



**The James Hutton Institute**  
**BOARD MEETING**  
By WebEx  
**1 April 2020, 09:00**

**MINUTES**

<b>Chair:</b>	James Curran (JC) (Chair)	
<b>Board members:</b>	Ian Gambles (IG) Archie Gibson (AG) Stephen Hall (SH) Deborah Keith (DK) George Lawrie (GL)	Joan MacNaughton (JM) Iain Reid (IR) Marian Scott (MS) Alyson Tobin (AT) Elizabeth Wade (EW)
<b>Apologies:</b>	Susan Davies (SD)	
<b>Attendees:</b>	Colin Campbell (CC) Alasdair Cox (AC) Deb Roberts (DR)	Hugh Darby (HD) Lesley Torrance (LT) Anne Pack (AP) [Minutes]

**Opening remarks**

The Chair welcomed everyone to the meeting.

**1 Apologies**

Apologies were received from SD.

**2 Register of Interests**

Members were asked to complete the annual Register of Interest form and return to AP.

- All to complete the Register of Interests form and return to AP.

**3 Minutes of the meeting held on 5 February 2020.**

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.

Whilst operating with a reduced staff presence on site, H&S checks are being undertaken by Head of Estates. Opening hours are being contained between 8am and 6pm and staff are observing social distancing.

- 6**      **GDPR notifications**  
The DPO report was received for information.
- 7**      **Strategy Planning and Budget**  
**7.1 COVID Situation**  
A paper, which sets out the Institute’s plans, was provided for information and discussion. The main objectives are to protect staff and their families; help the national effort and minimise the social and economic impact on the organisation.
- 7.2 COVID Financial Resilience**  
A paper was provided for information
- 7.3 2020 /21 Budget and Operational Priorities**  
A paper was received for approval.  
The Board approved the budget.
- 7.4 Employee/Board engagement Report**  
A paper was received for information, outlining stats for Employee/Board engagement. It is the second of two reports (at 9 months and 18 months) promised at the launch of the initiative.
- 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.
- 8.2 Management Accounts P11**  
The Management Accounts for P11 were received for information.
- 8.3 BioSS six-month report**  
A report was provided for information.
- 9**      **Updates from sub-committee meetings**  
**9.1 ACS**  
The draft minutes of the meeting held on 4 February 2020 were received for information.
- 9.2 Audit & Finance**  
Minutes of the A&F meeting held on 4 February 2020 were received for information.
- 9.3 Nominations, Remuneration & Governance**  
Minutes of the NR&G meeting held on 4 February 2020 were received for information.
- 9.4 James Hutton Ltd**  
Minutes of the meeting on 28 February was provided for information.
- Other Reports**
- 10**     **10.1 Media, Communications and Events**  
The paper was received for information.

Many of the planned events have been cancelled for 2020. Arable Scotland will still go ahead, virtually.

**10.2 Board Engagement with Staff log**

The log was received for information. It was agreed to continue with the log until the Working Group meets with NR&G in September.

**11 Review of meeting & Forward Agenda Planner (FAP)**

This was not discussed due to insufficient time

**Glossary**

This was provided for information.

**Dates of meetings in 2020:**

9/10 June – Strategy Day

16 September, Aberdeen

25 November, Dundee