



The James Hutton Institute
BOARD MEETING
Invergowrie, Dundee
29 March 2017, 09:00h

MINUTES

- Chair:** Ray Perman (RP)
- Board members:** Brian Clark (BC) Allan Stevenson (AS)
James Curran (JC) Brian Clark (BC)
Ian Gambles (ICG) Andrew Millar (AM)
Deborah Keith (DK) Iain Reid (IR)
Joan MacNaughton (JM) Archie Gibson (AG)
Stephen Hall (SG) Marian Scott (MS)
- Apologies:** None
- Attendees:** Colin Campbell (CC)
Alasdair Cox (AC)
Bob Ferrier (BF)
Fraser Black (FB)
Deb Roberts (DR)
Lesley Torrance (LT)
Derek Leslie (DL)
Anne Pack (AP) [Minutes]

Closed Session

- 1 Apologies**
There were none.
- 2 Register of Interests**
Members were asked to complete the annual Register of Interests form.
- 3 Minutes of the meeting held on 25 January 2017.**
The minutes were accepted as a true record of the meeting.
- 4 Matters arising**
All actions were complete.
- 5 Health and Safety**
A paper was provided for information. JC highlighted a few points of note. The Health & Safety (H&S) Board has selected ten topics as high-priority hazards for 2017. Each Board meeting will receive one or more detailed reports on how these hazards are being managed. Vibration was reported on in January with an update in March 2017. The current meeting reported on noise.

6 Strategy Planning and Budget

6.1 2017/18 Annual Business Plan and Budget

DL introduced the 2017-18 budget. Income generation remains a big challenge and for the long-term success of the Institute this area needs to grow. Cost savings have been made in recent months, and the recently appointed Business Sector Leaders are targeting additional sources of funding. The acceptance of the new T&Cs will glean additional savings.

The recommendation to the Board is a 3% cost reduction programme, details of which will come to the Board in May. This was approved.

6.2 Income Generation Strategy

An update paper on the Income Generation Strategy was provided for information. The invitation to apply for IRO status making the Institute eligible to apply for RCUK funding is positive news.

6.3 Terms and Conditions

An update paper was provided. Following negotiations with the union a ballot was held. Union members voted in favour of accepting the new Terms and Conditions (T&Cs). Numbers of votes are unknown but it was reported as a 'clear majority'. CC has written to BBSRC and JSS informing them that the Institute will withdraw from BBSRC Terms and Conditions and the JSS Pension Scheme on 31st March.

6.4 Tay Cities Deal

A paper was provided giving details of progress in the two Tay Cities Deal bids on the International Barley Hub (IBH) and the Advanced Plant Growth Centre (APGC). The Board was invited to note the Risk Register in place for both bids. The business cases are being prepared for both bids.

6.5 GM position paper

The Institute has retained a position statement on GM crops for over ten years. This is used to state our official position in the event of press and public enquiries. The statement has recently been revised in light of political, environmental, social and legal changes. Recently staff workshops have been held to raise awareness of this area and to explore new opportunities.

The Chair gave the Board's approval for the statement to be modified in light of the Board's comments.

6.6 Public Affairs update

An update paper on the Institute's Public Affairs Strategy was provided for information. The Strategy's objectives are to promote the Institute's brand and build on its reputation as well as seek support for major initiatives.

7 Regular reports

7.1 CEO Report

The report was received for information. In relation to new contracts won the Board requested detail of the marginal overhead for each project to provide clarity on the value to the Institute.

7.2 P10 Management Accounts

P10 management accounts were provided for information. The Board was asked to note the

format has been revised to provide clarity on income and expenditure. In the new financial year there will be a new format of management accounts with additional detail by income category.

7.3 Risk Register

The Risk Register has been updated following comments received from the Audit & Finance committee. It was noted there are still considerable risks around finances.

8 Minutes of sub-committee meetings since last Board meeting

8.1 ACS

The draft minutes of the ACS meeting held on 24 January were received for information. BC provided a verbal update of the meeting held on 28 March. An update had been provided on the Institute's application for IRO status which includes an analysis of publications impact. ACS members provided comment to aid with the application preparation. A presentation was made by one of the three Science Challenge Leaders on benchmarking and impact of the science strategy. Publications on sustainability and transdisciplinarity from the Institute between 2012 and 2016 were analysed to identify strengths. A presentation on the framework for the next round of science reviews was given. The reviews will be concentrated into one year to provide better comparative reports.

8.2 Audit & Finance

The draft minutes of the A&F meeting held on 1st March 2017 were received for information. There was a discussion around the whistleblowing policy. It was felt that the first point of contact with the Board should be through A&F committee and not ACS as previously. The Board agreed.

8.3 Nominations & Remuneration

The draft minutes of the N&R meeting held on 25th January 2017 were received for information. A recommendation was made to approve four new Board appointments.

9 Other Reports

9.1 Media Digest

This report was received for information.

9.2 BioSS six-monthly report

This report was received for information.

10 AOB

Closing remarks.

On behalf of all staff, the executive and the Board, CC thanked those members who were retiring from the Board after the meeting, saying how much their contribution to the Institute was appreciated. He added that he looked forward to maintaining contact through their new roles as Honorary Fellows.

Dates of meetings in 2017:

May 31st Aberdeen

July 26th Dundee

September 27th Aberdeen

November 29th Dundee