



**The James Hutton Institute  
Macauley B, Craigiebuckler  
21 September 2022, 09:00**

**MINUTES**

<b>Chair:</b>	Ian Gambles (IG) (Chair)	
<b>Board members:</b>	Susan Davies (SD) Archie Gibson (AG) Ken Greetham (KG) Deborah Keith (DK)	George Lawrie (GL) Iain Reid (IR) Alyson Tobin (AT) Elizabeth Wade (EW)
<b>Apologies:</b>	Lesley Torrance (LT), Chris Gilligan (CG), Paul Grice (PG)	
<b>Attendees:</b>	Colin Campbell (CC) Alasdair Cox (AC) Deb Roberts (DR) Hugh Darby (HD)	Steve Hillier [presentation] Anne Pack (AP) [Minutes]

**Opening remarks**

The Chair welcomed everyone to the meeting and introduced Steve Hillier, Soil Mineralogist. Steve gave a presentation on “The Future of Mineralogy? (at JHI)”. A copy of the presentation was circulated after the meeting.

The Chair thanked Steve for his presentation. Steve left the meeting.

**1 Apologies**

Chris Gilligan, Paul Grice and Lesley Torrance.

**2 Register of Interests**

There were no new declarations.

IG asked that the Board record its condolences on the death of the monarch, Queen Elizabeth II. CC will write to King Charles III in due course.

**3 Minutes of the meeting held on 29 June 2022.**

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

**4 Matters arising**

All actions were either on the agenda, or complete.

**5 CEO Report, Op Plan, Risk Register**

**39:10**

The CEO Report, Op Plan Q1 and Risk Register were provided for information.

### **Risk Register**

The Risk Register was provided for information and review.

### **6 Director of Finance Report and Management Accounts**

A paper was received for information.

Overall, finances are in a satisfactory position. There is a particularly strong performance in research pipeline. It is stronger now than it has been in the past few years.

### **7 Health & Safety**

- A paper was provided for information. A new H&S Advisor for Invergowrie has been appointed. This completes the team.

### **8 Capital Programme Update**

An update paper was provided for information and comment. Of note:

- The key project is TCD.
- The big development will be the handover of the two new buildings
- At the end of the month we expect to submit the planning application for the new entrance at the Craigiebuckler campus.
- The climate monitoring mast is progressing well. Surveys and studies are underway.
- The solar meadow is progressing.

### **9 Verbal Reports from Sub-Committee Chairs and James Hutton Ltd**

#### **SERIC**

A verbal update on the meeting held the previous day was provided:

- The forthcoming round of science reviews was discussed.
- A presentation was given on the Hydronation International centre. particularly in the areas of applications of wastewater, epidemiology, decentralised water systems.
- A presentation was given on the work of Ecological Sciences Department which is keen to optimise on lessons learned from the last science review, for the department's approach to the next review. The department is producing high-impact research publications and there has been good engagement with policy-makers and stakeholders.

#### **NR&G**

An update was provided on the meeting held the previous day:

- Update on pay claim process.
- Board effectiveness action plan.
- Board recruitment plans.

HR update.

#### **A&F**

An update was provided on the meeting held the previous day.

- Fundraising Strategy.
- It is planned to undertake a tender for Internal Audit services as the current contract is now at an end.
- A report was provided by the external auditor. The audit was largely complete with no issues discovered.
- The annual report and accounts were reviewed.
- A&F were comfortable with the accounts and authorised the signing of a representation letter. A&F are happy to recommend to the main Board approval of the accounts.
- The Board approved the accounts.

#### **James Hutton Ltd**

An update on the meeting held on 8<sup>th</sup> September was provided. Items covered:

- HSQE. Reviewed list of accreditations and satisfied there is a good system.
- People Strategy update.
- Board effectiveness.
- New Business.
- Open science. The committee considered a paper and was supportive of it.

**10 Delivering on Open Science Campus**

A paper provided a brief summary of the way in which the strategy supports economic development. General

**AOB**

**Dates of meetings in 2022:**

30 November (virtual)

**Dates of meetings in 2023:**

15<sup>th</sup> February (Edinburgh)

26<sup>th</sup> April (Dundee)

14<sup>th</sup> June (Aberdeen)

13<sup>th</sup> September (Dundee)

15<sup>th</sup> November (virtual)