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

MINUTES

Chair: James Curran (JC) (Chair)

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

Apologies: Susan Davies (SD)

Attendees: Colin Campbell (CC)  Hugh Darby (HD)
Alasdair Cox (AC)  Lesley Torrance (LT)
Deb Roberts (DR)  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