



**The James Hutton Institute  
BOARD MEETING  
Macaulay A & B, Aberdeen  
1 September 2021, 09:00**

**MINUTES**

**Chair:** Ian Gambles (IG) (Chair)

**Board members:** Samantha Barber (SB) Deborah Keith (DK)  
Susan Davies (SD) George Lawrie (GL)  
Archie Gibson (AG) Iain Reid (IR)  
Chris Gilligan (CG) By Webex Alyson Tobin (AT)  
Ken Greetham (KG) Elizabeth Wade (EW)  
Paul Grice (PG)

**Apologies:** Aileen McLeod (AM)

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

**Opening remarks**

The Chair welcomed everyone to the meeting and reminded members there was an opportunity to participate in a site tour after the meeting.

**1 Apologies**

Aileen McLeod

**2 Register of Interests**

GL declared he is a Trustee of the Scottish Society for Crop Research (SSCR).

**3 Minutes of the meeting held on 9 June 2021.**

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

**4 Matters arising**

*GL to circulate dates of H&S site visits to Craigiebuckler and farms inspections, to Board members.*  
The site visits will be monthly. The dates will be circulated shortly, and Board members are welcome to join those visits.

All other actions were either on the agenda or complete.

**5 CEO Report, Quarterly Operational Plan, Risk Register**

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

- The ground-breaking ceremony for Tay Cities Deal was held on 26 August

- 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**  
Sub-committee Chairs and Chair of James Hutton Ltd gave verbal reports on activity.
- 9 Corporate Plan**  
An updated version of the Corporate Plan was provided.
- 10 Final Statutory Accounts 2020-21**  
A paper was provided for approval.
  - The Board formally approved the statutory accounts for 2020-21.
- 11 TCD Capital Projects update – governance on expenditure**  
A paper was provided for information and comment.
  - It was agreed to form a sub-committee of the Board to maintain oversight of the capital programmes.
- 12 COP26 Opportunities**  
A paper was provided for review. The Board was invited to provide advice or suggestions of ideas.

**Dates of meetings in 2021:**

24 November (virtual)

**Dates of meetings in 2022:**

16 February (Edinburgh)

20 April (Craigiebuckler)

29 June (Invergowrie)

21 September (Craigiebuckler)

30 November (virtual)