



**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