur a financial penalty if the contract was cancelled early.

At Invergowrie discussions are ongoing over installing a solar meadow at North Bullionfield. Detailed contractual terms are awaited but the agreement would also lock in the Institute for 20 years on a fixed term power purchase agreement.

The Board gave its approval for progress to be pursued on both renewables projects subject to checks by the Institute's solicitors.

The APGC is receiving lots of interest from potential investors and is a great asset. CC will provide further occasional briefings on APGC addressing any Board comments and to ensure an early sight of developments.

8 Regular reports

8.1 CEO Report

The CEO report was received for information. The Institute's profile continues to rise in the public eye and we are receiving positive feedback from government, parliament and in business.

8.2 Management Accounts P5

The Management Accounts for P5 were provided for information.

9 Updates from sub-committee meetings

9.1 ACS

The draft minutes of the meeting held on 6 June were received for information. The ACS Chair provided a verbal update of the meeting held on 2 October.

An update on the external review of the Science Groups had been provided. Preparations are on track and the first of the Groups will be reviewed next week.

A presentation on KE and Impact was given by the Institute's KE Co-ordinator. It did not include details on next steps and the Chair will have a discussion on this with the two Science Directors.

9.2 Audit & Finance

Minutes of the A&F meeting held on 6 June were received for information. The A&F Chair provided a verbal update of the meeting held on 2 October. The following items were discussed:

- Management accounts
- Principles for next year's budget
- Risk Register
- Governance
- Ongoing work on project management systems
- Audit reports
 - o Actions
 - o Procurement

9.3 Nominations & Remuneration

Minutes of the N&R meeting held on 6 June were received for information. The N&R Chair provided a verbal update of the meeting held on 2 October.

The following items were discussed:

- In the closed session there was a discussion about the appointment of non-Executive Directors
- Equality, including preparations for submitting the application to Athena SWAN. It was acknowledged that a lot of hard work had gone into the application.
- Pay claim arrangements are progressing well, Action plan from the Board performance report. The plan was presented to N&R for comment. An update on progress will be reported in six months.

- Employee/Board interaction. N&R received an update on the action plan.
- Staff survey results.
 - o There was a discussion on the Fellowship scheme and how it can be changed to make it work better for us.
- The FAP was discussed and it is hoped to reduce the number of meetings in 2019 by one.

9.4 James Hutton Ltd

The actions from the meeting to be held on 12 September was received for information. The minutes of the meeting held on 19 June were received for information.

- The James Hutton Ltd Chair provided a verbal update on the meeting held on 12 September.

Other Reports

10 10.1 Communications

The Communications paper was received for information.

10.2 Board Engagement with Staff – log

The Chair asked members to report all engagement activity with Institute staff to the CEO's office.

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11 Review of meeting & Forward Agenda Planner (FAP)

The FAP was examined but no changes suggested. It is planned to have a considered discussion along with the sub-committee FAPs at the first meeting of the year.

AOB AGM

Guidance was sought on what is expected and planned for the AGM.

It was explained the open AGM initiative is an opportunity for an exciting forward long-term look, and one which can be grown. It is part of the commitment made to staff for increased engagement and will be similar to the all-staff event after the Strategy Day. Sub-Committee Chairs will set out key priority future agenda items, then the main Board will set out its own.

Board dinner on 2 October

The Chair reminded everyone that the previous evening the Head of BioSS had given a presentation on BioSS which everyone found very useful. This was followed up with a visit to BioSS offices at the University of Edinburgh later in the day.

Dinner discussion also included the mechanism for publishing papers which is leaning more towards online and open-access publishing rather than traditional journals in the future.

Dates of meetings in 2018:

December 5th Dundee

Dates of meetings in 2019:

February 13th, Edinburgh, Apex Waterloo

March 27th, Aberdeen

June 5th, Dundee

August 7th, Strategy Day, venue to be identified

October 2nd, Dundee

December 4th, Aberdeen