



**The James Hutton Institute
BOARD MEETING
By WebEx
16 September 2020, 09:00**

MINUTES

Chair: James Curran (JC) (Chair)

Board members: Susan Davies (SD) George Lawrie (GL)
Graeme Dickson (GC) Joan MacNaughton (JM)
Ian Gambles (IG) Iain Reid (IR)
Archie Gibson (AG) Marian Scott (MS)
Stephen Hall (SH) Elizabeth Wade (EW)
Deborah Keith (DK)

Apologies: Alyson Tobin (AT)

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

Closed session

Opening remarks

The Chair welcomed everyone to the meeting.

1 Apologies

Apologies were received from AT.

2 Register of Interests

The following additional notifications were received.

- GL is Executive Chair of Scottish Agronomy
- SH is Interim CEO of Ocean Outcomes, US based NGO

3 Minutes of the meeting held on 1 April and 9/10 June 2020.

The minutes of the meetings were approved.

4 Matters arising

The Chair confirmed he will stand down as Chair from 31 October 2020 and will arrange a hand-over with IG who will take up the Chair from 1 November 2020.

5 Health and Safety

An update paper on Health and Safety (H&S) was received for information.

GL provided additional information. He has met the new H&S Team and expressed great confidence in them.

The Board acknowledge the very good report and asked that thanks be passed to the H&S Team.

6 GDPR notifications

The DPO report was received for information.

7 Strategy Planning and Budget

7.1 Update on Financial position

An update paper on the financial position of the Institute was received. HD invited the Board to note:

- Income is still being challenged.
- Overall, the financial position is positive, but caution is needed in such uncertain times.
- IG reported that A&F discussed the finances at its meeting on 15 September.

7.2 Internal Audit reports

Two reports by the Internal Auditors were received for information. Financial Controls and Partnerships.

- both audits went well, with only minor issues.
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7.3 Sign-off Statutory Accounts

Statutory Accounts are almost ready, as discussed earlier at A&F. Delays due to COVID resulted in having to prioritise other work.

7.4 Tay Cities Deal and Craigiebuckler Campus

Presentations were made:

Tay Cities Deal

- The focus is on preparing the Full Business Cases (FBC), the Outline Business Cases (OBC) having been given approval.

Craigiebuckler Campus Plan

An update presentation was made. It was noted.

7.5 COVID-19 and Future Working

An update presentation was made.

8 Regular reports

8.1 CEO Report, Operational Plan, Risk Registers

The CEO report was received for information. CC invited members to note the successes and good news.

The Operational Plan was received for information. The Board was invited to note it was rated green/amber.

The Risk Registers were received for information. It was noted there had been a good debate on the Risk Registers at the A&F meeting on 15 September.

8.2 Management Accounts P5

The Management Accounts for P5 were received for information.

9 Updates from sub-committee meetings

9.1 ACS

The draft minutes of the meeting held on 31 March 2020 were received for information.

9.2 Audit & Finance

Minutes of the A&F meeting held on 31 March 2020 were received for information.

9.3 Nominations, Remuneration & Governance

Minutes of the NR&G meeting held on 31 March 2020 were received for information.

9.4 James Hutton Ltd

Minutes of the meeting on 14 May 2020 were provided for information.

Other Reports

10 10.1 Media, Communications and Events

The paper was received for information.

10.2 Board Engagement with Staff Log

It was noted that the Log was the only mechanism for monitoring Board/Staff engagement. Tribute was paid to the Working Group for producing a good outcome and for its intentions only to benefit the JH Group. It was suggested maintaining the Log meantime.

11 Review of meeting & Forward Agenda Planner (FAP)

It was agreed to add suggested items to the FAP:

Glossary

This was provided for information.

AOB

Dates of meetings in 2020:

25 November, by Webex

Dates of meetings in 2021:

10 February

14 April

9 June

1 September

24 November