



The James Hutton Institute

BOARD MEETING

Craigiebuckler Room, Aberdeen

20th March 2013, at 09:00

Chair: Ray Perman (RP)

Board members: Laura Meagher (LM)
Brian Clark (BC)
George Salmond (GS)
George Thorley (GT)
David Boxer (DB)
Julia Brown (JB)
Sandy Morrison (SM)
Wayne Powell (WP)
Allan Stevenson (AS)

Apologies: Alan Werritty (AW)

Attendees: Iain Gordon (IG)
Colin Campbell (CC)
Beth Corcoran (BeC)
Bob Ferrier (BF)

Secretariat: Anne Pack (AP)

	Closed session Members of the Board.
1	Apologies Alan Werritty (AW)
2	Register of Interests LM declared membership of MDT.
3	Minutes The minutes of the meeting held on 23 rd January 2013 were approved.
4	Matters arising All action points were completed or dealt with elsewhere on the agenda.
5	Minutes of sub-committee meetings since last Board meeting 5.1 ACS – 22nd January 2013 The minutes were received for information.

	<p>Update from the previous evening's meeting of the ACS. BC gave a verbal update on the meeting held the previous evening. The rolling review of the science groups was discussed. Two reports have now been received; for Ecological Sciences (ES), and Environmental and Biochemical Sciences (EBS). Both reports comment on the strong commitment of the staff, and the strength of the Postgraduate School. Summaries of both reports have been published. The review process has been challenging, and valuable. ACS is currently looking at names for potential panellists for future reviews.</p> <p>5.2 Audit and Finance The minutes were received for information.</p> <p>Update from the previous day's meeting of the Nominations & Remuneration Committee.</p> <p>GT gave a verbal report on the Nominations and Remuneration Committee meeting which was held the previous day. The committee had discussed:</p> <ul style="list-style-type: none"> • Six-month review • Future nominations
6	<p>Minutes of commercial subsidiary meetings and reports</p> <p>6.1 MRS RP gave a verbal update. MRS has had a good year. The outturn for the year will be similar to that of last year, with a profit of £400k expected. The MRS Board will meet on the 21st March and consider the five year Business Plan, and the review of commercial subsidiaries. MRS recently signed a contract for a crop trials programme worth over £1m with Agrinos.</p>
	<p>6.2 MSC The MSC report and income trend graph which had been circulated electronically, were received for information. SM highlighted several points in the report. MSC top-line growth is still well ahead of budget, with analytical services succeeding and consultancy behind datum. MSC has taken a 12-month membership with DECOM North Sea.</p> <p>MSC continues to make, new transactional contracts <i>e.g.</i> with Shell. MSC is also looking at other customers with a view to creating linkages.</p>
7	<p>Regular Reports</p>
	<p>7.1 Chief Executive's report</p> <p>IG invited the board to observe a minute's silence in honour of Dr Stewart Rhind and Dr Julian Dawson, who were tragically killed on the 8th March as they were returning to Craigiebuckler after a meeting at SEPA in Stirling. IG praised staff for supporting each other at this difficult time and expressed his gratitude to all staff members who worked to deal with immediate matters and ensure support was put in place. Counselling has been offered to staff members, and to the families involved in the accident.</p> <p>A number of staff members worked over the weekend following the accident to deal with immediate matters, and ensure support was put in place. IG expressed his gratitude to those staff members.</p> <p>RP felt it appropriate for the Board to mark the contributions to the institute of Stewart and Julian in some way. IG outlined that a number of suggestions had been made of ways in which to commemorate Stewart's and Julian's association with the institute and it has already been</p>

	<p>decided to plant two trees in the grounds at Craigiebuckler. RP said that the Board appreciated all the efforts of staff involved, particularly IG's.</p> <p>The Chief Executive's Report was received for information. It was noted that Graeme Dickson, Director General Enterprise, Environment & Digital, will visit the Craigiebuckler site on Friday 22nd March.</p> <p>Scoping study for Invergowrie site Funds have been provided by Scottish Government to enable a scoping study to consider the feasibility of redeveloping facilities at the Invergowrie site. IG and senior colleagues are currently undertaking the procurement process. The successful consultant will prepare a report supported by architect drawings, on proposals for the site. GT stressed this provided the organisations with an opportunity to bear upon the findings of the report, by ensuring the consultants are given a clear brief on our ambition to become a world leading organisation. Contributions to the economy will be one of the drivers of the project. It was agreed that management would prepare a brief, with comments from the Board, for the consultants. SM requested that a definitive plan for the Invergowrie site be presented to the Board in the context of the capital requirements for all institute locations over the same time frame. Action: IG and management to prepare a brief for the consultants who will provide the scoping study for the Invergowrie site.</p> <p>UK Centre for Plant Science IG highlighted that Scottish Enterprise are driving the development of a Plant Science Centre for Scotland. Howard Davies is chairing this review.</p> <p>Scottish Food Security Alliance IG stated that he would invite Howard Davies to present at to the Board at its meeting in May. Action: IG to invite Howard Davies to make a presentation on the Food Alliance to the Board at its meeting in May.</p> <p>Plant Health in the UK Ian Boyd, Chief Scientific Advisor to Defra has been tasked with producing a strategy on the UK's response to plant bio-security. Louise Heathwaite, Ian Boyd and IG met three weeks ago to discuss plant health in the UK. At this meeting IG put to them the suggestion of a Centre for Plant Health in the UK, similar to CREW and the Centre of Expertise for Climate Change. IG outlined how valuable this would be for the UK. The institute has drafted a document for Louise Heathwaite on plant health which she has taken to Ian Boyd.</p> <p>Terms and Conditions IG gave an update on Terms and Conditions (T&C) which was discussed at the January Board meeting. From the 1st April new employees will be employed under new T&C. The unions have been involved in discussions, and are sympathetic to what is required to be done. It is planned to eventually move all staff to new T&C. AS asked about benefits to young people in the organisation, under new T&C. CC said that this provides a degree of flexibility for recruitment.</p>
	<p>7.2 Finance Report BeC reported £0.5m external income over November – January. Most of this income will impact next year.</p> <p>Management Accounts</p>

	<p>BeC highlighted that management accounts are going according to plan. BeC said that she was working to provide close control of project budgets.</p> <p>Finance Regulations</p> <p>The board approved the following: Terms of Reference of the Audit and Finance Committee Financial regulations Treasury policy (including change of bank signatories)</p> <p>BANK ACCOUNT WITH CLYDESDALE BANK PLC</p> <p>A standard bank mandate form of Clydesdale Bank PLC (the Bank) was tabled. IT WAS RESOLVED:</p> <ol style="list-style-type: none"> 1. That the Bank be requested to issue a business card to the individuals whose names are/will be set out on cardholder application forms forwarded from time to time to the Bank on behalf of the Company. 2. That the Bank be authorised to debit the Company's account with all transactions effected under such business cards issued to the individuals named in completed cardholder application forms which have been signed by all of the following authorised signatories: Elizabeth Corcoran Iain Gordon. 3. That these resolutions shall remain in force until revoked by notice given in writing to the Bank by the Chairman or the Secretary or other member of the Board of Directors. 4. That a resolution in the standard form required by the Bank (a copy of which is annexed hereto) be and the same is hereby passed as part of the proceedings of this Meeting and entered in the Minute Book. 5. That the Secretary be authorised to sign the mandate form including the standard form resolution referred to in paragraph 4 above and that the same be forwarded to the Bank together with specimen signatures of the authorised signatories. <p>The Board noted the Risk Register report.</p>
	<p>7.3 Media digest This was received for information.</p>
	<p>7.4 Health & Safety This was received for information.</p>

8	<p>Strategy Planning and Budget</p> <p>8.1 External environment update IG circulated a list of questions which had been disseminated with the electronic papers. The next 18 months in the approach to the vote on Scottish independence will be critical to the climate of the external environment within which we operate. Dealing with uncertainties and opportunities during this period must be considered. Action: Members to provide written feedback on questions in relation to the external environment update, to IG by 10 April 2013.</p> <p>8.2 Draft 2013/14 budget and Operational Plan IG reported that all SMG leaders are preparing their operational plans for 2013/14 to reflect the overall corporate strategy. BeC presented the budget for 2014.</p> <p>The Board approved the budget figures for the institute plus subsidiaries, subject to restatement of the Group information.</p>
9	<p>Audit and Finance</p>
	<p>9.1 Wind up of legacy institutes</p> <p>IG stated that the wind up of the legacy institute will continue over the next year. IG sought the Board's approval to pursue the resolution of any outstanding issues, in order to complete the process of wind up.</p> <p>The Board gave its approval.</p>
10	<p>Verbal updates</p>
	<p>10.1 Health and Safety There was nothing to report.</p>
11	<p>AOB SM referred to the Estate Strategy and asked for an update on Hartwood. IG and CC visited Hartwood with Rebekah Widdowfield (RW) and Bob McIntosh (BM). Plans are being prepared for the usefulness of Hartwood. CC has spoken to Scottish Government, who owns the farm, about the wind farm development. RW and BM are very supportive about flexibility on developments for the farm. The wind farm development includes plans for four turbines. In a wider context CC said that he was looking at partnership opportunities for the research stations.</p>
<p>Date of next meeting: 24th May 2013, Dundee</p>	