# Minutes of the Meeting of the Royal Botanic Garden Edinburgh (RBGE)

**Board of Trustees**

**held in the David Douglas Room, John Hope Gateway, RBGE on Wednesday 28 February 2018 at 1245**

|  |  |  |
| --- | --- | --- |
| **Present:** | Sir Muir RussellProf Beverley Glover Dr David Hamilton Mrs Patricia Henton Prof Thomas Meagher Ms Diana Murray Prof Ian WallMr Chris Wallace | Chairman of Trustees TrusteeTrustee Trustee Trustee Trustee TrusteeTrustee (by telecom) |
| **In Attendance:** | Mr Simon Milne Ms Judy CromartyProf Pete Hollingsworth Mr Kevin ReidMs Ann Robertson | Regius KeeperHead of Resources and Planning Deputy Keeper and Director of Science Director of Horticulture and Learning Head of Finance |

|  |  |  |
| --- | --- | --- |
| **NO** | **ITEMS** | **ACTION** |
|  | **PRIVATE MEETING**The Board of Trustees and the Regius Keeper held a Private Meeting prior to the Main Board meeting. |
|  |  **OPENING ITEMS:** |
|  | **Welcome**The Chairman, on behalf of the Board of Trustees, welcomed the Head of Resources and Planning to her first meeting.**Resignation**Mr Robert Wilson had resigned as a Trustee to take up the Chair of Creative Scotland and the Chairman, on behalf of the Board of Trustees, thanked him for his helpful and effective input.**Supporter**The Chairman and Regius Keeper had attended the memorial service for Sir Gerald Elliot who had been a great supporter of the RBGE. |

|  |  |  |
| --- | --- | --- |
| **NO** | **ITEMS** | **ACTION** |
|  | **RBGE Medal**The RBGE Medal would be presented to Sir Peter Hutchison on Wednesday 25 April 2018 in a ceremony at Benmore Botanic Garden and Trustees would be welcome to attend. |  |
| **1.0** | **Trustees’ Conflict of Interest**No conflicts of interest were reported. |  |
| **2.0** | **Minutes of the Previous Meeting held on Friday 8 December 2017**The Minutes of the Meeting held on Friday 8 December 2017 were accepted as a true record of the meeting.**ACTION:** The PA to the Regius Keeper would place a copy of the approved Minutes in the Library, on the General Drive, the RBGE Website and circulate by e-mail to the Board of Trustees. |  |
|  | **PA to the Regius Keeper** |
| **3.0** | **Matters Arising** |  |
| 3.1 | RBGE Ethical Policy/Investment Fund |  |
|  | The Chairman of the Investment Committee distributed a short report. As the current advisers had been in place for ten years it was appropriate to review the position. Procurement for new advisers would be carried out in line with the RBGE’s policies and procedures. A list of potential firms who might be interested in participating had been prepared. A shortlist of companies would then be identified and invited for interview. |  |
| 3.2 | **ACTION:** The Chairman of the Investment Committee would provide an update to Trustees at their next meeting.Staff Structure and Vision for Change | **Chairman of the Investment Committee** |
|  | The Regius Keeper distributed the RBGE’s revised structure. It was anticipated that the changes would be completed by the summer of 2018. The Public Engagement Team’s move to the Enterprise and Communication Division would ensure a stronger link with marketing and communications for events/exhibitions. A Project Development Manager for the North East Corner would be appointed. A Director of Development had been appointed and the Fundraising Team would be increased in line with the More Partnership recommendations. A Website Coordinator had been be recruited to oversee the implementation of the new website. |  |

|  |  |  |
| --- | --- | --- |
| **NO** | **ITEMS** | **ACTION** |
| **4.0**4.1 | **Chairman’s Report**Annual ConferenceThe Chairman had given a presentation outlining the RBGE’s achievements of the past year at the Annual Conference to staff and volunteers on Thursday 25 January 2018. The Regius Keeper’s presentation had focussed on the development of the culture of the RBGE and articulation of future direction, structures, staff development and values. This feedback from an extensive process of consultation, discussion and collective action had gone down well with staff, students and volunteers.**ACTION:** The Regius Keeper would circulate his speech given at the Annual Conference to the Trustees for their information. | **Regius Keeper** |
|  |
| **5.0** | **Regius Keeper’s Report**The Regius Keeper presented his report and highlighted:* Delivery of the 2017/2018 Business Plan was to target.
* The financial year’s objectives for 2017/2018 would be met.
* Visitor numbers were ahead of target.
* The Office of the Scottish Charity Regulator (OSCR) had requested that Trustees consider ensuring that appropriate procedures and policies were in place in relation to Safeguarding. A review of safeguarding children and vulnerable adults, volunteers and staff would be undertaken and discussed at the next Board Meeting. There had been no issues identified to date
* A Fluid Grading exercise was being undertaken. Staff expectations would need to be managed carefully.
* The Open Evening would be held at 1800 on Wednesday 18 April 2018 to engage with the community. All Trustees were welcome to attend.
* A successful People’s Postcode Lottery annual gala was held in a marquee on the lawn outside Inverleith House.
* Science highlights included the launch of the Centre for Plant Health which had now been funded and three bids which had been put into the Global Challenges Research Fund had made it through the first round.
* The judging criteria for VistScotland Reports had changed and the Regius Keeper and Director of Horticulture and Learning had
 |  |

**NO ITEMS ACTION**

met with the Chief Executive and Director of Partnerships of VisitScotland to discuss and clarify these.

**ACTION:** The Regius Keeper would provide an update on the safeguarding of children and vulnerable adults at the next meeting.

# Regius Keeper

**DECISION ITEM:**

**6.0 Budget Approval for 2018/2019**

The Head of Finance presented the budget and the associated risks. The Board welcomed the increase in capital grant from Scottish Government.

**DECISION AND ACTION:** Trustees approved the Budget and the Head of Finance would work with Cost Centre Managers to implement the detailed Budget for 2018/2019.

# Head of Finance

**DISCUSSION ITEMS:**

**7.0**

7.1

7.2

7.3

7.4

# Risk Register Q4 Red and Amber Risks

The only red and amber risk to change related to ICT. It was noted that the one of the most significant operational risks was threats to plant health but the RBGE was doing all it could to mitigate the collections and conservation programmes.

Work was being undertaken to understand the risks in relation to cyber security and planning was taking place to mitigate the risks of data storage. Trustees asked for a report on how the key issues in relation to ICT were being managed.

**ACTION:** The Deputy Keeper and Director of Science would provide Trustees with an update on ICT at the next meeting.

Trustees suggested that the General Data Protection Regulation (GDPR) should be included in the Risk Register.

**ACTION:** The Head of Resources and Planning would add the risk associated with General Data Protection Regulation (GDPR) to the Risk Register.

Trustees suggested that information on risk reversion dates would be useful.

**ACTION:** The Head of Resources and Planning would consider how best to present the expectation of a risk reversion.

# Director of Science

**Head of Resources and Planning**

**Head of Resources and Planning**

|  |  |  |
| --- | --- | --- |
| **NO** | **ITEMS** | **ACTION** |
| **8.0** | **Working with Government**The Chairman reported that Ms Bridget Campbell (Director, Environment and Forestry, Scottish Government) had given a presentation at the Annual Conference and had reported that biodiversity conservation would be subject to an even higher profile over the coming year. The Chairman and Regius Keeper had met with Dr Linda Pooley (Deputy Director, Rural and Environment Science and Analytical Services, Scottish Government) and Ms Morag Williamson (Head of Environment and Forestry Sponsorship Hub, Scottish Government) and were asked to consider a future Ministerial visit and meeting and how to best to involve and brief other Ministers on the RBGE. |
| **9.0** | **North East Corner (NEC) – Update**The Head of Resources and Planning reported that £1M of funding from the Scottish Government had been announced in December 2017 to take the programme to the RIBA Stage 3. The Terms of Reference of the NEC Programme Board had been updated and two meetings of the Board had been held this year. The contractual status of the professional adviser (who would be in attendance at meetings and would not be a member of the Programme Board) was being clarified. In the meantime preparatory work would be started, including arboriculture surveys, review of research glasshouse requirement/footprint and associated plant decanting programme. External communications support was being considered and internal staff would be identified to act as communication conduits. The programme of related internal capital works was being clarified and would be programmed and costed by Wednesday 14 March 2018. Secretariat support had been arranged and the schedule of meetings agreed to March 2019. |
| **10.0** | **Arts Advisory Group – Update**The Regius Keeper reported that Ms Diana Murray had been appointed Chair of the Arts Advisory Group following the resignation of Mr Robert Wilson as a Trustee and the first meeting would be arranged shortly. It was noted that the arts programme for 2018 was in place. |
|  | **INFORMATION ITEMS:** |  |
| **11.0** | **Finance Update**The Head of Finance confirmed that the RBGE Board had agreed previously that any legacy income, subject to restrictions, was to be held by the Botanics Foundation from 2016/17 onwards. The Board were asked to approve the addition of the Head of Resources and Planning and the Finance Manager to the list of bank account signatories. |

|  |  |  |
| --- | --- | --- |
|  | **DECISION AND ACTION:**  The Head of Resources and Planning and the Finance Manager were to be added to the list of bank account signatories. The Board further agreed that income should also be transferred to the Botanics Foundation, from 2018/2018 onwards. | **Head of Finance** |
| **12.0** | **Project Updates**Updates on the new tractor shed at Logan Botanic Garden, the garden electrical infrastructure and the server room works were presented for information. |
| **13.0** | **Report of the Audit Committee**The Chairman of the Audit Committee reported that planning for the internal audit had been discussed and a review of the procurement contract for travel would be undertaken with evidence gathered on Redfern Travel and other providers in relation to value for money and efficiency. |
| **14.0** | **Report of the Science Advisory Committee**The Chairman of the Science Advisory Committee reported that no meetings had been held since the last Board of Trustees’ Meeting. The next meeting would be a virtual one to be held on Tuesday 13 March 2018. |
|  |  **CLOSING ITEMS:** |
| **15.0**15.1 | **Any Other Business**HRH PatronageTrustees asked if the extension to the patronage of HRH The Duke of Rothesay had been agreed. No formal acknowledgement had yet been received but discussions had taken place about the RBGE’s 350th anniversary celebrations. |
| **16.0** | **Arrangements for the Next Meeting**The next meeting would be held on Wednesday 27 and Thursday 28 June 2018 at Logan Botanic Garden and the North West Castle Hotel, Stranraer DG9 8EH. |

**Jennifer Martin**

PA to the Regius Keeper 5 March 2018

# ANNEX 1

**Summary of Actions**

|  |  |  |
| --- | --- | --- |
| **NO** | **ITEMS** | **ACTION** |
|  | **OPENING ITEMS:** |  |
| **2.0** | **Minutes of the Previous Meeting held on Friday 8 December 2017** |  |
|  | **ACTION:** The PA to the Regius Keeper would place a copy of the approved Minutes in the Library, on the General Drive, the RBGE Website and circulate by e-mail to the Board of Trustees. | **PA to the Regius Keeper** |
| **3.0** | **Matters Arising** |  |
| 3.1 | RBGE Ethical Policy/Investment Fund |  |
|  | **ACTION:** The Chairman of the Investment Committee would provide an update to Trustees at their next meeting. | **Chairman of the Investment Committee** |
| **4.0** | **Chairman’s Report** |  |
| 4.1 | Annual Conference |  |
|  | **ACTION:** The Regius Keeper would circulate his speech given at the Annual Conference to the Trustees for their information. | **Regius Keeper** |
| **5.0** | **Regius Keeper’s Report****ACTION:** The Regius Keeper would provide an update on the safeguarding of children and vulnerable adults at the next meeting. | **Regius Keeper** |
|  | **DECISION ITEM:** |  |
| **6.0** | **Budget Approval for 2018/2019****DECISION AND ACTION:** Trustees’ approved the Budget and the Head of Finance would work with Cost Centre Managers to implement the detailed Budget for 2018/2019. | **Head of Finance** |
|  | **DISCUSSION ITEMS:** |  |
| **7.0** | **Risk Register Q4 Red and Amber Risks** |  |
| 7.2 | **ACTION:** The Deputy Keeper and Director of Science would provide Trustees with an update on ICT at the next meeting. | **Director of Science** |
| 7.3 | **ACTION:** The Head of Resources and Planning would add the risk associated with General Data Protection Regulation (GDPR) to the Risk Register. | **Head of Resources and Planning** |

|  |  |  |
| --- | --- | --- |
| **NO** | **ITEMS** | **ACTION** |
| 7.4 | **ACTION:** The Head of Resources and Planning would consider how best to present the expectation of a risk reversion. | **Head of Resources and Planning** |
|  | **INFORMATION ITEMS:** |  |
| **11.0** | **Finance Update****DECISION AND ACTION:** The Head of Resources and Planning and the Finance Manger were to be added to the list of bank account signatories. The Board further agreed that any unapplied self-generated income should also be transferred to the Botanics Foundation, from 2017/2018 onwards. | **Head of Finance** |