



The James Hutton Institute
BOARD MEETING
Macaulay A, Craigiebuckler, Aberdeen
4 December 2019, 10:30h

MINUTES

Chair:	James Curran (JC) (Chair)	
Board members:	Ian Gambles (IG) [WebEx] Archie Gibson (AG) Stephen Hall (SH) Deborah Keith (DK)	George Lawrie (GL) Joan MacNaughton (JM) Iain Reid (IR) Alyson Tobin (AT) [WebEx]
Apologies:	Marian Scott (MS), Susan Davies (SD), Elizabeth Wade (EW), Lesley Torrance (LT)	
Attendees:	Colin Campbell (CC) Alasdair Cox (AC) Deb Roberts (DR) Hugh Darby (HD) Anne Pack (AP) [Minutes]	Evangelia Apostolakopoulou (EA) (Information Governance Officer) Item 6 Morgan O'Neill (MO), DPO, Thorntons Item 6

Opening remarks

The Chair welcomed everyone to the meeting.

- 1 Apologies**
Marian Scott (MS), Elizabeth Wade (EW), Lesley Torrance (LT)
- 2 Register of Interests**
There were no new declarations
- 3 Minutes of the meeting held on 2 October 2019.**
The minutes of the meeting 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.
- 6 GDPR notifications**
The DPO report was received for information.

The Chair welcomed the Information Governance Officer and Data Protection Officer and explained it was the Board's wish to have their annual attendance at Board meetings to assure the Board the Institute was complying with GDPR.

It was explained that the GDPR report routinely provided to the Board was an overview of activity, report of the latest data security incidents, and ongoing measures being undertaken to meet the compliance requirements of the Institute. The role of the IGO covers a broader area than reported.

The role as DPO is to monitor the GDPR framework in place for the Institute and to identify the main risks. In addition, they also review the appropriate Institute policies on an annual basis. Overall, the Institute is managing its GDPR compliance well.

The Chair thanked both for attending the Board meeting for this item, adding the Board considers GDPR as an important part of governance.

They left the meeting.

7 Strategy Planning and Budget

7.1 Cost Reduction update

An update paper was provided for information. It had been discussed at A&F on 3 December. The aim of the programme is to rebalance the salary costs against income expectations.

7.2 Major Projects update

An update paper was provided.

Tay Cities Deal (TCD):

- Outline Business Cases for IBH and APGC were submitted on 29 November.
- There has been a delay in signing of the full TCD due to the impending General Election. Signing is now expected to take place in late January 2020.

Posters, showing the plans for Invergowrie, were on display. Formal consultation with the local community will commence soon. The formal application will be made in April 2020.

The Masterplans for Invergowrie and Craigiebuckler were provided.

The Board approved both Masterplans.

7.3 Income Generation Strategy

The draft Income Generation Strategy was provided for information and comment. It is a new strategy for the Institute and is currently out for consultation with the Senior Management Group. In summing the Chair noted the Income Generation Strategy was an early draft.

7.4 Identify strategic issues for Board discussion in 2020

The following items were noted for Board discussion in 2020:

- New Corporate Plan
- New RESAS programme
- Strategic lessons from the Science Group reviews
- Income Generation Strategy
- TCD strategy
- People Strategy

- Strategic responses to the climate change and nature emergency

7.5 Communications and Marketing Strategy

A paper was provided for information. The development of a Communications and Marketing Strategy is to show the direction the Institute is moving towards, and to integrate the KE and Communications teams more closely.

A second iteration of the paper is to be brought back to the Board.

- A second iteration of the Communications and Marketing Strategy is to be brought back to the Board.

8 Regular reports

8.1 CEO Report

The CEO report was received for information.

8.2 Management Accounts P7

The Management Accounts for P7 were received for information.

8.3 Risk Register and Brexit Risk Register

The Risk Registers were received for information.

8.4 Sustainable Hutton

A progress update was provided for information and comment.

It was noted that the Institute is reducing energy use, reducing greenhouse gas emissions, and there is greater engagement with staff who are keen to support the work of Sustainable Hutton. The appendices provide useful information on energy use over several years. Less usage has resulted in savings. The lead for Sustainable Hutton continues to seek areas for improvement.

The Board asked that compliments be sent back to the lead for Sustainable Hutton for its achievements and ongoing work.

9 Updates from sub-committee meetings

9.1 ACS

The draft minutes of the meeting held on 1 October were received for information.

9.2 Audit & Finance

Minutes of the A&F meeting held on 1 October were received for information.

9.3 Nominations, Remuneration & Governance

Minutes of the NR&G meeting held on 1 October were received for information.

9.4 James Hutton Ltd

Minutes of the meeting on 27 November was provided for information.

Other Reports

10 10.1 Media, Public Affairs and Events

The paper was received for information.

10.2 Board Engagement with Staff – log

The log was received for information.

11 Review of meeting & Forward Agenda Planner (FAP)

This was received for information.

It was agreed to harmonise the individual FAPs at the turn of the year to prevent them becoming out of sync. This will be done at the February meeting.

Dates of meetings in 2020:

5 February, Edinburgh

1 April, Dundee

9/10 June Aberdeen – Strategy Day

16 September, Aberdeen

25 November, Dundee