



The James Hutton Institute
BOARD MEETING
Forth Room, Apex Waterloo Hotel, Edinburgh
13 February 2019, 09:00h

MINUTES

Chair: James Curran (JC) (Chair)

Board members: Susan Davies (SD) George Lawrie (GL)
Ian Gambles (IG) Joan MacNaughton (JM)
Archie Gibson (AG) Iain Reid (IR)
Stephen Hall (SH) Marian Scott (MS)
Deborah Keith (DK) Alyson Tobin (AT)

Apologies: Elizabeth Wade (EW)

Attendees: Colin Campbell (CC) Lesley Torrance (LT)
Alasdair Cox (AC) Derek Leslie (DL)
Bob Ferrier (BF) Anne Pack (AP) [Minutes]
Deb Roberts (DR)

Closed Session

Opening remarks

The Chair welcomed everyone to the meeting.

1 Apologies

Elizabeth Wade

2 Register of Interests

JM advised that she is a NED of En+ Group, an integrated power supply and aluminium manufacturing business mainly based in Siberia.

3 Minutes of the meeting held on 5 December 2018.

The minutes of the meeting held on 5 December were approved.

4 Matters arising

All matters were either in progress or complete.

5 Health and Safety

An update paper on Health and Safety was received for information. It includes:

- the schedule of site inspections for 2019. The Board representative for H&S invited members to join any of the inspections. Head of H&S has reported back that Board and Executive presence at inspections has been well received by staff.

- A site-wide clean-up on the Dundee site is scheduled for week beginning 4 March. A similar clean-up will follow at the Aberdeen site. A clean-up of the farms is either underway or will take place in the near future.
- It was noted there was a reduced number of reported incidents. It was recognised that, although the culture is improving with regard to near-miss reporting, staff are routinely encouraged to do so.

6 GDPR notifications

- The Data Protection Officer's (DPO) report was received for information.

7 Strategy Planning and Budget

7.1 Strategic alliances and partnerships

An update paper was provided for discussion and comment.

- The paper sets out the landscape of current Institute activities. Partnerships are set up for a variety of strategic reasons and tailored to meet our aspirations in specific areas.

7.2 Estate Strategy

A paper outlining updates on several developments was received for information.

- Creating a masterplan for Invergowrie in light of the Tay Cities Deal outcome to address future needs is a priority activity.
Several small companies have shown interest in relocating to Invergowrie.

7.3 Risk Registers

- The Risk Register was provided for information.
- The Brexit Risk Register now includes quantitative risks.
- It was requested that more EU risks be included in the main or Brexit Risk Register.
- The current financial position was discussed:

7.4 Draft budget

The draft budget had been discussed at the Audit & Finance meeting on 12 February, and was provided for information.

- There is a fall in income since last year. This is due to a combination of a reduction in the RESAS grant and a fall in external contract income.
- The contract pipeline is also showing less than at the same time last year.
- On the expenditure side costs are projected to increase.
- The areas of work reviewed should consider potential loss of crucial capacity and reputation.

7.5 BioSS six-monthly report

The BioSS six-monthly report was received for information. It was noted that the report did not include commercial income from James Hutton Ltd. This is reported in the Management Accounts but for future reports will be included.

8 Regular reports

8.1 CEO Report

The CEO report was received for information.

The latest edition of Hutton Highlights was tabled for information.

The Operational Plan was received for information.

8.2 Management Accounts P9

The Management Accounts for P9 were provided for information.

- The Finance Director said he was reasonably confident that the forecast will be met.
- The Chair of A&F said this had been discussed at the A&F meeting the previous day when it was agreed that there is general confidence in the Management Accounts and that the figures give assurance.

9 Updates from sub-committee meetings

9.1 ACS

The draft minutes of the meeting held on 4 December were received for information. The substitute Chair provided a verbal update on the meeting held on 12 February 2019. The following items were discussed:

- External science reviews.
 - o ACS approved the recommendations for panel members.
 - o The report from CMS review was discussed. Key messages from the review were:
 - The quality of the science is very high
 - The Group has strong collaborative links and a high reputation
 - Overall it had been a good exercise

9.2 Audit & Finance

Minutes of the A&F meeting held on 4 December were received for information. The A&F Chair provided a verbal update of the meeting held on 12 February. The following items were discussed:

- Management accounts
- Risk Register
- Draft budget – main focus of the meeting
- Project management. The committee was impressed with the significant investment of time on this.
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9.3 Nominations & Remuneration

Minutes of the N&R meeting held on 4 December were received for information. The N&R Chair provided a verbal update of the meeting held on 12 February.

The following items were discussed:

- The Honorary Fellows scheme
- Gender Pay Gap
- Board Tenure
 - o The recruitment process will be formalised by N&R and presented to the main Board for approval, though it was noted that a system put in place now would not necessarily have the agreement of future iterations of the Board.

9.4 James Hutton Ltd

The minutes of the meeting held on 27 November 2018 were received for information. The agenda for the meeting on 27 February was provided for information.

Other Reports

10 10.1 Communications

The Communications paper was received for information, with additional trend data

10.2 Board Engagement with Staff – log

The log was provided for information. Board members were asked to forward any engagement details to Secretariat to update the log.

11 Review of meeting & Forward Agenda Planner (FAP)

The collection of FAPs were discussed in a separate meeting the previous day.

Glossary

This was provided for information.

AOB

Dates of meetings in 2019:

March 27th, Aberdeen

June 5th, Dundee

August 7th, Strategy Day, DoubleTree by Hilton, Hotel, Dundee

October 2nd, Apex Grassmarket Hotel, Edinburgh

December 4th, Aberdeen