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.

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