



The James Hutton Institute
BOARD MEETING
Forth Room, Apex Waterloo Hotel, Edinburgh
5 February 2020, 09:00

MINUTES

Chair: James Curran (JC) (Chair)

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

Apologies: Archie Gibson (AG)

Attendees: Colin Campbell (CC) Hugh Darby (HD)
Alasdair Cox (AC) Lesley Torrance (LT)
Deb Roberts (DR) Jonathan Snape (JS)
Anne Pack (AP) [Minutes]

Closed session

Opening remarks

The Chair welcomed everyone to the meeting.

1 Apologies

Archie Gibson (AG)

2 Register of Interests

There were no new declarations.

3 Minutes of the meeting held on 4 December 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 (H&S) was received for information.

GL provided additional information. The next few building inspections have been scheduled. The report from the H&S consultants has only recently been received. The H&S team are currently working through it.

6 GDPR notifications

The DPO report was received for information.

7 Strategy Planning and Budget

7.1 Funding pipeline and 5 Year forecast

A paper was provided for information and discussion. It had been discussed at A&F the previous Day.

The Institute has been very successful with UKRI bids, and successful going in as sub-contractor on projects. It is planned to have a strategy for going for bigger grants. The Peer Support College is in place to look over bids with the aim of improving the quality of bids.

7.2 James Hutton Ltd 5 Year Plan

It was noted the plan concentrated on 3 areas: contracts secured, those in the pipeline, and others. The plan is still in draft and will be presented for approval at the next James Hutton Ltd Board meeting.

7.3 Income Generation Strategy

The revised Income Generation Strategy was provided for information and discussion. It sets out how financial resilience can be increased.

The Chair of A&F said the committee at its meeting the day before was impressed with the considerable amount of work that had gone into the document.

7.4 Major Projects Update

An update paper was provided for information. There is no scheduled date for the Tay Cities Deal sign off. Both projects are moving into the design and planning stage. The Invergowrie site was open to local residents on 11 January for consultation of the plans. It was well attended with positive reactions. The planning application will be submitted at the beginning of March.

It was noted that Audit Scotland has carried out an audit on all Cities deals to ensure deliverables will be met.

The Craigiebukler Masterplan and Business Case were provided for information.

7.5 Budget 2020/21 Preview

- A budget preview was provided for information.

7.6 Influencing and Communication – Public Affairs

A paper was received for information.

7.7 Cost Reduction Programme

An update paper was provided. The exercise is progressing as planned.

7.8 Corporate Plan Timetable

The timetable for new Corporate Plan is being prepared. It is intended to provide a first draft by December 2020.

8 Regular reports

8.1 CEO Report, Operational Plan, Risk Registers

The CEO report was received for information.

The Operational Plan was received for information.

The Risk Registers were received for information. They had been discussed at A&F the previous day, and updates agreed. The risk categories have not changed.

8.2 Management Accounts P9

The Management Accounts for P9 were received for information.

9 Updates from sub-committee meetings

9.1 ACS

The draft minutes of the meeting held on 3 December 2019 were received for information.

9.2 Audit & Finance

Minutes of the A&F meeting held on 3 December 2019 were received for information.

9.3 Nominations, Remuneration & Governance

Minutes of the NR&G meeting held on 3 December were received for information.

9.4 James Hutton Ltd

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

10 Other Reports

10.1 Media, Communications and Events

A 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)

- Changes to the individual FAPs were discussed and updates agreed.

Glossary

- This was provided for information.

Dates of meetings in 2020:

1 April, Dundee

9/10 June Aberdeen – Strategy Day

16 September, Aberdeen

25 November, Dundee