The James Hutton Institute
BOARD MEETING
By WebEx
14 April 2021, 09:00

MINUTES

Chair: Ian Gambles (IG) (Chair)

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

Apologies: Aileen McLeod (AM)

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
Aileen McLeod (AM)

2 Register of Interests
The Register of Interest form was provided for Board members to complete and return to AP.

3 Minutes of the meeting held on 10 February 2021.
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.

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 SERIC
The Sub-Chair provided a verbal update on the meeting held the previous day:
- The meeting discussed two main items: Impact, and Invitation to Tender (ITT).
On impact there were presentations from the University of St Andrews, and SEFARI Gateway. The presentations had a common theme on how to evaluate impact, but with different approaches.

**NR&G**
The Sub-Chair provided a verbal update on the meeting held the previous day:
- Employee/Board engagement.
- People Strategy.
- There was a discussion on Learning and Development.

**A&F**
The Sub-Chair provided a verbal update on the meeting held the previous day:
- The budget for the coming year was approved.
- The pipeline is strong which translates to a good forecast.
- The internal audit programme is on track. A report has been received on Business Continuity Management. Future areas will include project management and financial controls.

**James Hutton Ltd**
The Chair of James Hutton Ltd provided an update:
- The James Hutton Ltd Board continues to meet monthly.
- The year should end with a break-even financial position.
- The new natural products unit is on stream.

**9 Corporate Plan**

**2021-22 Strategic Priorities/Operational Plan**
CC introduced the item by saying the purpose of the Corporate Plan was to bring together the four main strategies (pillars): Income, People, Influencing, and Science. CC invited opinion and comment from the Board. Suggestions were made and will be incorporated in the next iteration of the Plan.

**10 Net Zero Plan**
A paper was received for information. The model adopted is the SBTI which is an international science-based target initiative. It was agreed it is a good document and a good start to an important initiative.

**11 Campus Development Plans update (TCD and Craigiebuckler)**
A paper was provided for information.

**12 Corporate Policy**

**Reserves**
The Board approved the policy.

**Dates of meetings in 2021:**

- 9 June
- 1 September
- 24 November