**Draft Minutes of the 160th Meeting of the**

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

**on Thursday 1 July 2021 at 1440**

**via Microsoft Teams**

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

Ms Sarah Cathcart Trustee

Mr Raoul Curtis-Machin Trustee

Prof Beverley Glover Trustee

Dr David Hamilton Trustee

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 (Item 13)

Ms Kari Coghill Director of Enterprise and Communication

Ms Joanne Hannah Director of Resources and Planning and Board Secretary

Prof Pete Hollingsworth Director of Science and Deputy Keeper

Ms Emma Lacroix Director of Development

Dr Caroline Lehmann Tropical Botanist (Item 12.0)

Mr Steven Poliri Programme Director Edinburgh Biomes

Mr Kevin Reid Director of Horticulture and Learning

**Apologies:** Dr Ian Jardine Trustee and Chair of the Audit Committee

| **NO** | **ITEMS** | **ACTION** |
| --- | --- | --- |
|  | **Private Meeting**  The Board of Trustees held a private meeting prior to the Main Board Meeting. |  |
|  | **Strategic Discussion**  The Board of Trustees and the Leadership Team held a strategic discussion relating to income generation prior to the Main Board Meeting. |  |
|  | **OPENING ITEMS:** |  |
| **1.0** | **Welcome to New Board Member**  The Chair, on behalf of the Board of Trustees, was delighted to welcome Ms Cathcart to her first meeting and looked forward to working with her over the next four years. |  |
| **2.0** | **Apologies**  Apologies were received from the Chair of the Audit Committee. |  |
| **3.0** | **Trustees’ Conflicts of Interest**  It was noted that Prof Wall had been appointed as a Trustee at the National Museums of Scotland and the Newbattle Abbey College Trust and Mr Curtis-Machin had been appointed as Chair of the Finance and Governance Committee at Visit Inverness Loch Ness. The Register of Interest would be updated to reflect this. No conflicts of interest related to the meeting were declared.  **ACTION:** The PA to the Regius Keeper would arrange for the Trustees’ Register of Interest to be updated. | **PA to the Regius Keeper** |
| **4.0**  4.1 | **Minutes of the Previous Meetings**  Minutes of the Meeting held on Wednesday 3 March 2021  The Minutes of the Meeting held on Wednesday 3 March 2021 were accepted as an accurate 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. | **PA to the**  **Regius Keeper** |
| **5.0** | **Matters Arising**  The Chair reported that the actions from the Meeting held on Wednesday 3 March 2021 had been completed. |  |
| **6.0**  6.1  6.2  6.3  6.4  6.5 | **Chair’s Update**  Trustee Appointments  The Chair, on behalf of the Board of Trustees, reported that this was the last meeting for Ms Murray and Prof Meagher and thanked them for their enthusiastic and valuable service over the past eight years. They had been fantastic Trustees, big advocates and supporters of the RBGE, critical friends and had held pivotal roles in various committees and groups. It was hoped that when the COVID-19 restrictions were lifted a celebration to thank them for their support and contribution could be arranged. Ms Murray and Prof Meagher both acknowledged that they had greatly enjoyed their time as Trustees and would miss working with RBGE. The recent round of Trustee appointments process had been completed and three new Trustees had been confirmed who would add diversity of thought and experience to the Board of Trustees. RBGE was being widely recognised for its level of ambition, influence and expertise, and the Board of Trustees would continue to support and constructively challenge the Leadership Team to deliver the new Corporate Strategy and meet its longer-term aspirations.  Scottish Government  The Chair and Regius Keeper had held a virtual meeting with Ms Mairi McAllan MSP (Minister for Environment, Biodiversity and Land Reform). The Minister had great awareness of RBGE and all it was achieving and affirmed her commitment to supporting RBGE’s role in the green recovery and its focus on addressing the biodiversity crisis and climate emergency. Continued collaboration across Government and further outreach to communities had been encouraged. The newly appointed Director of Environment and Forestry had provided a most positive response to the ‘RBGE Strategy 2021-2026’ and the ‘Science and Biodiversity Strategy 2021-2030’.  Visit  The Chair and Regius Keeper had hosted a visit to the RBGE by the Consulate-General of PR China in Edinburgh which included a discussion on facilitating a Friendship Agreement between the City of Edinburgh and Kunming.  Edinburgh Biomes  The Edinburgh Biomes Oversight Committee had held several meetings and the Chair thanked Dr Hamilton, Prof Wall, the Edinburgh Biomes Programme Director and the Governance Assistant for their input.  Racial Justice  The Chair had continued to contribute to the Racial Justice Working Group Subgroup on Education and Public Engagement. |  |
| **7.0**  7.1  7.1.1  7.1.2  7.1.3  7.1.4  7.1.5  7.1.6 | **Regius Keeper’s Update**  The Regius Keeper highlighted:   * The delivery of corporate objectives was progressing well with a high level of operational delivery, despite the pandemic restrictions. * Preparatory work was underway for the return to site of staff and volunteers in response to the easing of COVID-19 restrictions. * There were no major concerns, to date, with meeting the 2021/22 Budget. * The Regius Keeper and Chair were becoming increasingly focussed on fundraising. * Mr Curtis-Machin would assist with a future review of horticulture to ensure that it was best placed to deliver the corporate objectives. * The Edinburgh Biomes governance structure was now well established and functioning well.   Directors’ Highlights  The Chair invited the Directors to provide updates on their key areas.  *Enterprise and Communication*  The Director of Enterprise and Communication reported that her focus had been on operations within the changing COVID-19 restrictions and work was continuing to increase visitor capacity. Imaginate and Science Festival events had been held in the Garden, the BBC Antiques Roadshow and Gardeners World would be filming at the Edinburgh Garden (which would increase the Garden’s profile) and work was underway on exhibitions for the COP events. Following the refurbishment of the Edinburgh shop there had been an increase in spend per visitor and the average transaction value. The refurbished cafes in the John Hope Gateway and Terrace Café would reopen in July.  *Science*  The Director of Science and Deputy Keeper reported that the Biodiversity and Science Strategy had been launched. Productivity on scientific outputs were going well despite the pandemic restrictions but staff were looking forward to being able to collect new data. Planning was underway for COP events in China and Glasgow and RBGE were involved in some of the associated events in China in collaboration with the Kunming Institute of Botany (the host organisation), although there was some uncertainty on the format of the Conference due to the impact of the pandemic. An exhibition on nature-based solutions to climate change was being prepared in partnership with other Scottish Government organisations for the COP event in Glasgow. Work on the digitisation programme had increased significantly.  *Development*  The Director of Development reported that the current focus of the fundraising campaign concerned the restoration of the Victorian Palm House. Bids had been submitted for funding from the National Heritage Lottery Fund and Historic Environment Scotland. Face to face meetings had restarted and engagement with funders and key donors were being developed. Fundraising was also ongoing to support the RBGE’s other priority activities. Unrestricted income had increased this year, restricted income was on track and an additional award of £375k had been received from the People’s Postcode Lottery.  *Edinburgh Biomes*  The Edinburgh Biomes Programme Director advised that he would provide an update under Agenda Item 8 and highlighted that he was delighted to have joined a most supportive and collaborative team.  *Horticulture*  The Director of Horticulture and Learning reported that Edinburgh Biomes decant plant moves were on schedule, the Fossil Tree had been removed for renovation and storage and new poly and shade tunnel facilities had been installed in the Nursery. The Herbarium air conditioning works (to provide long term resilience and energy savings) had been completed. A Sustainability and Energy Manager had been appointed and an Energy Audit completed which would provide information for the Carbon Management Plan. RBGE was on course to meet the 30% reduction in the carbon footprint target for 2030 with additional opportunities for further reductions by 2040. Some students had returned for on-site learning where appropriate, and plans were developing for working with Nurseries on early years programme. Opportunities for collaboration with the Eden project had been initiated.  *Resources and Planning*  The Director of Resources and Planning reported that her focus had been on Open Office and the consideration of future ways of working. Staff surveys had identified 100 staff (out of 270) who would like the flexibility of hybrid working in the future. A People Strategy was being developed and a Strategic Workforce Planning Review would be undertaken to ensure the staff were best placed to deliver long term corporate objectives. There had been negotiations with potential partners in the Middle East to deliver consultancy projects through the Centre of Middle Eastern Plants. Planning and delivering of core capital projects was progressing well. A Digital Strategy was being developed and connectivity issues were being resolved at all the Gardens. |  |
|  | **DECISION ITEMS:** |  |
| **8.0** | **Edinburgh Biomes**  The Edinburgh Biomes Programme Director provided an overview and sought agreement from the Board of Trustees on six key items:   * The replacement of the External Project Manager and associated services. * The recast of the five-year break point. * The appointment of an external member to the Edinburgh Biomes Oversight Committee. * Agreement for the Action Plan for addressing the six recommendations in the Gateway Review Report. * The creation of a wholly owned subsidiary company. * The change of building names. |  |
| 8.1 | Programme Director Update, Issues Log, Minutes of the Oversight Committee and Monthly Programme Dashboards  Edinburgh Biomes Programme Director presented his report and highlighted decisions taken by the Edinburgh Biomes Oversight Committee. The Trustees discussed the future provision of external Project Management and endorsed the Oversight Committee’s conclusion that a new external Project Manager, and associated services, should be procured. It was further agreed that, on balance it would be in the best interests of the Programme that the new Project Manager should be procured through the SCAPE Framework. It was noted that the current supplier, Arcadis, had played a significant part in getting the Programme to this stage and was thanked for all that had been achieved during the commission, which had taken the Programme from concept design to the point of starting construction in autumn 2021.  **ACTION:** The Regius Keeper (Edinburgh Biomes Senior Responsible Owner) and Edinburgh Biomes Programme Director would procure a new External Project Manager and associated services through the SCAPE Framework, in accordance with the direction of the Edinburgh Biomes Oversight Committee. | **Regius Keeper/ Edinburgh Biomes Programme Director** |
| 8.2 | Reprogramming of Edinburgh Biomes Update  The Edinburgh Biomes Programme Director provided an update on the reprogramming works. Following a technical review sections of work 10 and 11 would be delivered in 2027 as elements of the work were directly linked to the delivery of Glasshouse 0. The five-year break point, originally scheduled to align with the Scottish Government Low Carbon Fund requirements, now needed to be amended. As the construction of Glasshouse 0 had been moved to the end of the programme it could not be used as a temporary decant facility as originally planned. To address this a new temporary glasshouse would be constructed on the Front Lawn which would have additional costs, but would subsequently be moved and incorporated into the construction of new Research Glasshouses. Further replacement programme savings were being identified. It was noted that the Plant and Collection Decant Plan had been revised accordingly. The Board of Trustees agreed with the recommendation to recast the five-year break point.  **ACTION:** The Edinburgh Biomes Programme Director would recast the five-year break point and update the Scottish Government. | **Edinburgh Biomes Programme Director** |
| 8.3 | Appointment of External Member to Edinburgh Biomes Oversight Committee  The Regius Keeper advised that the Edinburgh Biomes Oversight Committee had recommended the appointment of Ms Lynda Johnstone (Global Director of Estates and Facilities, Heriot Watt University) as an external member. The Chair reported that Ms Johnstone brought a large amount of expertise and relevant experience to the Committee and the Board of Trustees were asked to endorse this recommendation. The Board of Trustees confirmed this appointment.  **ACTION:** The Edinburgh Biomes Programme Director would advise Ms Johnstone of the Board of Trustees’ endorsement of her appointment. | **Edinburgh Biomes Programme Director** |
| 8.4 | Gateway Review No. 3 (Investment Decision) Recommendations and RBGE Response/Action Plan  The Regius Keeper reported that a Report had been received following the Scottish Government’s Gateway Review No 3. The Board of Trustees were asked to consider the RBGE’s responses to the recommendations. After a discussion including the challenges relating to dividing a complex and inextricably linked seven-year programme into 28 projects, the Trustees endorsed the actions outlined in the Gateway Review, with the proviso that it should be reiterated to the Scottish Government that achieving the critical benefits from the Programme required delivery of the whole Programme of interconnected works.  **ACTION:** The Edinburgh Biomes Programme Director would progress the recommendations of the Gateway Review. | **Edinburgh Biomes Programme Director** |
| 8.5 | Fundraising Report  The Director of Development presented her report. Recruitment for additional posts to enhance the Development Team was underway and the new Head of Major Gifts would assist with philanthropic fundraising. In response to a question Trustees were advised that the “public phase” of the campaign would be implemented when the majority of the funding for the restoration of the Palm House had been achieved. |  |
| 8.6 | Creation of New Wholly Owned Subsidiary Company to Build and Operate the Sustainable Energy Centre  The Edinburgh Biomes Programme Director reported that the Board of Trustees were asked to give their support to the setting up of a new company which would provide an opportunity to sell additional heat energy generated by the new energy centre. A VAT saving would also be achieved on the capital cost of the works. It was noted that approval for the proposal was awaited from the Scottish Government. Brodies had provided legal advice and advised that the company should be set up prior to the introduction of the contract. In response to a question Trustees were advised that while there would be some additional resource implications (including servicing separate accounts and separate governance processes) the benefits would outweigh the additional administrative requirements. The Board of Trustees approved this proposal.  **ACTION:** The Edinburgh Biomes Programme Director would take forward the setting up of a new company subject to Scottish Government approval. | **Edinburgh Biomes Programme Director** |
| 8.7 | Building Names  The Director of Development presented her report and asked for the Board of Trustees’ endorsement for the proposed new names for buildings. It was proposed to call Glasshouse 0 ‘The Frond’, to re-brand the Front Range as ‘The Spine’ and call the new Plant Health Suite the ‘Plant Health Hub’. This decision was requested to ensure consistency and enhance impact of fundraising campaign materials. It was noted that these names would be used for external communications, and current internal project management labelling would remain. It was suggested that the word ‘Hub’ might lack gravitas within the context of RBGE as an academic institution, and that and an alternative could be considered in order to highlight the role and value of this asset and service. The Board of Trustees endorsed the proposals, subject to a review by the Regius Keeper of the naming of the new plant health facilities.  **ACTION:** The Director of Development would implement the two new names (The Spine and The Frond) for campaign communications, and agreement by the Leaders Group on a new name for the Plant Health Suite. | **Director of Development** |
| **9.0** | **RBGE Medal**  The Regius Keeper presented proposals to award the RBGE Medal to two outstanding individuals for their pioneering contributions to plant biodiversity science and conservation. Following the Board’s direction, Prof Glover, Prof Meagher, the Regius Keeper and the Director of Science and Deputy Keeper had considered a list of potential nominations and recommended that medals be awarded to Prof Sandra Diaz and Prof Jin Chen. The Board of Trustees endorsed the proposals.  **ACTION:** The Chair would write to Prof Diaz and Prof Chen to offer the award of the RBGE medal, with formal presentations to follow at an appropriate time. The Regius Keeper would arrange for the RBGE Medals to be awarded to Prof Diaz and Prof Chen at an appropriate time. | **Chair/**  **Regius**  **Keeper** |
| **10.0** | **Governance Transparency**  The Regius Keeper presented proposals to improve transparency of RBGE governance. Trustees suggested that enhancing public Open Meetings with smaller public meetings for the Regional Gardens could also be considered. The Board of Trustees endorsed the recommendations.  **ACTION:** The Regius Keeper would implement the recommendations. | **Regius Keeper** |
|  | **DISCUSSION ITEMS:** |  |
| **11.0** | **Update on Risk Management**  The Director of Resources and Planning presented a paper and gave a presentation.  A comprehensive review had been undertaken of the RBGE’s risk management to ensure good governance and the approach had moved from defensive to more progressive risk management. A Risk Management Group had been set up which encouraged collaboration. Annual Risk Review workshops would be held. There had been improvements to risk categorisation and revised scoring methodology to assist with strategic prioritisation. The enhanced scoring system had introduced probability of 1-4 with an impact of 1-5 to raise the importance of the risk occurring over the probability. Assessment criteria amendments had been made to ensure ease of tracking. An Issues Log had been introduced. There was now enhanced reporting and improved visualisation of the information provided. A full risk review had been undertaken in May 2021 and 49 risks had been identified (8 risks had increased, 4 risks had been de-escalated, 14 new risks had been identified, 7 risks had been closed and 7 issues identified). The high risks and those with an increased risk score were highlighted. As requested by Audit Committee information on the Brexit risks was provided and the main issues were highlighted. Issue Management reporting was being finalised, opportunities were being considered and the creation of an Opportunities Register would promote a more innovative and intrapreneurial culture. The Planning and Performance Coordinator was thanked for her work to improve process, practices and reporting. The Audit Committee Chair via his report advised that this had been a comprehensive and thorough piece of work and they had endorsed the approach at their meeting on Wednesday 16 June 2021. The amount of information to be reported to the Board of Trustees and in how much detail would be confirmed. Trustees asked if the risk trend included risk relationship mapping of the combination of smaller risks that impacted on each other and suggested that consideration at a workshop could be given to the use of PESTLE (Political, Economic, Sociological, Technological, Legal and Environmental) analysis.  **ACTION:** The Director of Resources and Planning would consider the interrelationship of the cumulative risks and the potential for a workshop for Trustees. | **Director of Resources and Planning** |
| **12.0** | **Racial Justice Project – Key Headlines**  Dr Lehmann reported that the Racial Justice Working Group had involved forty members of the RBGE family, and a Report would be presented at the next Board of Trustees’ meeting. Ms Lisa Williams had been appointed as a consultant to assist in this area. The Group had considered student/staff demographics and it was noted that there were no people of colour above Grade E and there were no female people of colour above Grade D. Student/staff/volunteer surveys had been conducted to obtain views on racial justice and understanding of the issues. There had been discussions on social media engagement. There had been community engagement with twelve local groups in Edinburgh. The Racial Justice Working Group Subgroups were looking at different areas (ie the management of and access to the Collections, science and horticultural practices, collaboration of processes, public engagement and education and history, heritage and arts work with the archives). The Group had worked in collaboration with other organisations (including the Royal Botanic Gardens, Kew). The Report would provide recommendations for action for the Board of Trustees’ consideration to maintain relevance for future generations. It was suggested that although plants were natural objects, they were also cultural objects. To ensure RBGE was an inclusive space a Code of Conduct could be applied across the organisation. The Board of Trustees looked forward to considering the Report and the Action Plan at their next meeting. |  |
|  | **INFORMATION ITEMS:** |  |
| **13.0**  13.1 | **Finance**  The Head of Finance presented his reports.  Draft BTC Annual Report and Accounts 2020/21  No significant issues were raised at the audit clearance meeting and the Company remained a going concern. |  |
| 13.2 | Finance Report to 31 March 2021  The Head of Finance highlighted that the figures were being finalised, but a small surplus was forecast which would address the negative reserve brought forward from the previous financial year. Lost income of approximately £2.5M was forecast primarily due to the impact of COVID-19. It was noted that the UK Government’s decision to reduce the overseas aid budget would have a negative impact on research income and associated activity. |  |
| 13.3 | Botanics Trading Company Letter of Support  The Head of Finance asked the Chair to sign the letter addressed to Chiene + Tait (BTC Auditors) which would confirm the RBGE’s continued support for BTC. The Board of Trustees approved this request.  **ACTION:** The Director of Resources and Planning would arrange for the Chair to sign the letter of support and send to Chiene + Tait. | **Director of Resources and Planning** |
| **14.0** | **Scottish Government/RBGE Framework Document**  The Director of Resources and Planning reported that this document had been updated in collaboration with the Scottish Government. The framework would strengthen the position that protected the organisation as a charity, included Governance and Board diversity information and gender inclusive language, reflected the UK’s departure from the European Union, ensured the Technology Assurance Framework was applied to digital/ICT projects and outlined the governance requirements for Edinburgh Biomes. The Board of Trustees endorsed the Framework. |  |
| **15.0** | **Update on Key Results Reporting**  The Director of Resources and Planning reported that the new Strategic Results Dashboard (reflecting the Trustees input at a previous meeting) would be presented at the September Board meeting. |  |
| **16.0** | **Annual Health and Safety Report**  The Regius Keeper presented the Report which highlighted the issues and responses, dominated by the COVID-19 pandemic and articulated the primary areas for action this year. The Board of Trustees approved the report. |  |
| **17.0** | **Audit Committee Report**  The Chair of the Audit Committee had prepared a report of the meeting held on Wednesday 16 June 2021 for the Trustees’ information. |  |
| **18.0** | **Science Advisory Committee (SAC) Report**  The Chair of the Science Advisory Committee reported that they had met on Tuesday 29 June 2021. They had considered the Science and Biodiversity Strategy to which the SAC had previously provided input. There had been a discussion on RBGE’s role in COPs 15 and 26 and the promotion of the Garden’s interests. An update on the Garden’s activities had been received which they had noted with great interest, particularly given the current operating circumstances relating to the pandemic. There had been an opportunity to meet staff and learn about their research and a presentation on the International Conifer Conservation Project (ICCP) had been received from Martin Gardner (Coordinator of the ICCP). It was noted that Prof Glover would take over from Prof Meagher as Chair when his term of office ended. |  |
| **19.0** | **Equality, Diversity, and Inclusion (EDI) Update**  The Director of Resources and Planning provided an update:   * The Scottish Government had pledged to implement the key recommendations of the Scottish Parliament’s Equalities and Human Rights Committee’s Race Equality, Employment and Skills: Making Progress Report. Three themes had been identified following a Public Sector Leadership Summit to assist with a better understanding of institutional racism, the use of improved data to implement positive changes, a systemic change and collaboration. The summit unveiled a draft report including a joint commitment which pledged the Scottish Government and public sector leaders to take action to advance equality for minority ethnic staff and service users. RBGE was currently reviewing the joint commitment and taking appropriate measures. * The RBGE’s gender pay gap had been significantly closed over the previous six years and was below both the Scotland and UK public sector figures. * The Regius Keeper had been a speaker and panellist at the Royal Charted Institute for Landscape Professionals Online Inclusive Environments Conference on Managing the Legacy of British Imperial Design and had spoken on inclusive environments. * Dr Jamie Lawson had been appointed on a part time basis as EDI Manager and would start in September 2021. * The EDI Plan would be refreshed and include findings of the work of the Racial Justice Working Group. * A funding application had been submitted for £1.6M from the Scottish Government’s Inspiring Scotland Fund (which included an apprenticeship programme). |  |
| **20.0** | **Estates, Property Maintenance and Capital Project Updates**  The Head of Estates had prepared a report and the Director of Horticulture and Learning highlighted that recruitment was underway for a new Head of Estates and Facilities. |  |
| **21.0** | **Dates for 2022 Meetings**  It was proposed that three virtual meetings and one in person meeting be held and the following dates were agreed:  Wednesday 2 March 2022  Virtual Meeting - Microsoft Teams  1345 - 1400 Trustees’ Private Meeting  1400 - 1630 Main Board Meeting  Wednesday 29 June 2022  In Person Meeting (Logan Botanic Garden, Port Logan, Stranraer, Dumfries and Galloway DG9 9ND)  All day Travel to Logan Botanic Garden, Garden tour, social event and overnight accommodation  Thursday 30 June 2022  In Person Meeting (Logan Botanic Garden, Port Logan, Stranraer, Dumfries and Galloway DG9 9ND)  All day Trustees’ Private Meeting, Main Board Meeting and return travel from Logan Botanic Garden    Wednesday 28 September 2022  Virtual Meeting - Microsoft Teams  1100 - 1300 Strategy Meeting  1345 - 1400 Trustees’ Private Meeting  1400 - 1630 Main Board Meeting  Wednesday 7 December 2022  Virtual Meeting - Microsoft Teams  1345 - 1400 Trustees’ Private Meeting  1400 - 1630 Main Board Meeting |  |
|  | **CLOSING ITEMS:** |  |
| **22.0**  22.1  22.2 | **Any Other Business**  Botanics Foundation  The Director of Resources and Planning reported that two new Trustees (appointed from the Board of Trustees) were needed for the Botanics Foundation and a decision would be taken by the next meeting.  **ACTION:** The Director of Resources and Planning would take forward the request for two new Trustees.  Thanks  The Chair thanked the Board of Trustees for their continued support and the Leadership Team for their work in challenging times. | **Director of Resources and Planning** |
| **23.0** | **Arrangements for the Next Meeting**  The next meeting would be held on Wednesday 29 September 2021. |  |

**Jennifer Martin**

PA to the Regius Keeper

1 July 2021

**ANNEX 1**

**Summary of Actions**

| **NO** | **ITEMS** | **ACTION** |
| --- | --- | --- |
|  | **OPENING ITEMS:** |  |
| **3.0** | **Trustees’ Conflicts of Interest**  **ACTION:** The PA to the Regius Keeper would arrange for the Trustees’ Register of Interest to be updated. | **PA to the Regius Keeper** |
| **4.0**  4.1 | **Minutes of the Previous Meetings**  **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. | **PA to the**  **Regius Keeper** |
|  | **DECISION ITEMS:** |  |
| **8.0** | **Edinburgh Biomes** |  |
| 8.1 | Programme Director Update, Issues Log, Minutes of the Oversight Committee and Monthly Programme Dashboards  **ACTION:** The Regius Keeper (Edinburgh Biomes Senior Responsible Owner) and Edinburgh Biomes Programme Director would procure a new External Project Manager and associated services through the SCAPE Framework, in accordance with the direction of the Edinburgh Biomes Oversight Committee. | **Regius Keeper/**  **Edinburgh Biomes Programme Director** |
| 8.2 | Reprogramming of Edinburgh Biomes Update  **ACTION:** The Edinburgh Biomes Programme Director would recast the five-year break point and update the Scottish Government. | **Edinburgh Biomes Programme Director** |
| 8.3 | Appointment of External Member to Edinburgh Biomes Oversight Committee  **ACTION:** The Edinburgh Biomes Programme Director would advise Ms Johnstone of the Board of Trustees’ endorsement of her appointment. | **Edinburgh Biomes Programme Director** |
| 8.4 | Gateway Review No. 3 (Investment Decision) Recommendations and RBGE Response/Action Plan  **ACTION:** The Edinburgh Biomes Programme Director would progress the recommendations of the Gateway Review. | **Edinburgh Biomes Programme Director** |
| 8.6 | Creation of New Wholly Owned Subsidiary Company to Build and Operate the Sustainable Energy Centre  **ACTION:** The Edinburgh Biomes Programme Director would take forward the setting up of a new company subject to Scottish Government approval. | **Edinburgh Biomes Programme Director** |
| 8.7 | Building Names  **ACTION:** The Director of Development would implement the two new names (The Spine and The Frond) for campaign communications, and agreement by the Leaders Group on a new name for the Plant Health Suite. | **Director of Development** |
| **9.0** | **RBGE Medal**  **ACTION:** The Chair would write to Prof Diaz and Prof Chen to offer the award of the RBGE medal, with formal presentations to follow at an appropriate time. The Regius Keeper would arrange for the RBGE Medals to be awarded to Prof Diaz and Prof Chen at an appropriate time. | **Chair/**  **Regius**  **Keeper** |
| **10.0** | **Governance Transparency**  **ACTION:** The Regius Keeper would implement the recommendations. | **Regius Keeper** |
|  | **DISCUSSION ITEMS:** |  |
| **11.0** | **Update on Risk Management**  **ACTION:** The Director of Resources and Planning would consider the interrelationship of the cumulative risks and the potential for a workshop for Trustees. | **Director of Resources and Planning** |
|  | **INFORMATION ITEMS:** |  |
| **13.0**  13.3 | **Finance**  Botanics Trading Company Letter of Support  **ACTION:** The Director of Resources and Planning would arrange for the Chair to sign the letter of support and send to Chiene + Tait. | **Director of Resources and Planning** |
| **22.1**  22.1 | **Any Other Business**  Botanics Foundation  **ACTION:** The Director of Resources and Planning would take forward the request for two new Trustees. | **Director of Resources and Planning** |