**Minutes of the 159th Meeting of the**

**Royal Botanic Garden Edinburgh (RBGE) Board of Trustees**

**on Wednesday 3 March 2021 at 1345**

**via Microsoft Teams**

**Present:** Mr Dominic Fry Chair of Trustees

Mr Raoul Curtis-Machin Trustee

Prof Beverley Glover Trustee

Dr David Hamilton Trustee

Dr Ian Jardine Trustee and Chair of the Audit Committee

Prof Thomas Meagher Trustee and Chair of the Science Advisory Committee

Ms Diana Murray Trustee

Prof Ian Wall Trustee and Chair of the Investment Committee

**In Attendance:** Mr Simon Milne Regius Keeper

Mr Ian Brown Head of Finance

Ms Kari Coghill Director of Enterprise and Communication

Mr John Dunn PMP (Item 12.0)

Ms Joanne Hannah Director of Resources and Planning and Board Secretary

Ms Suzanne Hermiston Head of Education (Item 16.0)

Prof Pete Hollingsworth Director of Science and Deputy Keeper

Mr Mark Hughes Chair of MSc Steering Committee (Item 16.0)

Ms Emma Lacroix Director of Development

Ms Jacqui Pestell Education Officer (Arts) (Item 16.0)

Mr Steven Poliri Programme Director Edinburgh Biomes

Mr Kevin Reid Director of Horticulture and Learning

| **NO** | **ITEMS** | **ACTION** |
| --- | --- | --- |
|  | **Private Meeting**  The Board of Trustees held a private meeting prior to the Main Board Meeting. |  |
|  | **OPENING ITEMS:** |  |
| **1.0** | **Welcome to New Members of Staff**  The Chair welcomed the Director of Resources and Planning and the Programme Director Edinburgh Biomes to their first meetings. |  |
| **2.0** | **Apologies**  No apologies were received. |  |
| **3.0** | **Trustees’ Conflicts of Interest**  No conflicts of interest were reported. |  |
| **4.0**  4.1  4.2 | **Minutes of the Previous Meetings**  The Chair thanked all involved for the quality of the recording of the Board of Trustee meetings.  Minutes of the Meeting held on Wednesday 2 December 2020  The Minutes of the Meeting held on Wednesday 2 December 2020 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, RBGE Website and circulate by e-mail to the Trustees.  Minute of the Decision Taken at a Meeting held on Friday 29 January 2021 to Consider the Reprogramming of the Edinburgh Biomes Programme  The Minute of the Decision Taken at a Meeting held on Friday 29 January 2021 to Consider the Reprogramming of the Edinburgh Biomes Programme’ were accepted as a true record of the meeting.  **ACTION:** The PA to the Regius Keeper would place a copy of the approved Minute of the Decision Taken at a Meeting held on Friday 29 January 2021 to Consider the Reprogramming of the Edinburgh Biomes Programme in the Library, on the General Drive, RBGE Website and circulate by e-mail to the Trustees. | **PA to the**  **Regius Keeper**  **PA to the**  **Regius Keeper** |
| **5.0** | **Confirm Decision on the Appointment of the Main Contractor to Proceed to the Next Stage of the SCAPE Process to Delivery Edinburgh Biomes Phase 1 Works**  The Chair reported that Trustees’ approval to appoint Balfour Beatty as the main contractor to deliver Edinburgh Biomes Phase 1 works had been requested by email and a unanimous agreement had been received. Balfour Beatty had now been appointed by SCAPE and would start work on the final costs and designs for the Plant Health Suite. The Managing Director of Balfour Beatty Scotland and Ireland would be introduced to the Trustees in the future. |  |
| **6.0** | **Matters Arising**  The Chair reported that the actions from the Meeting held on Wednesday 2 December 2020 had all been completed with the exception of the action on the Strategic Performance Dashboard which was work in progress. The action to take forward Option 1 from the Meeting held on Friday 29 January 2021 to Consider the Reprogramming of the Edinburgh Biomes Programme had been completed. |  |
| **7.0**  7.1  7.2  7.3  7.4  7.5 | **Chair’s Update**  The Chair reported that work on the Edinburgh Biomes reprogramming and associated governance structure had been undertaken and thanked all involved, and in particular Dr Hamilton and Prof Wall, for their assistance.  Scottish Government Meeting  The Chair and Regius Keeper had met with Ms Bridget Campbell (Director, Environment and Forestry) and Mr Simon Fuller (Deputy Director, Rural & Environmental Science and Analytical Services) on Friday 12 February 2021 to consider Edinburgh Biomes and role of the Board of Trustees in relation to governance. The Scottish Government were satisfied with RBGE’s direction, offered to assist with governance arrangements and reporting requirements, and suggested that a non-executive member for the Edinburgh Biomes Oversight Board should be considered. It was noted that Ms Campbell would leave her role and be replaced by Mr Kevin Quinlan in April 2021.  Annual Conference  A virtual event had been held on Thursday 25 February 2021 where attendance had been high, and the audience engaged with the presentations. The Chair, on behalf of the Board of Trustees, congratulated the Team involved in the organisation of the event and in particular Suzie Huggins (350th Coordinator) for their assistance.  New Trustees  There was currently one vacancy on the Board with two Trustees’ second terms of office due to finish at the end of 2021. The Chair was fully involved with the Scottish Government’s recruitment process to recruit Trustees with experience of visitor attractions, biodiversity science and research, and education. Applications had closed on Thursday 25 February 2021, the application sift would take place on Friday 5 March 2021, there were two virtual interview dates on Wednesday 17 March 2021 and Friday 19 March 2021), and decisions made on the successful candidates by Thursday 25 March 2021. The Scottish Government’s Public Appointments Team were managing the process and had been most efficient and helpful.  Japanese Consul General  The Chair had attended a virtual event to mark the Emperor of Japan’s Birthday Celebration on Tuesday 23 February 2021 where a film which had referred to the friendship between the Japanese and the RBGE had been shown.  Appraisals  The Head of HR had provided the Chair with a variety of templates for his consideration for the Trustee Appraisals. |  |
| **8.0**  8.1  8.2  8.3  8.3.1  8.3.2  8.3.3  8.3.4  8.3.5 | **Regius Keeper’s Update**  The Regius Keeper reported on his current priorities:   * The completion and implementation of the Strategic Plan and the Operational Plan for 2021/2021. * Consideration on future ways of working and the safe return to the workplace for staff, students, and volunteers, when the COVID-19 restrictions were lifted. Two surveys had been produced, one to determine future working arrangements and one on staff welfare. It was noted that following advice from the Scottish Government on travel the seasonal opening of the Regional Gardens had been delayed and would be reviewed again in April 2021. * Development of self-generated income. * Enhanced internal communications. * To progress work on achieving Equalities, Diversity, and Inclusion objectives. * Maintaining a first class Education programme throughout Edinburgh Biomes. * Fundraising for Edinburgh Biomes. The Development Team would be increased to secure additional core funding as well as funding for Edinburgh Biomes. * Further develop RBGE’s profile, including COP 15 (to be held in China) and COP 26 (to be held in Glasgow). The Trustees asked if there would be any geo-political risks; the risks were assessed as low, mitigated by RBGE’s international standing and associated global botanical and horticultural collaboration. * Increasing the pace of the digitisation of Herbarium specimens. * Ensuring alignment with the relevant Ministerial priorities and engagement with the new ministerial and civil service team(s) post the May 2021 elections   It was noted that:   * The BBC Antiques Roadshow would be hosted by RBGE in July 2021. * A decision had been made that RBGE would not have the capacity to be involved in the postponed Chelsea Flower Show in September 2021 although associated development opportunities would be undertaken. * The Annual Conference, which had been held virtually on Thursday 25.02.21, had reached a bigger and broader audience than previous conference, and a hybrid version would be considered for future events.   Introduction to Director of Resources and Planning  The Director of Resources and Planning introduced herself and provided an overview of her career history.  Introduction to Edinburgh Biomes Programme Director  The Edinburgh Biomes Programme Director introduced himself and gave an overview of his career history.  Directors’ Priorities for 2021/2022  The Regius Keeper invited the Directors to provide updates on their key areas.  *Science*  The Director of Science and Deputy Keeper reported on his plans and key priorities for 2021. The Science Team would be realigned to support the new Biodiversity Strategy. Collaboration would be enhanced through the establishment of the Biodiversity Skills Centre. Staff would be trained in grant writing. To assist with the digitisation of the Herbarium four new Digitisers would be recruited this year. The laboratories would be refunctioned. There would be recruitment for two new posts to assist with the DNA of specimens. The return to fieldwork would start in the UK with the assistance of the international teams. Work was continuing apace on racial justice.  *Horticulture*  The Director of Horticulture and Learning reported there would be a revision of the Living Collection Policy and a review of the Horticulture Team to enable them to respond to organisational changes and challenges in the next ten years. A Development Plan for Benmore Botanic Garden and Garden Management Plans for Edinburgh and Benmore Botanic Garden would be prepared. An Estates Asset Management Plan was being prepared for the next ten years including an Energy Audit which would target carbon management savings. The Hard FM contract was due for review and would be developed to ensure enhanced value for money. Operation Open Office would review the restart plans and space utilisation to allow a safe return to site for staff, students, and volunteers. The restructure of the Education Team was ongoing along with the implementation of the Five-Year Plan and upgrade of student facilities. A Business Case for RBGE’s accreditation of courses would be produced.  *Enterprise and Communication*  The Director of Enterprise and Communication reported that the Edinburgh Garden had remained open and Christmas at the Botanics achieved successfully. Work was now underway on rebuilding the capacities for increased visitors to the Gardens. The Botanics Trading Company shops and Cafes would be reopened when Scottish Government guidance allowed, and the future offer would align more closely with the RBGE’s Mission. The Edinburgh shop was being refurbished and remerchandised and hospitality marketing would be rebuilt with a new in-house Team. The visitor facilities at the west side of the Edinburgh Garden would be upgraded. In Public Engagement the programming at the four gardens, reintroduction of community groups and collaborative opportunities for the COP events were being reviewed and developed, and community engagement work would be expanded. A new Interpretation Master Plan for the four gardens would be implemented. Work was ongoing in building the RBGE’s profile, internal and external communications with Edinburgh Biomes, and assistance with the Development Campaign. It was noted that the Regional Gardens had to remain closed for the time being due to the COVID-19 related travel restrictions.  *Development*  The Director of Development reported that her primary focus was on fundraising for the Palm House and Plant Health Suite. The focus for the first quarter would be on top tier donors and corporate sponsors. The Membership programme had exceeded the recruitment target for the year with 11,000 members and a stable retention rate. As the Glasshouses would close to visitors for the construction of Edinburgh Biomes the Membership pricing strategy would be reviewed, there would be more member only events and an external provider would return to assist in membership recruitment. Visitor giving matched last year’s figures at £43k, the Celebrate Life programme was up 30% with £160k in legacies so far this year and a pledge had been received for £150k to support work in Education over the next 3 years.  *Resources and Planning*  The Director of Resources and Planning reported that her priorities were to continue to work in partnership with the Scottish Government and support the development and delivery of the revised Framework Agreement, ensure there were appropriate governance structures to assist in achieving the RBGE’s Mission and continue to work on the ongoing delivery of the Records Management Plan and the wider agenda of Information Governance and what that may mean for RBGE longer term. In the area of planning, she would work on ensuring the supporting strategies translated into the 2021/2022 Operational Plans. There would be a focus on the Performance and Risk Management Dashboards, a longer-term review of the five-year capital planning process and five-year revenue budget, and oversight of Health and Safety planning and delivery. She would provide support to the Investment Committee and was now leading on Equality, Diversity, and Inclusion, overseeing the space utilisation project in the Balfour Building to create a modern working environment post COVID-19 and ensuring that the HR Department had a change and organisation development focus, including creation of a People and Organisational Development Strategy. The ICT Team would move from Science Division into Resources and Planning Division from Thursday 1 April 2021 and a Digital Strategy and Road Map for the RBGE would be prepared. |  |
|  | **DECISION ITEMS:** |  |
| **9.0** | **Budget Planning for 2021/2022**  The Head of Finance presented his paper and requested the approval of the Board of Trustees for a balanced Budget for 2021/2022. RBGE had been awarded an additional £455k for the 2021/222 Grant in Aid (a total of £9.6M). Additional COVID-19 funding of £1M had been provided to cover losses and additional costs, and that additional funding would be considered in response to the COVID-19 emergency. The budget was based on COVID-19 restrictions being in place until the end of September, reducing the potential for income generation. The Scottish Government had advised that in the future it hoped to provide five-year budget plans, however this was dependant on the financial settlement with the UK government. Information on funding from the UK budget was awaited. The Trustees raised a concern that the projections for the years 2022-2026 showed a deficit and the additional staff being recruited would lead to higher costs in the future. Trustees were advised that many of the additional posts were on fixed term contracts and additional funding was expected to mitigate the increased costs. The impact on income generation from the construction of Edinburgh Biomes would require additional support due to the loss of glasshouse admissions income. The Board of Trustees approved the Budget.  **ACTION:** The Head of Finance would arrange for the budget for 2021/2022 to be implemented. | **Head of Finance** |
| **10.0** | **Approval of Appointment of Independent Member to the Audit Committee**  The Chair of the Audit Committee reported that the Board of Trustees had agreed previously that there would be a change to the membership of the Audit Committee with two (instead of three) Trustees and a Co-opted Member who would provide an independent view. The Board of Trustees were asked to consider the proposal to appoint Ms Amanda Forsyth as an independent member of the Committee and this request was approved.  **ACTION:** The Chair of the Audit Committee would inform Ms Forsyth of the Board of Trustees’ approval for her to be appointed as an independent Member of the Audit Committee. | **Chair of the Audit Committee** |
| **11.0** | **Edinburgh Biomes Oversight Committee Terms of Reference**  The Regius Keeper presented his paper and advised that the Edinburgh Biomes Oversight Committee was a Sub-Committee of the Board of Trustees and requested approval of the Terms of Reference (which had been prepared with the assistance of the Chair, Prof Wall, Dr Hamilton, and the Scottish Government), noting that and an external member would be sought. Reporting formats were being developed and delegated authority and budget variations were being checked. The Board of Trustees approved the Terms of Reference, subject to the inclusion of some presentational amendments and additions suggested by Dr Hamilton relating to authority for non-financial changes to the programme, and the quorum, which would be developed at the next meeting of the Oversight Committee.  **ACTION:** The Regius Keeper would arrange for the implementation of the Terms of Reference, subject to inclusion of the amendments, | **Regius Keeper** |
|  | **DISCUSSION ITEMS:** |  |
| **12.0**  12.1  12.2  12.3 | **Edinburgh Biomes**  Progress Report  The Regius Keeper presented his paper. The costs and programme for Stage 1 were in the process of being refined and confirmed. A formal contract with Balfour Beatty was progressing and would facilitate commencement of work in the Nursery and preparatory work in the North East Corner in 2021/22. A new reporting process to the Board on Edinburgh Biomes implementation, would be developed by the Oversight Committee, in response to the new governance arrangements, and put in place for the next meeting of the Board.  Outcome of Meeting with Scottish Government 12 February 2021  The Chair had already reported on this meeting in his Chair’s Update.  Fundraising Campaign Overview Responding to Changes in the Edinburgh Biomes Programme  The Director of Development presented her report and gave a presentation updating the Board of Trustees on the Campaign scope, income targets, the capital fundraising, and the Case for Support (which would evolve over time). Following the reprogramming of Edinburgh Biomes and the information received from the Scottish Government on the cash profile, income deadlines had been adjusted. Fundraising would take place over seven years with the Palm House being the initial focus. The Board of Trustees asked for an indication of the likely success in achieving the fundraising targets given the initial pressure on fundraising in the first phase. It was noted that fundraising for the Palm House would appeal to larger funders, work on major prospects was developing well and there was reasonable confidence, under current planning assumptions, in meeting the funding targets. The Board of Trustees stressed the need to align fundraising targets with cash-flow requirements and the need to secure funding for Glasshouse ‘0’ in advance of years six and seven. This would be considered by the Fundraising Advisory Group. Trustees assistance with fundraising, coordinated by the Development Team, was sought. |  |
| **13.0** | **Risk Review and Risk Register 2020/2021**  The Director of Resources and Planning presented her paper with a summary Risk Register for Quarter 3 2020/2021 for the Board’s review. A dashboard would be presented at the start of the new financial year and risk reporting would continue to be refined. It was noted that there was a separate Risk Register for Edinburgh Biomes. The risks with a change in the mitigated score compared to the previous quarter were discussed. It was noted that some of the risks were related to timing issues in the preparation of the report and would be reduced. The risk ‘Decline in place/excellence of National Botanic Collections - Living Collection’ would be reconsidered. It was hoped that the risk ‘IT failure’ could be reduced following the implementation of the ICT Strategy and backups moving to the “cloud”. Trustees reiterated their interest in the mitigation activities (to see how the risk was being assessed and mitigated).  **ACTION:** The Director of Resources and Planning would consider the Board’s comments and update the Risk Register. | **Director of Resources and Planning** |
| **14.0**  14.1  14.2 | **Transparency and Governance**  The Chair reported on a meeting he had with the Chair of the Audit Committee and Regius Keeper to consider Audit Scotland’s recommendation to review transparency to the public of Board meetings and information. Trustees were reminded of the governance arrangements for Edinburgh Biomes.  **ACTION:** The Regius Keeper would prepare a proposal on transparency and governance arrangements for consideration by the Board of Trustees at their next meeting.  **ACTION:** The Regius Keeper would circulate the Edinburgh Biomes Governance Structure to the Board of Trustees for information. | **Regius Keeper**  **Regius Keeper** |
| **15.0** | **RBGE Medal**  The Regius Keeper reported that he had chaired a meeting on 26 February 2021 with Prof Glover, Prof Hollingsworth, and Prof Meagher to consider the awarding of the RBGE Medal. A shortlist would be considered, and a proposal presented to the Board of Trustees for consideration at the next meeting.  **ACTION:** The Regius Keeper would present a proposal for the award of the RBGE Medal at the next meeting. | **Regius Keeper** |
|  | **INFORMATION ITEMS:** |  |
| **16.0**  16.1  16.2 | **Education Presentations**  The Head of Education introduced two presentations. The Education Team had moved to on-line learning for students in 2020 and the role of tutors and learning space had now changed with the potential extension of hybrid learning as a consideration for the future. The creation of alternative career pathways was being investigated. The Head of Education advised that permission had been granted for some students to start returning to site next week to work on the practical elements of their courses.  Overview of MSc Course  The Chair of the MSc Steering Committee (Dr Mark Hughes) reported that the MSc Course had been running for 27 years and had produced 356 botanists from 50 countries. An overview of the course content was provided. Following the introduction of COVID-19 restrictions in 2020 the course had been moved to on-line learning which included all the students’ thesis projects. It was noted that the field course had been challenging to move on-line but the information collected could be used to assist with the planning of future courses. Online team building and student support sessions had been introduced. Trustees asked about the impact of the introduction of the Masters Course at the Royal Botanic Gardens, Kew on the RBGE’s MSc course – student numbers didn’t appear to be affected with 15 students participating this year and the RBGE were able to offer more staff contact time with all elements undertaken in the one location. Student registration was through the University of Edinburgh, but students were based at the Edinburgh Garden.  Botanical Illustration  The Education Officer (Arts) (Jacqui Pestell) provided an overview. Botanical illustration could be used in many ways and was one of the methods used to assist in delivering the RBGE’s mission. The courses had been running for 15 years. The RBGE had created a centre for excellence in this area and there was an ongoing demand for courses with an average of 50 students on courses that were held 3 times a year along with a waiting list. Consideration was being given on how to broaden access to make courses more inclusive. In 2020 approximately 95% of students were able to continue their studies when it had moved on-line although the annual study trips were unable to be offered. In the future there would be the potential to offer a hybrid version with on-line and in person teaching. |  |
| **17.0** | **Equality, Diversity, and Inclusion (EDI) Update**  The Director of Resources and Planning had taken over as Chair of the EDI Group and the next meeting would take place in April 2021. A Racial Justice Working Group had been set up in 2020 and subgroups established. The RBGE had appointed a consultant Lisa Williams to assist with delivering the outcomes and to facilitate the Racial Justice Report which would be presented to the Board of Trustees at the next meeting. Information on EDI was now included in the Corporate Strategy. RBGE had responded to the Scottish Government’s request for information following the publication of their Equalities and Human Rights Committee Report – Race Equality, Employment and Skills: Making Progress? in November last year - to address race inequality. The Board noted that institutionally we were implementing improvements to ensure parity with the EDI agendas at national and sectoral levels, including wording in recruitment campaigns to encourage candidates from minority ethnic backgrounds to apply for roles with us. An Equalities Manager would be appointed by July 2021. |  |
| **18.0** | **Finance Report for the Period to 31.01.21**  The Head of Finance presented his report and highlighted that a surplus of £158k for the revenue budget in 2020/2021 had been forecast and that this would clear the negative reserve from the previous year, with funding from the Botanics Foundation used to balance the budget. The Head of Finance requested the Board of Trustees’ consent for the Director of Resources and Planning to be added to the list of signatories for RBS and this was approved.  **ACTION**: The Head of Finance would arrange for the Director of Resources and Planning to be added to the RBS list of RBGE signatories. | **Head of Finance** |
| **19.0** | **Estates, Property Maintenance and Capital Project Updates**  The Head of Estates had prepared a report and the Director of Horticulture and Learning highlighted that the Edinburgh Biomes enabling works were progressing well. Preparations were underway for the installation of new air conditioning units in the Herbarium and the City of Edinburgh Council Planning Department had requested a full planning application be submitted. The decant schedule had been revised to meet the cost plan. Transition to the new Iris and Specify databases were progressing. A Full Business Case for Edinburgh Biomes was being prepared for the Scottish Government, the Deed of Servitude was being completed and a Change Authorisation Request for the designs of the Plant Health Suite was being considered. It was noted that the Board would welcome ongoing reporting on the status of estates related projects.  **ACTION:** The Director of Horticulture and Learning would ask the Head of Estates to include reporting on the status of Estates related projects in future reports. | **Director of Horticulture and Learning** |
| **20.0** | **Report of the Science Advisory Committee**  The Chair of the Science Advisory Committee reported that there had been no meeting held since the last Board of Trustees’ meeting. |  |
| **21.0** | **Report of the Audit Committee**  The Chair of the Audit Committee presented his report and advised that as Ms Amanda Forsyth had attended the meeting of the Audit Committee on Wednesday 17 February 2021 as an Observer and was not an authorised Member the Committee was not quorate. Trustees were asked if they were content with the decisions taken which were a. to accept the Internal Audit Report on Restricted funding, b. to accept Audit Scotland’s Audit Plan subject to clarification on the fee setting process and c. to agree to extend the Internal Auditors’ contract for year prior to a full tendering process being instigated for 2022. Trustees agreed with the decisions taken by the Audit Committee.  **ACTION:** The Chair of the Audit Committee would arrange for the Minutes of the Audit Committee Meeting to be issued. | **Chair of the Audit Committee** |
| **22.0** | **Report of the Investment Committee**  The Chair of the Investment Committee presented his report for information. |  |
|  | **CLOSING ITEMS:** |  |
| **23.0** | **Any Other Business**  There was nothing to report. |  |
| **24.0** | **Arrangements for the Next Meeting**  The next meeting would be held on Thursday 1 July 2021. |  |

**Jennifer Martin** PA to the Regius Keeper 3 March 2021

**ANNEX 1**

**Summary of Actions**

| **NO** | **ITEMS** | **ACTION** |
| --- | --- | --- |
|  | **OPENING ITEMS:** |  |
| **4.0**  4.1  4.2 | **Minutes of the Previous Meetings**  Minutes of the Meeting held on Wednesday 2 December 2020  **ACTION:** The PA to the Regius Keeper would place a copy of the approved Minutes in the Library, on the General Drive, RBGE Website and circulate by e-mail to the Trustees.  Minute of a Decision Taken at a Meeting held on Friday 29 January 2021 to Consider the Reprogramming of the Edinburgh Biomes Programme  **ACTION:** The PA to the Regius Keeper would place a copy of the approved Minute of the Decision Taken at a Meeting held on Friday 29 January 2021 to Consider the Reprogramming of the Edinburgh Biomes Programme in the Library, on the General Drive, RBGE Website and circulate by e-mail to the Trustees. | **PA to the**  **Regius Keeper**  **PA to the**  **Regius Keeper** |
|  | **DECISION ITEMS:** |  |
| **9.0** | **Budget Planning for 2021/2022**  **ACTION:** The Head of Finance would arrange for the budget for 2021/2022 to be implemented. | **Head of Finance** |
| **10.0** | **Approval of Appointment of Independent Member to the Audit Committee**  **ACTION:** The Chair of the Audit Committee would inform Ms Forsyth of the Board of Trustees’ approval for her to be appointed as an independent Member of the Audit Committee. | **Chair of the Audit Committee** |
| **11.0** | **Edinburgh Biomes Oversight Committee Terms of Reference**  **ACTION:** The Regius Keeper would arrange for the implementation of the Terms of Reference, subject to inclusion of the amendments, | **Regius Keeper** |
|  | **DISCUSSION ITEMS:** |  |
| **13.0** | **Risk Review and Risk Register 2020/2021**  **ACTION:** The Director of Resources and Planning would consider the Board’s comments and update the Risk Register. | **Director of Resources and Planning** |
| **14.0**  14.1  14.2 | **Transparency and Governance**  **ACTION:** The Regius Keeper would prepare a proposal on transparency and governance arrangements for consideration by the Board of Trustees at their next meeting.  **ACTION:** The Regius Keeper would circulate the Edinburgh Biomes Governance Structure for the Board of Trustees’ information. | **Regius Keeper**  **Regius Keeper** |
| **15.0** | **RBGE Medal**  **ACTION:** The Regius Keeper would present a proposal for the award of the RBGE Medal at the next meeting. | **Regius Keeper** |
|  | **INFORMATION ITEMS:** |  |
| **18.0** | **Finance Report for the Period to 31.01.21**  **ACTION**: The Head of Finance would arrange for the Director of Resources and Planning to be added to the RBS list of RBGE signatories. | **Head of Finance** |
| **19.0** | **Estates, Property Maintenance and Capital Project Updates**  **ACTION:** The Director of Horticulture and Learning would ask the Head of Estates to include reporting on the status of Estates related projects in future repots. | **Director of Horticulture and Learning** |
| **21.0** | **Report of the Audit Committee**  **ACTION:** The Chair of the Audit Committee would arrange for the Minutes of the Audit Committee Meeting to be issued. | **Chair of the Audit Committee** |