The James Hutton Institute
BOARD MEETING
New Seminar Room, Dundee
5 June 2019, 09:00h

MINUTES

Chair: James Curran (JC) (Chair)

Board members: Ian Gambles (IG) Iain Reid (IR)
Stephen Hall (SH) Marian Scott (MS)
Deborah Keith (DK) Alyson Tobin (AT)
George Lawrie (GL) Elizabeth Wade (EW)
Joan MacNaughton (JM)

Apologies: Archie Gibson (AG), Susan Davies (SD)

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

Closed session

Opening remarks
The Chair welcomed everyone to the meeting.

1 Apologies
Archie Gibson (AG), Susan Davies (SD)

2 Register of Interests

3 Minutes of the meeting held on 27 March 2019.
The minutes of the meeting held on 27 March were approved.

4 Matters arising
All actions were either in progress or complete.

5 Health and Safety
An update paper on Health and Safety was received for information.
The Board H&S representative provided a verbal update. He recently participated in an inspection of the Aberdeen site and was encouraged by the improvement in terms of a clean-up since the last inspection. It was clear that staff are taking H&S seriously, reflecting a positive change in culture.
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