



The James Hutton Institute
BOARD MEETING
Macaulay A, Aberdeen
26 March 2019, 09:00h

MINUTES

- Chair:** James Curran (JC) (Chair)
- Board members:** Ian Gambles (IG) Marian Scott (MS) by phone
Stephen Hall (SH) Alyson Tobin (AT)
Deborah Keith (DK) Elizabeth Wade (EW)
George Lawrie (GL)
- Apologies:** Joan MacNaughton (JM), Iain Reid (IR), Archie Gibson (AG), Susan Davies (SD)
- Attendees:** Colin Campbell (CC)
Alasdair Cox (AC)
Bob Ferrier (BF)
Deb Roberts (DR)
Lesley Torrance (LT)
Derek Leslie (DL)
Anne Pack (AP) [Minutes]

Closed session

Opening remarks

The Chair welcomed everyone to the meeting.

1 Apologies

Joan MacNaughton (JM), Iain Reid (IR), Archie Gibson (AG), Susan Davies (SD)

2 Register of Interests

Members were asked to complete the annual Register of Interests (ROI) form and return to Secretariat.

3 Minutes of the meeting held on 13 February 2019.

The minutes of the meeting held on 13 February were approved.

4 Matters arising

- Meetings with two key EU partners in the Institute for Agricultural, Fisheries and Food Research (ILVO) in Belgium and the Swedish University for Agricultural Science (SLU) have been held with a view to having closer relationships post Brexit.
- We are also exploring options with Scotland Europa which has an office in Brussels.

A verbal update was provided on **7.2 (Estate Strategy)**

Three companies have asked to relocate to Craigiebuckler. This could result in additional annual income to the Institute.

All actions were either in progress or complete.

5 Health and Safety

An update paper on Health and Safety was received for information. GL provided a verbal update.

- On the inspection tours at both sites it is evident that staff are getting the message that H&S is driven from the Board down.
- There was a noticeable difference during the inspection in Dundee after the site clean-up in early March.
- Other Board members are encouraged to join any of the building inspections.
- The Board noted the positive culture change by staff towards health and safety.

The Institute has received a CAPEX allocation from Scottish Government (SG) to deal with the asbestos issue in Building D. An option to demolish and rebuild, especially given the age of the building (40 years), will be investigated.

6 GDPR notifications

The DPO report is provided quarterly and not due this time. DL gave a verbal update on GDPR. In the period there have been two minor non-conformances. There is a pattern emerging that documents that the most frequently reported issues involve inadvertent emails to unintended recipients.

7 Strategy Planning and Budget

7.1 Science and Business outlook and long-term financial forecast

Three papers were provided to help inform discussion about the proposed budget. The Board thanked the Executive for preparing the papers, saying they were useful building blocks for the strategic direction of the Institute.

The Board were reassured that a lot of the analysis had been carried out on underpinning strategic decisions that have to be made.

All actions were complete.

7.2 2019/20 Annual Operational Plan and budget

The draft budget had been discussed at the February meeting. Comments and feedback from the A&F and the Board meetings in February were taken on board and a revised draft budget prepared which was provided for discussion and approval.

The Board reiterated its full support to the Executive, repeating its wish to see the Institute as fit for purpose and offering help in achieving that.

The Board **approved the budget.**

7.3 Internal Audit Plan

The Internal Audit Plan for 2019-20 was received. It had been discussed the previous day at the A&F meeting. The paper included a timetable covering aspects of work to be undertaken and time allocation. The Plan was approved.

7.4 Risk Registers

The Risk Registers were provided for information. Of note there were no substantial changes to the main register since the last Board meeting. The Brexit register is constantly changing. Both registers were approved.

7.5 Tay Cities Deal (TCD) Update and governance models

An update paper was provided for information.

7.6 Employee/Board engagement mid-term report

The report was received for information. The Working Group received a copy of the paper in advance. The Chair asked that the Board's thanks be given to the Working Group.

8 Regular reports

8.1 CEO Report

The CEO report was received for information. It was noted a lot had been happening in the past six weeks. The Board was impressed with the political traction gained.

8.2 Management Accounts P10

The Management Accounts for P10 were provided for information.

9 Updates from sub-committee meetings

9.1 ACS

The draft minutes of the meeting held on 12 February were received for information.

9.2 Audit & Finance

- Minutes of the A&F meeting held on 13 February were received for information.

9.3 Nominations & Remuneration

Minutes of the N&R meeting held on 13 February were received for information. There was no N&R meeting on 26 March. Business has been deferred to June.

9.4 James Hutton Ltd

The minutes of the meeting held on 27 February were received for information.

- The agenda for the meeting on 27 February was provided for information.

Other Reports

10 10.1 Communications

- The Communications paper was received for information. The Communications strategy and planning will undergo a review in the coming months to consider a revision of delivery of the function

10.2 Board Engagement with Staff – log

The log was provided for information. It has now been summarised and closed and a new log started. Board members were asked to forward any engagement details to Secretariat to update the log.

11 Review of meeting & Forward Agenda Planner (FAP)

- This was received for information.

Glossary

This was provided for information.

AOB

Dates of meetings in 2019:

June 5th, Dundee

August 7th, Strategy Day, DoubleTree by Hilton, Hotel, Dundee

October 2nd, Apex Grassmarket Hotel, Edinburgh

December 4th, Aberdeen