

6 GDPR notifications

The DPO report was received for information.

The DPO and Institute Information Governance Officer are to be invited to the December Board meeting and annually thereafter.

7 Strategy Planning and Budget

7.1 Full year financial forecast

An update paper was provided for information. A number of schedules were tabled which provided the latest forecast for the 2019—20 financial year and an indicative budget for 2020-21.

7.2 Internal audit reports 2018/19 with Executive Summary

This was received for information.

7.3 Sustainable Hutton and the climate emergency

A paper was provided for discussion on the declaration of Climate Emergency.

It was agreed that through Sustainable Hutton the Institute has already done much to raise awareness of this global issue.

It was further agreed to communicate what actions were being taken on the Institute's website. A press release can be prepared accompanied by a commitment to a range of climate change activities. A workshop has been arranged to which all staff have been invited.

7.4 Influencing strategy

An update paper was received for information.

7.5 Board tenure cycle

A paper was provided for the Board to consider several options for transitioning to a new model for recruitment of Board members. The pattern established at the inception of the Institute means that a large percentage of the Board steps down at the end of their term of office. A larger overlap of Board membership is desired. An additional option was proposed and the Executive was asked to incorporate it in the table and bring back to the Board in October for a final decision to be made.

8 Regular reports

8.1 CEO Report & Operational Plan

The CEO report and Operational Plan were received for information. The Board asked that its congratulations be passed to staff for being awarded bronze status in the Athena Swan programme.

8.2 Management Accounts P12/P1

The Management Accounts for P12 were received for information.

8.3 Risk Register and Brexit Risk Register

The Risk Registers were received for information. They had been reviewed by the Audit & Finance committee the previous day

9 Updates from sub-committee meetings

9.1 ACS

The draft minutes of the meeting held on 26 March were received for information.

9.2 Audit & Finance

Minutes of the A&F meeting held on 26 March were received for information.

9.3 Nominations, Remuneration & Governance

Minutes of the NR&G meeting held on 26 March were received for information.

The Board approved the ToR for NR&G.

9.4 James Hutton Ltd

The agenda for the meeting on 29 May was provided for information.

Other Reports

10 10.1 Communications

The Communications paper was received for information.

10.2 Board Engagement with Staff – log

The log was received for information. Members were encouraged to send updates on an ongoing basis in any format to Secretariat.

The Chair reported on the telephone drop-in session offered to all staff on 26 April. The Chair was joined by two Board members and ‘met’ with three staff members

It was agreed this was a positive exercise, with those involved appreciative of the opportunity. It is intended that the exercise be repeated at a later date.

11 Review of meeting & Forward Agenda Planner (FAP)

This was received for information.

Glossary

This was provided for information.

AOB Strategy Day

The Chair and CEO will have a discussion and amend the programme, which will be recirculated.

2020 Board dates

It was agreed to move from six meetings a year to five meetings a year in 2020.

Dates of meetings in 2019:

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

October 2nd, Apex Grassmarket Hotel, Edinburgh

December 4th, Aberdeen