



The James Hutton Institute
BOARD MEETING
By WebEx
10 February 2021, 09:00

MINUTES

Chair: Ian Gambles (IG) (Chair)

Board members: Samantha Barber (SB) George Lawrie (GL)
Susan Davies (SD) Aileen McLeod (AM)
Archie Gibson (AG) Iain Reid (IR)
Ken Greetham (KG) Alyson Tobin (AT)
Deborah Keith (DK) Elizabeth Wade (EW)

Apologies:

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. There were round-table introductions.

1 Apologies

There were none.

2 Register of Interests

There were no declarations. The Register of Interest form is circulated to Board members annually at the April Board meeting, to complete and return. It will be provided with papers for the next meeting.

- **AP to provide the Register of Interests form to Board members for completion, with the April 2021 Board papers.**

3 Minutes of the meeting held on 25 November 2020.

The minutes were approved as a true record of the meeting.

4 Matters arising

All actions were complete.

5 CEO Report, Quarterly Operational Plan, Risk Register

The CEO report, Quarterly Operational Plan, and Risk Registers were provided for information. CC provided additional information:

- the COVID crisis continues to cause issues but the Institute is successfully mitigating against them.

- The latest edition of quarterly magazine, Hutton Highlights, will be available soon. Members are encouraged to subscribe to it, *via* a link at the foot of the website front page.
- The Risk Register is expected to change substantially because of EU/TCD and other announcements.
- CC invited the Board to acknowledge the death of Professor John Hillman, Director of SCRI for 19 years. John was responsible for starting the careers of many colleagues, some of whom still work at the Institute.

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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.

GL gave a verbal update.

- He met with Head of H&S, who is happy with the developing culture on H&S. The team is being strengthened by additional appointments.
- Work is underway in tidying up outstanding H&S actions, from what has been reported there is nothing of immediate concern.
- A lot of new training is being developed and is being rolled out to all colleagues.
- Reference was made to the zero-carbon action plan and that it would be useful for the Board to have sight of it.
- CC said it had been the intention to bring it to the Board as part of the Corporate Plan preparations.

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

AT provided a verbal update on the meeting held the previous day.

NR&G

SD provided a verbal update on the meeting held the previous day.

A&F

IR provided a verbal update on the meeting held the previous day.

James Hutton Ltd

DK provided an update.

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9 Corporate Plan

CC gave a presentation on the Corporate Plan for the next 5 years. It examines critical uncertainties such as those imposed by COVID and political effects of the US Election in November 2020, and the Scottish Election which will take place in May 2021. It also considers what effects these have on R&D Sectors.

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- CC reported key messages coming out of the employee survey on Purpose and internal workshops were:
 - Our Global relevance and making aspirations clearer
 - Further emphasise leadership aspirations
 - Better indicate the urgency of change needed

- The Corporate Plan will consider the key messages. In terms of 'urgency' Action Based Research is good way to go. Narratives around impact are needed

IG thanked CC for the presentation, saying he could see why it is not easy to compress the rich content into a single document.

10 Campus Development – Tay Cities Deal

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

11 Craigiebuckler Heads of Terms

A paper was received for review and comment.

The Board noted progress and gave its approval for the HoT subject to amendments as discussed, which will allow the legal agreements to be drafted.

Dates of meetings in 2021:

14 April

9 June

1 September

24 November