

**Draft Minutes of the 173rd Meeting of the**

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

**1400 on Wednesday 25 September 2024**

**Patrick Geddes Room, John Hope Gateway 10 Arboretum Place, Edinburgh EH3 5NY**

**Present:** Cara Aitchison Trustee

 Elise Cartmell Trustee

 Sarah Gurr Trustee and Chair of the Science Advisory Committee

 (Items 1.0 - 9.0 and 17.0)

 David Hamilton Trustee

 Ian Jardine Trustee and Chair of the Audit Committee (Acting Chair for Meeting)

 Stella Morse Trustee

 Liz Trevor Trustee

**In Attendance:** Amanda Boughey Boardroom Apprentice

 Ian Brown Head of Finance, Corporate Governance and Risk (Item 12.0)

 Sarah Cathcart Director of Learning and Engagement

 James Douglass Lecturer, Education (Presentation)

 Keiran Ferguson Head of Estates and Technology Services (Item 18.0)

 Joanne Hannah Director of Resources and Planning and Board Secretary

 Pete Hollingsworth Director of Science and Deputy Keeper

 Kate Hughes Horticultural Project Officer (Item 7.0)

 David Knott Curator Edinburgh (Item 7.0)

 Jennifer Martin PA to the Regius Keeper (Minutes)

 Simon Milne Regius Keeper (Items 1.0 - 13.0)

 Claire Monk Head of Edinburgh Biomes (Item 13.0)

 Alex Tianara Former MSc Student (Presentation)

**Apologies:** Raoul Curtis-Machin Director of Horticulture and Visitor Experience

 Dominic Fry Chair of Trustees

 Emma Lacroix Director of Development and Communications

| **NO** | **ITEMS** | **ACTION** |
| --- | --- | --- |
|  | **Private Meeting** The Trustees held a private meeting.  |  |
|  | **Presentation - The Student Experience at RBGE** James Douglass gave a presentation reflecting his experience at RBGE undertaking a BSc (Hons) in Horticulture with Plantsmanship (the only undergraduate programme based at a botanic garden which provided access to plant species in the living collection, a vast library, archives, herbarium and the expertise, enthusiasm and passion for sharing knowledge of the staff and the coverage of an incredible variety of subjects to study). He noted that the more you studied plant conservation the more you realised the urgent need for more experts and research. Being part of the community had opened up countless opportunities and, following his graduation, he was appointed as a lecturer with the RBGE teaching team on the undergraduate programme. Alex Tianara gave a presentation which related his botanical odyssey as part of the MSc Biodiversity and Taxonomy of Plants Programme in 2023/2024. He had come from Indonesia and had to adapt to life as a student in Scotland and was thrilled to be studying plants that he’d only seen on-line or in textbooks but also to find plants from his native country in the glasshouses. His project was on a ginger genus which was considered to be endemic to Borneo and had been supervised by Axel Poulsen (Zingiberaceae Taxonomist) an expert in gingers. Following his recent graduation, he was now considering his future options. The Board of Trustees asked if there were any experiences that had been missed with the BSc and MSc courses being based at the RBGE instead of at the University of Edinburgh. Some student seminars and student support were provided at the University of Edinburgh, but the RBGE offered a unique learning experience, and they didn’t feel that they’d missed out. The Chair, on behalf of the Board of Trustees, thanked them for their fascinating reflections on their time as students at the RBGE.  |  |
|  | **OPENING ITEMS**  |  |
| **1.0** | **Apologies**Apologies had been received from Dominic Fry (Chair), the Director of Development and Communications and the Director of Horticulture & Visitor Experience. |  |
| **2.0** | **Trustees’ Conflicts of Interest**No conflicts of interest related to the meeting were declared.  |  |
| **3.0** | **Minutes of the Previous Meeting held on Wednesday 20 June 2024** The Minutes of the Meeting held on Wednesday 20 June 2024 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 and Executive Team. | **PA to the****Regius Keeper**  |
| **4.0** | **Action Points and Matters Arising** The Chair reported that the actions from the previous meeting had been completed and an update on progress had been provided.  |  |
| 4.1 | RBGE Risk Report - Autumn 2023 – Policies The Director of Resources and Planning had liaised with Cara Aitchison to agree which policies should be provided to the Board of Trustees for their consideration and planned to submit a paper to the Board of Trustees at the December meeting.**ACTION:** The Director of Resources and Planning and Cara Aitchison would present a paper on which policies should be provided to the Board of Trustees for their consideration at the next meeting. In progress. | **Director of Resources and Planning/Cara Aitchison** |
| **5.0** | **Chair’s Update**In the absence of the Chair no update was provided. |  |
| **6.0**6.1 | **Executive Team**Regius Keeper’s HighlightsThe Regius Keeper highlighted his recent and current focus: * RBGE were delivering across all strategic objectives as reflected in the Key Results Report.
* Addressing challenging budgets and capital funding for financial year 2024/2025 and 2025/2026 (including the funding and cash flow for the Edinburgh Biomes Programme).
* Maintaining and expanding collaborations both nationally and internationally.
* Profile raising included the continued engagement with Scottish Parliament, with donors (such as the American Friends of the Botanics Foundation), hosting visitors and talks and lectures.
* Had attended the Botanic Gardens Conservation International 8th Global Botanic Garden Congress and the International Advisory Council meeting in Singapore which steered the United Nations plant conservation targets, and it was hoped that these would be adopted at the 16th meeting of the Conference of the Parties next month, and the development of a collective approach to illegal plant trade.  The conference was an excellent forum for the exchange of strategic and operational successes, failures and collaboration.
* Had visited China to reinforce relations with the Kunming Institute of Botany in the areas of research, horticulture and education programmes; considered and discussed the future use of the Field Station at Lijiang; advised on future development of the botanic garden at Lijiang; furthered future collaboration with the South China Botanical Garden in Guangzhou and would follow up on new potential partnership opportunities in Yunnan.
 |  |
| 6.2 | Directors’ Highlights  |  |
| 6.2.1 | *Horticulture & Visitor Experience*In the absence of the Director of Horticulture & Visitor Experience the Regius Keeper provided an update:* Visitor numbers were improving after a period of wet weather. The negotiations over the new contract with the caterers were nearing completion and included a capital investment in facilities to increase business. Ticket sales for Christmas at the Botanics were up 19% on the same time last year.
* New horticulture research and conservation programmes were developing well, including propagation and translocations in Scotland, supported by the Nature Restoration Fund project. Future funding would be sought for work in this area when the current financial support ended in March 2026.
* Research was progressing with Heriot Watt University on the Nature Based Solutions programme, as was research into peat free commercial plant production with Scotland’s Rural College.
* At Benmore Botanic Garden the procurement process for extraction of the larches (highlighted at the Board of Trustees’ last visit) had concluded. Work would start imminently and be undertaken over the next two winters.
* Career development and succession planning was proceeding well including the appointment of a Garden Supervisor who had started as an apprentice at RBGE twelve years ago.
* The Duke of Edinburgh, Prince Edward, had made a private visit to the Edinburgh Garden in July 2024 to view the Queen Mother’s Memorial Garden and had engaged with staff and requested to view the Palm House when completed.

  |  |
| 6.2.2 | *Development and Communications*In the absence of the Director of Development and Communications the Regius Keeper provided an update.**Philanthropy:*** The Philanthropy Team had raised £7.1m for the Palm House restoration, (which included £750,000 from the Wolfson Foundation and £800,000 from the National Lottery Heritage Fund). Fundraising continued with discussions on large donations and plans for the next phase of Edinburgh Biomes which would focus on the research glasshouses, plant health, and the Spine.
* Other fundraising was progressing with a focus on PhDs, apprenticeships, and horticulture, while corporate partnership strategies were being updated to increase income.
* The stewardship of major donors was going well, and engagement included private tours (with the Patrons programme featuring a trip to Florence in 2025), and supporting the encouraging development of the USA Friends of the Botanics Foundation.

**Individual Giving Team:** * Celebrate Life income had increased, and Membership retention was 79% which had been supported by successful engagement events and a revamped newsletter.
* The Palm House public appeal had raised £100,000 from 1,400 donors, with a digital campaign and film pod revamp underway.
* The Legacy Strategy was progressing with new messaging, webpage updates, and a leaflet in design.
* Excellent feedback had been received following the Annual Supporters Dinner with thanks to the Trustees who had attended.

**Communications Team**:* The new RBGE brand refresh had been successfully launched.
* Market research in the Edinburgh Garden was ongoing.
 |  |
| 6.2.3 | *Science* The Director of Science and Deputy Keeper provided an update:* Following the unexpected death of Professor Mary Gibby (former Director of Science at RBGE from June 2000 until her retirement at the end of March 2012) her immense contribution was highlighted. It was noted that Prof Gibby had been particularly good at building the RBGE community, had connected RBGE to Scottish biodiversity and had been a champion of the link between arts and science.
* There had been various important conferences recently, which had been postponed due to Covid, including the International Botanical Congress where RBGE staff were prominent participants. The World Flora Online was highlighted which provided an on-line portal of expert experience with RBGE working in partnership as a community.
* Local school children had digitised the one millionth herbarium specimen.
* The Science Directorate had been restructured and there was now a Science Manager in post who assisted in the support of the management of grants (staff were now more aware of the effective management of grant applications). An audit report on biodiversity research had provided an overall level of assurance of ‘good’ (highest grade possible). Mark Hughes (Taxonomy Research Leader) had received a grant from the Global Centre on Biodiversity and Climate and would be leading a consortium on the benefits of biodiversity in Borneo.
 |  |
| 6.2.4 | *Resources and Planning* The Director of Resources and Planning advised:* Priorities included the continued drive to develop financial resilience including the development of “innovation projects” and work continued on a Commercial Strategy which, when finalised, would be presented to the Board of Trustees at a future meeting. An Estates Strategy was being developed which included consideration of potential monetising of the estate. The Executive Team were holding strategy sessions with a focus on financial resilience for future years, building on the recent Board of Trustee’s discussions.
* The Edinburgh Biomes Business Case was being refreshed for the Scottish Government to support the next tranche of capital investment for Year 6 (2026/27) onwards of the programme. A confirmation of capital/cash flow requirement for Edinburgh Biomes (2025/26 and 2026/27) had been submitted to Scottish Government
* Work continued apace on Digital Transformation and a financing model was currently being considered.
 |  |
| 6.2.5 | *Learning and Engagement*The Director of Learning and Engagement advised that:* Recent successes included a Celebration of Success event held for students at diploma level and above and a popular Harvest Festival had been achieved by the Communities Team.
* Looking forward, focus would be on the development of a Learning and Engagement Strategy which was being finalised and would influence future ambitions. This document would be shared with the Board of Trustees at a future meeting.
 |  |
|  | **DISCUSSION ITEMS** |  |
| **7.0** | **Living Collections Policy** The Curator Edinburgh and Horticultural Project Officer gave a presentation on the revision of the 2006 Living Collection Policy which was being finalised for publication. Challenges being addressed included the impact of climate change with consideration being given to the type of plants that could be grown in the four gardens in the future. Key areas of policy were compliance with the Convention on Biological Diversity (CBD), curation, cultivation and communication. The finalised publication would be a “living document” and updated and adapted as required. The Board of Trustees asked about the proposal to increase the diversity of the living collections which would be more targeted to enhance and increase diversity and for research purposes, and whether RBGE were confident when collaborating with other partners that they shared the same values. The RBGE’s reputation and ethical position was well known and positively viewed. The Board of Trustees suggested that with new UK Government legislation on biosecurity, plant movement may become more complex in the future. The Board of Trustees asked if the RBGE’s infrastructure plans should consider climate change adaptation and noted this information had been included in the document.**ACTION:** When finalised, the PA to the Regius Keeper would circulate a copy of the Living Collections Policy to the Board of Trustees for their consideration. | **PA to the Regius Keeper** |
| **8.0** | **RBGE Risk Report - Autumn 2024**The Director of Resources and Planning advised that there were forty-eight risks being managed in the Risk Register and since the last report nine risk scores had been increased, no risk had decreased, thirty-nine risks remained unchanged, and no risks had been closed. The new risks identified at the last Board of Trustees’ meeting would be included in the next report. The completion of an Estates Strategy would assist in prioritising investment. The Board of Trustees were concerned about the deteriorating infrastructure, the maintenance backlog and the resource constraints on capital spend. It was noted that the Audit Committee had noted, at their recent meeting, the recurring issues that related to the deterioration of the estate. Scottish Government were aware of the maintenance issues and RBGE were prioritising work in relation to the condition of properties across the estate. The (evidenced) case for increased capital funding from the Scottish Government to address the maintenance backlog issues continued to be made, but it was noted that the scope and costs of works continued to increase, and the current challenges were due to prolonged difficulties in securing capital funds over the past twenty years. It was further noted that RBGE buildings and land were owned by “Scottish Ministers” and that the Scottish Government had a duty to maintain buildings and infrastructure. The Board of Trustees suggested that a wider approach to securing funding might be required, and consideration be given to looking at sources such as additional private investment and increased fundraising, and to consider large scale projects that could achieve longer term and cost-efficiency benefits. The Board of Trustees also asked if scenario planning for more extreme risks was being undertaken. It was noted that the RBGE was already engaged in fundraising for capital projects at differing scales across the estate with some notable success, in particular for Edinburgh Biomes which was the biggest and most ambitious capital project undertaken to date by RBGE. The Regius Keeper strongly advised against embarking upon a second major capital project on the Edinburgh site before Edinburgh Biomes was completed in 2027/28 due to management capacity, site disruption, funding challenges and conflicts and the paucity of Scottish Government capital funds, with the focus remaining on funding and achieving Edinburgh Biomes. Identifying and prioritising potential future major capital projects post Edinburgh Biomes would be a natural progression from the new Estates Strategy which was currently under development. In the meantime, capital funding would continue to be prioritised in response to risk, to keep all gardens and mission critical activity safe and effective, augmenting Scottish Government funding by philanthropic and private investment. The Board of Trustees agreed they would find it useful to have an opportunity to discuss budget scenario planning, including with respect to estate infrastructure challenges.**ACTION:** The Regius Keeper would programme a Board of Trustees’ discussion (March 2025) to consider scenario planning around RBGE’s future budget challenges including maintenance of RBGE’s estate infrastructure, and planning for extreme risks.  | **Regius Keeper**  |
| **9.0** | **RBGE Key Results Report and Dashboard: Autumn 2024** The Director of Resources and Planning highlighted that there had been many high impact research papers cited, and the RBGE were among the principal national collections in a UK Government funded consortium to digitise natural history collections. Learning and engagement satisfaction levels were high. Public engagement activities had reached pre-Covid levels and there had been successes with funding pledges. Visitor numbers were slightly down (partly due to adverse weather) which had affected admission income and retail income was slightly behind budget (the Botanics Trading Company team were confident they could make up the shortfall), and the Fleur de Villes event had been tested for a second year and would not be repeated. The Board of Trustees were reassured that plans were in progress to further increase overseas visitors. There was discussion about the future plans for the Centre for Middle Eastern Plants (CMEP) as there had been a drop in income. In addition to this being due to the normal cycle of projects and associated peaks and troughs in cash flow, the team were experiencing some significant staffing challenges at present and were focussed on delivering current projects and considering pipeline projects for the future. It was noted that specialist skills for botanical research in the Middle East were in short supply and CMEP did not currently have the capacity to accept all projects, particularly where the timelines or scope of some potential projects were unclear, but they were working towards increasing staff capacity. **ACTION:** The Regius Keeper and Director of Horticulture & Visitor Experience would p**r**ogramme an update to the Board of Trustees in 2025 on the future strategic direction for the Centre for Middle Eastern Plants, and an associated discussion on lessons learned for further development of science and knowledge-based consultancy.  | **Regius Keeper/ Director Horticulture and Visitor Experience** |
| **10.0** | **Updated Ethical Fundraising Policy** The Director of Development and Communications had prepared a paper for the Board of Trustees’ consideration. The Board of Trustees suggested that criteria on the acceptance of funds should also take into consideration negative and positive impacts of the potential partner on biodiversity and that screening for PEP (a politically exposed person (PEP) is defined by the Financial Action Task Force (FATF) as an individual who is or has been entrusted with a prominent public function, due to their position and influence, it is recognised that many PEPs are in positions that potentially can be abused for the purpose of committing money laundering offences and related predicate offences, including corruption and bribery, as well as conducting activity related to terrorist financing) should be explicitly stated in the Policy.**ACTION:** The policy had been approved subject to the inclusion in the text of due consideration given to negative and positive impacts of potential partners on biodiversity, and the need for PEP screening and the Director of Development and Communications would amend and reissue.  | **Director of Development and Communications** |
|  | **INFORMATION ITEMS**  |  |
| **11.0** | **Economic and Social Impact Assessment Report**The Director of Resources and Planning presented a summary of the results of the recent assessment (which was conducted by consultants, appointed through the standard Scottish Government procurement process) which would be a useful tool for engaging with stakeholders, potential funders and the Scottish Government for support. The Board of Trustees welcomed the report and its conclusions and recognised its potential for increasing awareness of RBGE’s impact. The methodology behind one set of figures was queried (it was noted that there were some caveats with the methodology used) and it was agreed that that these figures (or how they were presented) would be rechecked and noted that the communication of this information would be considered carefully.  |  |
| **12.0** | **Finance** |  |
| 12.1 | Finance Report The Head of Finance, Corporate Governance and Risk advised that the deficit on unrestricted funding had reduced, and work continued to make savings and increase income. Scottish Government were aware of the impact of the significant negative impact of the lack of additional Grant-in-Aid to fund the prescribed Scottish Government’s pay policy, and representation for additional funding continued to be made to the Scottish Government Sponsoring Department. Spend on capital projects was on track and proceeding as expected. The Board of Trustees noted the Report and expressed their concern with the requirement to meet the costs of Scottish Government imposed pay policies without a commensurate increase in funding. It was noted that the Chair and Regius Keeper would, once again, raise this concern at forthcoming high-level meetings with Scottish Government.  |  |
| 12.2 | Botanics Trading Company (BTC) Final AccountsThe Head of Finance, Corporate Governance and Risk reported that significant energy and time was being directed to increasing income and that the BTC and Botanics Energy Company Statements were presented for the Board of Trustees’ information as they would be included in the RBGE’s Annual Report and Accounts. There were no concerns raised, and the Board of Trustees noted the Report. |  |
| **13.0** | **Edinburgh Biomes - Oversight Committee - Key Information** The Head of Edinburgh Biomes Programme provided an update on progress. Costs were being secured for the additional ironworks and glazing bars and alternatives were being assessed to address smaller repairs and the costs interrogated for scrutiny to ensure best value for money. It was noted that this was a unique and exceptional project, and it was difficult to access value for money. Works were ongoing on the infrastructure for, and final planning of the Energy Centre. The approach to energy generation/use had been reviewed to ensure compliance and confirmed that the proposed approach remained fit for purpose. Funding bids had been presented to the Scottish Government for 2025/2026 and 2026/2027, but it was noted that there would be an election during this period which might complicate decision making and therefore impact on the programming necessity of having a multiyear capital allocation for the Programme. It was noted that the Chair and Regius Keeper would continue to press Scottish Government for multiyear capital allocations in order to maintain programme momentum, ensure that cross financial year contract obligations could be met and to safeguard the National Botanical Collection, which would be at risk if the interconnectivity of the various sections of the programme was broken.  |  |
| **14.0**14.114.2 | **Health and Safety - Annual Report**The Director of Resources and Planning presented the report for the Board of Trustees’ information. The Board of Trustees were concerned that there had been two RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents that had been reported to the Health and Safety Executive of which they were previously unaware and asked for a review of the process of reporting of health and safety incidents to the Board and the scope of the Annual Health and Safety Report to enable them to fulfil their governance duties. **ACTION:** The Director of Resources and Planning would review the Health and Safety reporting processes for the Board of Trustees, including the reporting of any future RIDDOR accidents. **ACTION:** David Hamilton (Trustees’ representative on the RBGE Health and Safety Committee) and the Director of Resources and Planning would consider what further information should be included in the Annual Health and Safety Report. | **Director of Resources and Planning****Director of Resources and Planning and David Hamilton** |
| **15.0** | **Equality, Diversity, and Inclusion (EDI) Update** The Head of People and Organisational Development presented a report on the work undertaken since the last Board of Trustees’ meeting. The Director of Learning and Engagement advised that the EDI Advocacy Group had met at the beginning of September 2024 which the Safeguarding Group reported into (as well as the RBGE Health and Safety Committee). Trustees noted the report and were that pleased to see progress being made in this area. |  |
| **16.0**16.116.2 | **Audit Committee Update**Annual Audit Committee ReportThe Chair of the Audit Committee presented the report to advise the Board of Trustees of the work undertaken.Report of the Audit CommitteeThe Chair of the Audit Committee presented his paper which provided an overview of the meeting held on Wednesday 11 September 2024.  |  |
| **17.0** | **Science Advisory Committee Update**The Chair of the Science Advisory Committee advised that the Committee had met on Tuesday 24 September 2024 and held an excellent meeting. The Committee were delighted by the various appointments and the impact they were having (which included the Deputy Director of Science (Research), the Deputy Director of Science (Collections)/Herbarium Curator and the Science Manager: Grants, Contracts and Projects). Progress on publications was impressive and there were increased success rates with grant applications. The Committee had suggested that the RBGE find a champion in the news world. The Board of Trustees noted the report.  |  |
| **18.0** | **Cyber Security Update** The Head of Estates and Technology Services advised that reasonable progress had been made in this area and updated the Board of Trustees on a recent electrical failure which had affected all computer systems. It was noted that the incident had included a weekend and public holiday, and good communications had been put in place, no data had been lost and the business continuity process had been implemented. This incident had provided an opportunity to update critical information on the storage of records and all processes would now be reviewed. The Board of Trustees noted that cyber security training had taken place and asked about the use of USBs to share data. The Board of Trustees were reassured that the use of USBs related to the transfer of information from the scanning electron microscope and a USB stick was used in a closed loop situation. The Board of Trustees thanked the Head of Estates and Technology Services for his update. |  |
|  | **CLOSING ITEMS** |  |
| **19.0** | **Any Other Business**There was nothing to report. |  |
| **20.0** | **Arrangements for the Next Meeting**The next meeting would be held on Wednesday 11 December 2024.  |  |

**Jennifer Martin** PA to the Regius Keeper 25 September 2024

**ANNEX A:** Summary of Actions

 **ANNEX A**

**SUMMARY OF ACTIONS**

| **NO** | **ITEMS** | **ACTION** |
| --- | --- | --- |
| **3.0** | **Minutes of the Previous Meeting held on Wednesday 20 June 2024** **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 and Executive Team. | **PA to the****Regius Keeper**  |
| 4.1 | RBGE Risk Report - Autumn 2023 – Policies **ACTION:** The Director of Resources and Planning and Cara Aitchison would present a paper on which policies should be provided to the Board of Trustees for their consideration at the next meeting. In progress. | **Director of Resources and Planning/Cara Aitchison** |
| **7.0** | **Living Collections Policy** **ACTION:** When finalised the PA to the Regius Keeper would circulate a copy of the draft Living Collections Policy to the Board of Trustees for their consideration. | **PA to the Regius Keeper** |
| **8.0** | **RBGE Risk Report - Autumn 2024****ACTION:** The Regius Keeper would programme a Board of Trustees’ discussion (March 2025) to consider scenario planning around RBGE’s future budget challenges including maintenance of RBGE’s estate infrastructure, and planning for extreme risks.  | **Regius Keeper** |
| **9.0** | **RBGE Key Results Report and Dashboard: Autumn 2024** **ACTION:** The Regius Keeper and Director of Horticulture & Visitor Experience would p**r**ogramme an update to the Board of Trustees in 2025 on the future strategic direction for the Centre for Middle Eastern Plants, and an associated discussion on lessons learned for further development of science and knowledge-based consultancy.  | **Regius Keeper/ Director Horticulture and Visitor Experience** |
| **10.0** | **Updated Ethical Fundraising Policy** **ACTION:** The policy had been approved subject to the inclusion in the text of due consideration given to negative and positive impacts of potential partners on biodiversity, and the need for PEP screening and the Director of Development and Communications would amend and reissue.  | **Director of Development and Communications** |
| **14.0**14.114.2 | **Health and Safety - Annual Report****ACTION:** The Director of Resources and Planning would review the Health and Safety reporting processes for the Board of Trustees, including the reporting of any future RIDDOR accidents. **ACTION:** David Hamilton (Trustees’ representative on the RBGE Health and Safety Committee) and the Director of Resources and Planning would consider what further information should be included in the Annual Health and Safety Report. | **Director of Resources and Planning****Director of Resources and Planning and David Hamilton** |