



The James Hutton Institute
BOARD MEETING
By WebEx
9 June 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)
Chris Gilligan (CG) Alyson Tobin (AT)
Ken Greetham (KG) Elizabeth Wade (EW)
Paul Grice (PG)
Deborah Keith (DK)

Apologies:

Attendees: Colin Campbell (CC) Jonathan Snape [Item 12]
Alasdair Cox (AC) Lesley Torrance (LT)
Deb Roberts (DR) Anne Pack (AP) [Minutes]
Hugh Darby (HD)

Opening remarks

The Chair welcomed everyone to the meeting and extended a warm welcome to Chris Gilligan (CG) and Paul Grice (PG) who recently joined the Board. There were introductions round the table.

1 Apologies

There were none.

2 Register of Interests

The Register of Interest annual return form had been circulated to the Board at the April meeting. All forms had been completed and returned.

3 Minutes of the meeting held on 14 April 2021.

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

4 Matters arising

All other actions were either on the agenda or complete.

5 CEO Report, Risk Register

The CEO Report and Risk Register 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.

A verbal update was provided:

- A routine H&S site visit to Invergowrie was undertaken in April
- Training is underway on roles and responsibilities to help improve the H&S culture.

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:

- An overview of the science and structures was provided
- There was a presentation on the UKRI COVID-19 rapid response project, which was a good example of interdisciplinary work at the Institute.
- A briefing on Underpinning National Capacity was provided
- A presentation was given on the APGC.

NR&G

The Sub-Chair provided a verbal update on the meeting held the previous day:

A&F

The Sub-Chair provided a verbal update on the meeting held the previous day:

- The committee considered the management accounts.
- Two internal audit reports were received:
 - o Financial controls
 - o Project management –
- The Risk Register was discussed

James Hutton Ltd

The Chair of James Hutton Ltd provided an update:

- P12 Management Accounts
- Analytical Services
- Operational Plan
- Strategic priorities for the next year.

9 BioSS six-monthly report

Report was received for information.

10 Corporate Plan

An updated version of the Corporate Plan was provided for discussion.

Closing remarks.

The Chair thanked everyone for attending.