



The James Hutton Institute
BOARD MEETING
By WebEx
25 November 2020, 09:00

MINUTES

Chair: Ian Gambles (IG) (Chair)

Board members: Susan Davies (SD) Joan MacNaughton (JM)
Graeme Dickson (GD) Iain Reid (IR)
Archie Gibson (AG) Marian Scott (MS)
Stephen Hall (SH) Alyson Tobin (AT) **[part]**
Deborah Keith (DK) Elizabeth Wade (EW)
George Lawrie (GL)

Apologies:

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

1 Apologies

There were none.

2 Register of Interests

There were no declarations.

3 Minutes of the meeting held on 16 September 2020.

The minutes of the meetings were approved.

4 Matters arising

IG and CC to consider inviting Head of H&S to the November meeting. Action held over.

- **AC to arrange for Head of H&S to attend the February meeting.**

All other actions were complete.

5 CEO Report, Quarterly Operational Plan, Risk Register

The CEO report was provided for information.

CC said that it had been an exceptional year and that he was proud of colleagues for coping so well with changes to working arrangements. Recent highlights include:

- Restoration work on the Beltie Burn which received TV and other media attention. Although not expected in the first year, salmon have recently been spotted in the burn. The Director of APGC has been appointed.
- Income Generation, despite being significantly affected by the pandemic, is positive, though there is uncertainty around European funding.

- Although the T B Macaulay Lecture had to be cancelled for 2020, plans are underway to optimise this opportunity in 2021 by combining with COP26 and hosting the event in a bigger venue in Glasgow.
- The Operational Plan which was provided for information, demonstrates objectives are being met largely with some delays due to COVID19.
- Risk Registers. Risks continue to be mitigated. In preparation for EU exit, relationships continue to be built with European organisations. Supply chains risk post-EU exit is not listed in the Risk Register separately but is embedded within other risks. Procurement and Stores are working with the scientists to identify practical solutions.
- The Executive was asked if there were particular reasons behind the research pipeline looking so positive. CC/DR explained that:
 - o access to UKRI funding helped
 - o HoDs have been fully engaged in meeting targets
 - o HoDs efforts to increase the number of PIs were paying off
 - o Results are being gleaned from proposals submitted last year
 - o new group leads within departments were introduced just prior to lockdown and this has worked well
 - o The Senior Management Team has introduced short-life working groups. This is working well and members are fully engaged

6 Director of Finance Report and Management Accounts

A paper was received for information.

7 Health and Safety

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

8 Verbal Reports from Sub-Committee Chairs and James Hutton Ltd

The Chair asked members to note that one of the agenda structure changes was that in future Sub-Committee minutes would be circulated when produced.

9 Tay Cities Deal

A paper was provided for information.

10 10.1 Organisational Development – Employee engagement survey

A paper was received for information. The paper was noted.

10.2 Organisational Development – Board Practice & Committees

- o A paper was received for review and comment.

11 Foundation

CC gave a presentation outlining the purpose of forming the trust and intended remit. A Tercentenary Campaign Group was formed, and is led, by the CEO. It brings together Huttonians from academia, industry, farming and literature in a series of projects to raise James Hutton's profile up to and including the 300th anniversary of his birth. A James Hutton Foundation Office will be formed to fundraise, and to manage and distribute funds. Support has been offered from the various trusts associated with the Institute

In summing, the Chair said there was strong support from the Board for plans for the Foundation.

12 Media, Communications and Events

A report was received for information.

Closing remarks.

In closing the meeting, the Chair thanked everyone for attending.

Dates of meetings in 2021:

10 February

14 April

9 June

1 September

24 November