



Annual Report & Accounts 2007-08



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Contents

Organisational Chart	2
1. Chief Executive's Report	3
2. Management Board Report	4
3. Operating and Financial Review.....	6
4. Remuneration Report	14
5. Agency and Accountable Officer's Responsibilities .	17
6. Statement on Internal Control.....	18
7. Auditor's Report	20
8. Annual Accounts 2007-08	23
Appendix 1	36
9. Representational Duties of SASA Staff 2007-08.....	37
10. Contact Points	40

Organisational Chart

(as at March 31, 2008)

Chief Executive
Professor G C Machray

HEAD OF DIAGNOSTICS & ANALYTICAL SERVICES

Dr Gerry Saddler

OSTS	Diagnostics & Molecular Biology	Virology & Zoology	Chemistry	Library
R Don	VACANT	Dr J Pickup	Dr M Taylor	L Clark

HEAD OF RURAL SCIENTIFIC SERVICES

Dr Kevin O'Donnell

Potato	Plant Health	Cereals	Herbage & Vegetables	PUWM	Photography
Dr S F Carnegie	Dr J Chard	G P Hall	F N Green	Dr C J Griffiths	S Breslin

ADMINISTRATION & SUPPORT SERVICES

Administration	Farm	Horticulture	Information Technology	Property	Finance
R K McLaren	R Campbell	D MacIntyre	P J Winfield	A Russell	M Cochrane

1. Chief Executive's Report

I am pleased to lay before the Scottish Parliament this Report on the work of the staff of SASA during 2007-2008, its final year of operations as an Executive Agency. The Report includes details of major achievements, an assessment of performance against targets set by Scottish Ministers and Annual Accounts for 2007-2008.

During the year, the Agency discharged in full its Service Level Agreement with Scottish Government customers and performed additional work for government and other customers as possible. As previously, the provision of scientific services, policy advice and specialist training was underpinned by targeted research and development. All functions were refocused by an internal reorganisation of scientific delivery into two new divisions: Rural Scientific Services and Diagnostics & Analytical Services. The continued high standard of applied science delivery was exemplified by the award of the Scottish Government's Excellence Award in the Greener Scotland category to the Scottish Landrace Protection Scheme – an initiative launched by the Herbage and Vegetable Section.

Two members of the SASA Management Board retired during the year. Mr Simon Cooper served the Agency as a Scientist, Section Head and Deputy Director, making an immense contribution to its advancement as a world-class government scientific institution. Mr Keith McLaren, as Relocation Manager and then Head of Administration, guided the Agency through a period of major change, managing a significant capital build and the major logistics exercise of relocation. Both were instrumental in seeing the Agency settled in its new environment. Dr K. O'Donnell assumed the role of Deputy Director and Head of Rural Scientific Services and Dr G. Saddler joined the Board as Head of Diagnostics & Analytical Services.

On 30 January 2008, the First Minister announced the Scottish Government's intention, as one consequence of the Public Sector Landscape Review, to merge SASA and the Scottish Government Rural Payments and Inspection Directorate (SGRPID). SASA will continue to provide scientific service-based input and SGRPID the technical inspection input on a range of duties relating to plant health, seeds certification, pesticide regulation, etc. The merger will allow better integration of this work and integration of business processes. Together with other wide-ranging changes in the provision of rural services, the merger will clarify responsibilities in the eyes of the customer. SASA ceased to operate as an Agency from 31 March 2008, thereafter operating as a Division of the Scottish Government. I wish to thank all members of the SASA Supervisory Board and Audit Committee for their outstanding service in the governance of the Agency during this period of change. As a Division, standard Scottish Government arrangements for governance will apply in 2008-09. Ministers have agreed that the name SASA be retained consistent with the prime purpose of the Division in the provision of science and advice for Scottish agriculture.

Throughout the transition from Agency to Division status, SASA's scientists and their supporters continue to show the dedication, skill and enthusiasm in the execution of their duties that have been the hallmark of their work in the public service.

Professor G C Machray
Chief Executive and Scientific Director

2. Management Board Report

The senior management team for 2007-08 was as follows:

Professor G C Machray	- Chief Executive and Scientific Director
Mr S R Cooper (until 30/09/07)	- Deputy Director and Head of Pesticides, Plant Varieties and Seeds Division
Dr K J O'Donnell (until 9/11/07)	- Head of Potato and Plant Health Division
Dr K J O'Donnell (from 9/11/07)	- Deputy Director and Head of Rural Scientific Services
Dr G Saddler (from 01/11/07)	- Head of Pesticides, Plant Varieties and Seeds Division
Dr G Saddler (from 9/11/07)	- Head of Diagnostics and Analytical Services
Mr R K McLaren (until 31/03/08)	- Head of Administration

None of the SASA members of the board held interests in other organisations which were considered to conflict with their duties at SASA.

Further details of the remuneration of the management board are contained in the Remuneration Report.

Supervisory Board

The Supervisory Board of the Agency, chaired by the Scottish Government's Director of Rural Payments and Inspections, Andy Robb, met 2 times during the year. The Board has responsibility for overseeing and monitoring issues of corporate importance, including SASA's Framework Document, Corporate Plan, Performance, Governance and the operation of the Service Level Agreement.

Audit Committee

The SASA Audit Committee met 3 times during the year, under the chairmanship of Dr Ingrid Clayden (Scottish Government). The Audit Committee reviewed the internal and external audit plans and reports completed in the year as well as reports on controls assurance. External members of the Committee were Laura Petrie, Director of Finance, Historic Scotland and Douglas Watt, formerly Finance Manager with the Macaulay Land Use Research Institute.

Human Resources

SASA has delegated responsibility to carry out its own recruitment. During 2007-08, SASA HR carried out 11 open recruitment competitions and appointed 9 candidates to permanent posts and 2 to fixed term appointments. Of these appointments, 9 were at Band A (4 female, 5 male) and 2 at Band C (one female, one male). None of the candidates declared that they were from an ethnic minority and none declared a disability. There was one exception made to the Civil Service Commissioners' Recruitment Code. A temporary fixed term appointment was extended beyond 11 months as open recruitment took longer than expected. This post has now been filled on a permanent basis through fair and open competition.

Eleven other posts were advertised internally within the Scottish Government. Six of these posts were filled – 1 on promotion within Band A (male). Two were promoted from Band A to Band B (both male) and one was a B2, 3 year fixed term appointment who successfully applied for a permanent B1 post (female). One was promoted within Band B (female) and one was promoted within Band C (male). All successful internal candidates were already working within SASA. 5 posts remained unfilled after advertising internally and these subsequently moved to open competitions.

Three posts were restructured during 2007-08. One from A2 – A3 (male), and 2 from B2 – B3 (one male and one female)

As at 31 March 2007, SASA employed 145 staff including 3 fixed term appointments. We also had 2 staff on long term career breaks (not included in the table below) and a further 12 permanent vacancies to be filled.

Staff by Pay Band & Gender at 31 March 2008						
	Males		Females		Total	
	No	%	No	%	No	%
Senior Civil Service	1	1.43	0	0	1	0.69
Band C	13	18.57	2	2.67	15	10.34
Band B	28	40.00	36	48.00	64	44.14
Band A	28	40.00	37	49.33	65	44.83
TOTAL	70	100	75	100	145	100

In addition, during 2007-08, SASA employed 68 inspectors for the Seed Potato Classification Scheme. These inspectors are employed on recurring contracts and are based at Director-General Environment, Rural Payments and Inspections Directorate area offices in the Borders, Central, Grampian and Highland areas of Scotland.

SASA continues to operate a full Induction Club programme for all new members of staff including those who transfer from other areas of the Scottish Government. The Agency continues to work within the liP national standard.

Audit

With effect from 1 April 2006, under a 5 year contract, the Auditor General for Scotland has appointed Grant Thornton UK LLP as auditor for the Agency. Details of the auditor remuneration can be found in note 4 to the accounts.

In the period covered by this audit, the Accountable Officer, as far as he is aware, has provided all relevant audit information to the Agency's auditors. He has taken the necessary steps to make himself aware of any relevant audit information and to establish that the Auditors have been informed.

3. Operating and Financial Review

Nature and Objectives

Nature

The Scottish Agricultural Science Agency (SASA) was established as an Executive Agency of the then Scottish Office, later the Scottish Executive and now the Scottish Government, in April 1992.

Objectives

The aim of the Agency is to provide expert scientific and technical advice and information on agricultural crops, horticultural crops and aspects of the environment; and to perform statutory and regulatory work in relation to national, European Union (EU) and other international legislation and agreements on plant health, bee health, variety registration and crop improvement; genetic resources; regulation of genetically modified organisms (GMOs); and the protection of crops, food and the environment.

The Agency aims to improve the effectiveness of its operations and to enhance its provision of services and products to customers and other organisations, consistent with Government policy. This will be achieved by ensuring that SASA has the scientific competence needed to respond to changes in legislation, technology, cropping systems and the environment, and that the Agency offers quality and value for money in all aspects of its work.

Strategies and Policies

Functions

The principal functions of the Agency are:

- to serve the needs of the Scottish Government, within the terms of the Service Level Agreement (SLA), and other customers for scientific and technical expertise by the timely, efficient and effective provision of accurate and appropriate advice and information on the content and implementation of national, EU and other international legislation and agreements in relation to plant health, bee health, variety registration and crop improvement, genetic resources, GMOs and crop, food and environmental protection;
- to support the Scottish Government's legislative and policy responsibilities and assist in the enforcement role by the timely, efficient and effective provision of appropriate scientific and technical services including: quarantine, diagnoses, and measures to contain or eradicate pests and diseases in relation to plant health and bee health; plant variety evaluation, description and maintenance in relation to Plant Breeders' Rights and National Lists of Crop Varieties; seed testing, crop inspection and identification in support of the Scottish and UK Seed Certification and Classification Schemes; undertaking the role of Certifying Authority for the Seed Potato Classification Scheme (SPCS); the regulation of GMOs; and pesticide residue monitoring, other analytical services and pesticide usage assessments in relation to the protection of crops, food and the environment;
- to represent Scottish and, where appropriate, UK interests at national and international meetings which call for scientific and technical input;
- to maintain and develop the scientific and technical competence needed to respond quickly and effectively to the evolving requirements of customers for scientific expertise and services, by maintaining a continuous programme of challenging and well focused research and development; and
- to improve the effectiveness of SASA by providing scientific and technical services to other customers in relevant areas of work.

Resourcing Policy

In line with The Scottish Government's policy, SASA is committed to ensuring that staff resourcing is carried out in a fair, open and transparent manner that is effective and responsive. The policy has been designed to provide a flexible framework which promotes good practice, adopts a proactive approach to equality and diversity issues and supports SASA's business priorities. The Agency manages its recruitment in accordance with the Civil Service Commissioners' Recruitment Code. These procedures are subject to internal management checks to monitor the effectiveness and efficiency of the process by means of reciprocal arrangements with HR from Fisheries Research Services and the Scottish Fisheries Protection Agency. SASA is also subject to 'Recruitment Compliance Monitoring' carried out by KPMG on behalf of the Civil Service Commissioners. The annual compliance statement, authorised by the Agency Chief Executive was submitted on 25 April 2008.

Diversity Policy

In line with The Scottish Government's policy, SASA is committed to increasing the diversity of staff within the Agency. We will develop all our staff, ignoring all irrelevant differences in their management and development. Furthermore, we will positively value the different perspectives and skills of all staff and make use of these in our work.

Equal Opportunities Policy

In line with The Scottish Government's policy on equal opportunities, SASA's policy is that all staff are treated equally irrespective of their sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity (transgender) caring responsibility, or trade union membership.

Dignity at Work

In line with The Scottish Government's policy, SASA is an equal opportunities employer, committed to treating every member of staff with dignity and respect. It is SASA's policy to ensure as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work in an environment free from harassment, victimisation, discrimination and/or bullying.

All our employees should be treated with respect, regardless of sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or any other irrelevant difference e.g. social background, working pattern or trade union activity.

Risk Management Policy

The Agency aims to embed risk management into its day to day activities including setting strategies, business planning and business processes. The approach to risk is set out in the SASA Risk Management Strategy which encompasses the principles for success set out in the Scottish Public Finance Manual. The Agency maintains a Corporate Risk Register which is subject to regular review and update. A one day workshop held early in 2008 resulted in a comprehensive revision and updating of the risk register.

Current and Future Development and Performance

Scientific Services

Challenges from pests and pathogens ensured that plant health issues remained to the fore over the year. Analysis of samples, from ongoing surveillance regimes incorporating established gardens, for the blight *Phytophthora ramorum* led to the first finding of the related pathogen *Phytophthora kernoviae* in Scotland in January 2008, stimulating renewed interest in Sudden Oak Death Syndrome. Surveillance in the horticultural sector led to the detection of the fungal pathogen *Colletotrichum acutatum* (causative agent of blackspot) in strawberry and testing for the bacterial pathogen of strawberry, *Xanthomonas fragariae* - responsible for angular leaf spot, continued at a significant level. Further horticultural findings included diagnosis of the viruses Beet Necrotic Vein Virus (a cause of rhizomania) and Raspberry Bushy Dwarf Virus. In the ornamental sector, the viroids potato spindle

tuber viroid (PSTVd) and tomato chlorotic dwarf viroid (TCDVd) were detected in *Solanum jasminoides* (potato vine) in trade and in imported petunia cuttings respectively – DNA sequencing technologies were instrumental in these diagnoses. Further interceptions of the insect pests *Bemisia tabaci* (a whitefly) and *Spodoptera literalis* (cotton leaf worm) were recorded while other activity included the annual survey for *Diabrotica virgifera virgifera* (western corn rootworm), monitoring for *Meloidogyne chitwoodi* (root knot nematode) and diagnosis of infestations of the bee pathogens, *Varroa* (a mite) and European Foul Brood (a bacterium).

Quarantine testing of material entering the EU and to be exported from Europe, as far afield as New Zealand, continued. Advice to government and industry was provided on the specific issues listed above, on other soft fruit pathogens, on plant passporting and on the framing and implementation of international standards. SASA's experts maintained their high international profile in these areas, organising and contributing to conferences, meetings, workshops and committees.

Aphid monitoring, extended by the construction of a new aphid trap, recorded a high aphid occurrence early in the summer of 2007, emphasising the importance of continuing vigilance in virus testing, including that of post-harvest potato tuber samples. A PCR test for potato virus PVA was validated and a field trial looking at varietal susceptibility to potato mop top virus (PMTV) was carried out alongside existing field trials examining the epidemiology of the potato viruses, PVY and PVA. Monitoring of tuber stocks for ring rot and brown rot resulted in no instances of these serious potato diseases being detected. Testing of potato tubers for the bacterial pathogen *Dickeya dianthicola* (causing stem rot) was undertaken as a new precautionary activity, again no infections have been detected in Scottish grown potatoes. Further work on this potential new threat to Scottish potatoes commenced this year with a multi-centre research project, involving CSL, SCRI and SASA looking at potential sources of infection, impact on Scottish crops and consequences for our export trade.

The number of field soil samples assayed for the presence of potato cyst nematode in support of the Seed Potato Classification Scheme was similar to that experienced in recent years, while testing of peat samples in support of mini-tuber production increased. Similarly, the area and numbers of seed potato crops submitted for inspection remained largely unchanged, while, for the first time, data on ware crops in Scotland was collected. Scottish seed potato production continues to be held in high international regard and SASA hosted visits from near (crop inspectors from Northern Ireland and Eire) and far (breeders and researchers from Russia and Australia; quarantine authorities from China). Trialling of potato cultivars for domestic purposes – for distinctness, uniformity and stability (DUS testing) and National Listing and for Value for Cultivation and Use (VCU) – continued. SASA also coordinated the Independent Variety Trials (IVT) carried out by a consortium that also includes SAC and SCRI. The IVT are paid for by the potato industry and provide useful agronomic information which supplements that arising from the statutory DUS and VCU trials. The potato variety DNA genotyping and databasing project funded by Community Plant Variety Rights Office was brought to a successful conclusion, having compiled information on over 1,000 varieties of potato cultivated commercially in Europe.

Advisory and representational work on VCU for cereals and for herbage and vegetable crops also continued. In the latter category of crops, field trials of pea, swede and Brussels sprout were entered into DUS testing. Work to allow wider access to databases containing this information was commenced. As previously, cereal, herbage and vegetable seed certification and enforcement constituted a major activity. Over the year, the areas and tonnages of combined spring and winter cereals certified increased (to ~9,000 hectares and ~54,000 tonnes respectively). The wide variety of herbage and vegetable crops entered for certification included peas, beans, ryegrass, timothy, lupins and red clover.

An increased demand for seed was mirrored by an increased demand for seed testing services. The standard tetrazolium test continued to work well, being widely adopted by the trade. Work continued on the standardisation of seed testing in official (across the UK) and licensed (in Scotland) seed testing stations. Specific seed issues examined in the year included research on the high levels of *Microdochium nivale* (causing seedling blight) experienced in 2007, the multiplexing of PCR testing for this pathogen with a test for *Septoria nodorum* (leaf blotch) and the updating of prediction calculators for *Microdochium nivale* and *Tilletia caries* (common bunt). The GM Inspectorate conducted audits of seed merchants as part of the annual seed monitoring programme.

SASA remains a unique centre of expertise for statutory certification and enforcement activities on crops and seeds in the UK and its scientists conduct a wide range of support, advisory,

representational, training and consulting roles nationally and internationally. Activities in support of commerce have recently been complemented by the founding of the Scottish Landrace Protection Scheme, which is designed to protect indigenous non-commercial varieties of cereals and vegetables. This initiative was awarded the Scottish Government's Excellence Award in the Greener Scotland category.

The annual survey of crop protection products used in agriculture in Scotland reported in 2007 on pesticide use in arable and soft fruit holdings and in potato stores. In arable systems, herbicide and fungicide use declined by ~10% from a previous survey, in line with an overall decrease in area cropped. While molluscicide use declined by 25% due mainly to decreased usage on potato, insecticide usage increased by 12% despite the decline in area grown. On soft fruit crops, whose area declined by 7%, total herbicide usage was 12% less than a previous survey. Fungicide use increased marginally. Total insecticide usage on soft fruit increased by 15% and the use of biological control agents was recorded for the first time. The overall quantity of stored potatoes remained similar to that in a previous survey (in excess of 1 million tonnes) and the proportion treated with pesticides in store did not change greatly. Field work for the collection of pesticide usage data on protected crops, vegetables for human consumption and mushrooms commenced. Input of SASA expertise to the Advisory Committee on Pesticides continued – evidence based on science will be an important element in policy development as the Europe-wide debate on pesticide regulation continues.

The annual survey of pesticide residues on food products ranged over cabbage, sweet potato, peach and nectarine, pineapple, kiwi fruit, strawberry, raspberry and other berries. Results from this work are aggregated with those from across the UK surveillance programme run under the auspices of the Pesticide Residue Committee. The number of incidents accepted for investigation into the Wildlife Incident Investigation Scheme i.e. where there is strong evidence to indicate that pesticide poisoning – an illegal activity – may be involved, reached a ten year high. SASA scientists continue to excel in developing new methodologies delivering efficiencies (extending pesticides targeted/commodity combinations), in providing key contributions in UK committee work and in the detection and prosecution of wildlife crime. Wildlife management staff continued their varied work on the interactions with agriculture and aquaculture of a wide range of vertebrate species including wild boar, badgers, foxes, rabbits, piscivorous birds, corvids and swans.

Consulting our Customers

In assessing our scientific performance, SASA conducts a rolling programme of consultation and has an agreed Ministerial target of ensuring that 95% of customers surveyed are at least 'satisfied' with our services. Over the past 5 years, SASA has more than satisfied this target, each year choosing a different set of customers to survey. In 2007-08, we consulted customers of the Scottish Seed Potato Classification Scheme (SPCS).

Growers who participate in SPCS were sent questionnaires seeking their views and comments on the seed potato classification services provided by SASA and colleagues in SGRPID. The SPCS aims to ensure that seed potatoes produced in Scotland meet the quality requirements of EU Directives and national regulations. SASA is responsible for the management and administration of the SPCS and the Agency provides scientific and technical support to SGRPID colleagues who are responsible for growing crop and tuber inspections.

Of 229 questionnaires issued, 85 were returned – a 37.1% response rate (42% in 2003). The respondents were made up of:-

- 99% who considered themselves principally as growers and 1% who considered themselves as a recognised trading business;
- 29% grew Pre-basic seed potatoes either in addition to commercial crops or exclusively ;
- 51% also grew ware potatoes;
- 43% grew between 1-25ha and 57% grew more than 25ha of seed potatoes.

The percentages below are calculated on the responses received to each question or group of questions and take account of cases where no answers were provided or more than one option was chosen (2003 figures in brackets):

100% of respondents were generally very satisfied or satisfied with the service supplied (99.2%);

100% of respondents were generally satisfied with the administrative services provided (100%);

100% of respondents were generally satisfied with the technical and scientific services provided (99.2%);

98% of respondents were generally satisfied with the growing crop inspection service provided (100%);

98% of respondents were generally satisfied with the tuber inspection service provided (97%);

98% of respondents thought our application forms were clear and easy to understand (98%);

96% thought that our explanatory leaflets were straight forward, clear and easy to understand (97%).

These responses indicate maintenance of a very high level of general customer satisfaction in relation to SPCS services and confirm that the Agency's customer satisfaction target of 95% of the customers being 'satisfied' with SASA's services has been met.

Timeliness

The timeliness of the various services to our customers is also monitored and we are pleased to report we have met our target.

	2007-08 Target	Outcome
<i>Completion of specific percentage of all scientific tests and analyses within timescales set by customers</i>	96%	Target met (97.4% achieved)

The customer satisfaction and timeliness statistics confirm the achievement of the Ministerial targets set for 2007-08.

Information Technology

A technical option was selected by the Agency for the implementation of an information system to support the Seed Potato Classification Scheme, following the production of technical options and costs in the 2006-07. A systems analyst was appointed and a functional specification for the system was produced. It is anticipated that the new information system will be introduced over a three year period starting in 2008.

A project to modify the information system supporting the certification of cereal and non-cereal crops was completed to schedule. The modifications were made to comply with legislative changes to the certification scheme.

A database of potato descriptions was implemented, as part of a contract SASA has with the British Potato Council.

Environmental Management

As an organisation with wide-ranging environmental responsibilities with regard to issues such as the protection of crops, plant health and monitoring of pesticide usage by farmers, SASA is in full support of, and is committed to, Scottish Government Ministers' objective of seeking to improve the environmental performance of public bodies.

In keeping with the Agency's formal *Environmental Management Policy*, environmental issues are pursued through an Environmental Management Group, chaired by the Chief Executive which met 6 times throughout the year. A further 3 Sub-Groups, charged with examining specific topics, also met regularly:

- the Energy Sub-Group (covering energy usage, water and transport);
- the Waste Sub-group (waste emissions, hazardous chemicals and sustainable procurement); and
- the Wildlife Sub-Group (biodiversity, staff training and communication/documentation).

In fulfilment of the Ministerial objectives, benchmark data on energy consumption and water use have continued to be recorded. These provide measures of performance against baselines and the data by which changes effected through the Building Management System or otherwise can be assessed. The installation of a video conferencing system provides the opportunity for staff to cut the number of journeys to meetings undertaken. Local recycling initiatives continue and have been extended, with the collection of quantitative data on the volume of material recycled. Proposals have also been advanced to extend the range of biodiversity measures undertaken. Throughout the year, optimal approaches for the communication of environmental issues to staff have been considered and a range of poster campaigns undertaken.

Freedom of Information

SASA continues to meet in full its obligations under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

During the reporting year, one EIR and ten FOI requests have been made to SASA. Nine of these were substantive. One request was received indirectly via Media Relations, Scottish Government, from The Guardian. All responses were within the 20 day limit.

Four requests were for pesticide poisoning information, dealt with by our Chemistry Section. Three requests were handled by our Property Section, dealing with energy and water consumption, and Estates and Facilities management. Other requests included information on the Chief Executive's travel expenses, Corporate Strategies and ICT key personnel.

No responses have resulted in a request for review.

The FOI Lead Officers continue to attend networking meetings and monitor developments, to ensure best practice and through the FOI Management Group, an efficient service for the provision of information held at SASA.

Health & Safety

SASA Management Board (SMB) continues to give a lead prioritising work on Health and Safety (H&S), with a monthly H&S report featuring at every SMB Meeting. Regular H&S bulletins are issued to all staff, providing information on the latest initiatives. A senior manager, Dr Gerry Saddler, has been designated with specific responsibility for H&S, with the assistance of a qualified (CMIOSH) member of staff, as Health & Safety Adviser.

SASA's H&S policy can be summarised as:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure that all employees are competent to do their tasks, and to give them adequate training;

- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

The SASA H&S Committee meets 3 times a year and is comprised of representatives of SASA staff, chaired by Dr Gerry Saddler. SASA again invested in a programme of H&S training, particularly aimed at our network of Health and Safety Liaison Officers. Training was provided on a variety of subjects during the year.

Hard copies of Local Assessments are made available to staff for their work area. In line with our policy on openness in H&S matters, all Risk and COSHH Assessments are available to all staff *via* the Intranet.

SASA takes a broader view of Health and Safety than simply ensuring compliance with regulations and takes a proactive approach to promoting healthy living. Regular campaigns are organised by our Health Promotion Group, with posters, leaflets and other promotional material backed up by regular seminars from health professionals. Work is currently underway to convert SASA's Scotland's Health at Work Gold Award to the recently launched Healthy Working Lives Initiative, conversion to be completed by the end of 2008.

Quality Assurance

Since the Agency formed in 1992, it has pursued a policy of obtaining a high level of quality assurance certification for specific functions where such certification was deemed mission critical. From 1994 through to 2005, UKAS ISO/IEC 17025 was achieved for the Chemistry Section and the Official Seed Testing Station; and BS EN ISO 9001: 2000 for the Monoclonal Antibody Unit and Pesticides Usage Surveying work. In February 2007, the Agency achieved official independent certification to BS EN ISO 9001:2000 for all of its activities. A rolling programme of external and internal audits has been conducted throughout this year, placing a high priority on staff involvement and ownership, in order to generate a continually improving quality regime for all SASA's activities.

Estate Development

A major upgrading of the main Farm Steading building, particularly to address Health & Safety issues started in the autumn of 2007 and was completed early in 2008.

Financial Performance

Funding

The Agency is funded from the resources voted to the Scottish Government by Annual Budget Act of the Scottish Parliament.

The Agency also provides services to other Government Departments, as well as various UK and international bodies (including the European Union); local government; academic and research institutes; and private companies, organisations and individuals.

Outturn

Performance against the revised 2007-08 Annual Budget is set out below:

	Revised Budget	Actual
	<i>£000</i>	<i>£000</i>
Income	2,636	2,834
Expenditure	8,183	7,915
Capital charges	3,000	2,988
Capital - equipment	674	696
- building work	576	425

Outturn against budget in 2007-08 is satisfactory. The budget was revised to reflect increased costs for repairs and maintenance to equipment and consultancy costs for the development of a Cost Allocation Model. Additional income resulted from an upturn in the agricultural sector. The capital budgets were reassessed late in 2007 and identified under spends were allocated to new projects. One of these projects subsequently did not progress as testing of the equipment to be purchased showed that the existing equipment was of the same standard. The project was therefore discontinued on the grounds it did not offer value for money.

Financial Targets

Financial performance is also monitored by targets agreed by Scottish Ministers. In 2007-08 the Agency achieved both its financial based targets.

	2005-06	Target achieved, £250,000 of income earned
Achievement of target income of £150,000 from new work/customers	2006-07	Target achieved, £201,000 of income earned
	2007-08	Target achieved, £169,000 of income earned

The Agency has continued to be successful in bidding for additional work which is complementary to the core services provided under the SLA.

Through the build and implementation of a software solution for cost allocation modelling the unit costs of scientific work at Gogarbank have now been established.

Improvement in the unit cost of the scientific work of the Agency (cost per direct scientist hour)	2006-07	Target reassessed, £50.95
	2007-08	Target met, £46.39

SASA reassessed the unit cost target following the transfer of all activities to the new site at Gogarbank. As can be seen from the table above, our unit cost has reduced over the last 2 years. Whilst it is still higher than the costs had been in our previous premises, there is ongoing work to further reduce the cost per scientist hour.

Payment Performance

SASA aims to adhere, where possible, to the CBI Code of Payment Practice which requires all invoices to be paid within 30 days of receipt of a valid invoice. The average percentage of supplier invoices paid within the Code of Practice terms in 2007-08 was 94% (2006-07 84.8%). During the early part of the year, delays in payment were caused by the lack of familiarity with the Scottish Government procurement software that was launched in February 2007. Our payment performance figures for February and March 2008 were over 97% and this should continue into 2008-09.

4. Remuneration report

The remuneration report relates to the policies and remuneration paid to members of Scottish Agricultural Science Agency Senior Management Board.

Policy

Remuneration for the Senior Management Board is in accordance with the Scottish Government pay structure. Pay awards are negotiated with the relevant trade unions under the auspices of Scottish Government main or the Senior Salaries Review Body. There is no intention to change this policy.

Performance Awards

All pay awards are subject to achieving satisfactory level of performance against agreed targets, as assessed under the Scottish Government Appraisal System. Exceptional performance is rewarded by a one-off bonus award.

Contracts of Employment

All senior staff members are appointed as members of the UK Civil Service. These appointments are subject to conditions set out in the Civil Service Management Code and are permanent appointments.

Remuneration

Name and Title	2007-08		2006-07	
	Salary £000	Benefits in kind To nearest £100	Salary £000	Benefits in kind To nearest £100
Professor G C Machray Chief Executive & Scientific Director	60-65	-	65-70	-
Mr S R Cooper ⁽¹⁾ Deputy Director	30-35	-	55-60	-
Dr K J O'Donnell Head of Rural Scientific Services	55-60	-	55-60	-
Mr R K McLaren ⁽²⁾ Head of Administration	50-55	-	50-55	-
Dr G Saddler ⁽³⁾ Head of Diagnostics & Analytical Services	20-25	-	-	-

⁽¹⁾ Mr S Cooper retired on 30 September 2007. Full year equivalent salary would be £55,000 - £60,000.

⁽²⁾ Mr R K McLaren retired on the 31 March 2008. Figures shown are for the full year.

⁽³⁾ Dr G Saddler was appointed from the 1 November 2007. Full year equivalent salary would be £50,000 - £55,000.

Salary

'Salary' includes gross salary; performance pay or bonuses; overtime; reserved rights to London weighting or London allowances; recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation.

Benefits in Kind

The monetary value of benefits in kind covers any benefits provided by the employer and treated by HM Revenue and Customs (HMRC) as a taxable emolument.

Pension Benefits

Name and Title	Real increase in pension and related lump sum at age 60 £000	Accrued pension at age 60 at 31 March 2008 and related lump sum £000	CETV at 31 March 2008 £000	CETV at 31 March 2007 £000	Real increase in CETV £000
Professor G C Machray Chief Executive & Scientific Director	0-2.5 lump sum 0-2.5	15-20 lump sum 55-60	427	362	15
Dr K J O'Donnell Head of Rural Scientific Services and Deputy Director	0-2.5 lump sum 0-2.5	10-15 lump sum 25-30	227	175	16
Mr S R Cooper ⁽¹⁾ Deputy Director	0-2.5 lump sum 0-2.5	25-30 lump sum 75-80	609	616	3
Dr G Saddler ⁽²⁾ Head of Diagnostics and Analytical Services	0-2.5 lump sum 2.5-5.0	10-15 lump sum 30-35	193	158 (as at 01/11/07)	9
Mr R K McLaren ⁽³⁾ Head of Administration	0-2.5 lump sum 2.5-5	20-25 lump sum 65-70	499	455	0

⁽¹⁾ Mr S Cooper retired on 30 September 2007.

⁽²⁾ Dr G Saddler was appointed to the Senior Management Board on 1 November 2007.

⁽³⁾ Mr R K McLaren retired on the 31 March 2008.

Pension benefits are provided through the Civil Service pension arrangements. From 30 July 2007, civil servants may be in one of four defined benefit schemes; either a 'final salary' scheme (classic, premium or classic plus); or a 'whole career' scheme (nuvos). These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, classic plus or nuvos are increased annually in line with changes in the Retail Prices Index (RPI). Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a good quality 'money purchase' stakeholder pension with a significant employer contribution (partnership pension account).

Employee contributions are set at the rate of 1.5% of pensionable earnings for classic and 3.5% for premium, classic plus and nuvos. Benefits in classic accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years' pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits in respect of service before 1 October 2002 calculated broadly as per classic and benefits for service from October 2002 calculated as in premium. In nuvos a member builds up a pension based on his pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with RPI. In all cases members may opt to give up (commute) pension for lump sum up to the limits set by the Finance Act 2004.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a panel of three providers. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of classic, premium and classic plus and 65 for members of nuvos.

Further details about the Civil Service pension arrangements can be found at the website www.civilservice-pensions.gov.uk

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The figures include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their purchasing additional pension benefits at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are drawn.

Real Increase in CETV

This reflects the increase in CETV effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

Compensation for Loss of Office

Mr RK McLaren left under Flexible Early Retirement Terms on 31 March 2008. He received immediate payment of his pension and lump sum. This Scheme was a Scottish Government scheme and as such the Scottish Government will be meeting any costs associated with this early retirement.

Professor G C Machray
Chief Executive & Scientific Director

29 October 2008

5. Statement of Agency's and Accountable Officer's Responsibilities

Under Section 19(4) of the Public Finance and Accountability (Scotland) Act 2000, the Scottish Ministers have directed the Scottish Agricultural Science Agency (now to be known as SASA) to prepare a statement of accounts for each financial year in the form and on the basis set out in the Accounts Direction, shown as an Appendix to these financial statements. The accounts are prepared on an accruals basis and must give a true and fair view of SASA's state of affairs at the year end and its income and expenditure, recognised gains and losses and cash flows for the financial year.

In preparing the accounts, SASA is required to:

- Observe the accounts direction issued by the Scottish Ministers, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- Make judgements and estimates on a reasonable basis;
- State whether applicable accounting standards have been followed, and disclose and explain any material departures in the financial statements;
- Prepare the financial statements on a "going concern" basis, unless it is inappropriate to presume that SASA will continue in operation.

The Principal Accountable Officer for the Scottish Government has designated the Chief Executive of SASA as the Accountable Officer, including responsibility for the propriety and regularity of the public finances and for the keeping of proper records, were set out in the revised "Memorandum to Accountable Officers from the Principal Accountable Officer", dated March 2004.

6. Statement on Internal Control

Scope of Responsibility

As Accountable Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the organisation's policies, aims and objectives set by the Scottish Ministers, whilst safeguarding the public funds and assets for which I am personally responsible, in accordance with the responsibilities assigned to me in the "*Memorandum to Accountable Officers from the Principal Accountable Officer*".

The Scottish Public Finance Manual (SPFM) is issued by the Scottish Ministers to provide guidance to the Scottish Government and other relevant bodies on the proper handling of public funds. It is mainly designed to ensure compliance with statutory and parliamentary requirements, promote value for money and high standards of propriety, and secure effective accountability and good systems of internal control.

Purpose of the System of Internal Control

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve the organisation's policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify the principal risks to the organisation's policies, aims and objectives; to evaluate the nature and extent of those risks and to manage them efficiently, effectively and economically.

The process within the organisation accords with the SPFM and has been in place for the year ended 31 March 2008 and up to the date of approval of the annual report and accounts and accords with guidance from the Scottish Ministers.

Risk and Control Framework

All bodies subject to the requirements of the SPFM must operate a risk management strategy in accordance with relevant guidance issued by the Scottish Ministers. The general principles for a successful risk management strategy are set out in the SPFM.

The Agency (from 1 April 2008, a division of Rural Payments and Inspections Directorate) has developed a risk management strategy which aims to embed risk management into the day to day activities of the Agency/Division by:

- Integrating risk management into strategy setting, business planning and business processes;
- Ensuring that all line managers consider the consequences of their decisions and action from a risk management perspective across the entire organisation;
- Training and support is provided to management where necessary to assist in the identification, evaluation and management of business risks; and
- Quarterly reviews and regular updating of the corporate risk register.

More generally, the Agency/Division is committed to a process of continuous development and improvement: developing systems in response to any relevant reviews and developments in best practice in this area. In particular, in the period covering the year to 31 March 2008 and up to the signing of the accounts, Scottish Ministers announced their decision to merge the Agency with the Rural Payments and Inspections Directorate (RPID). The organisation is working on developing and adapting working practices in accordance with our RPID colleagues focussing on the synergies that can be realised following the merger.

A further development has been the work that is progressing on developing and building a revised cost recovery process. This is now in its final stages and the model will be producing relevant information early in the 2008-09 financial year.

Review of Effectiveness

As Accountable Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review is informed by:

- The executive managers within the organisation who have responsibility for the development and maintenance of the internal control framework;
- The work of the internal auditors, who submit to the Agency's Audit Committee regular reports (on systems they have reviewed) which include the Head of Internal Audit's independent and objective opinion on the adequacy and effectiveness of the Agency/Division's systems of internal control together with recommendations for improvement;
- Comments made by the external auditors in their management letters and other reports; and
- Reports from project boards and other committees in the Agency/Division.

No significant weaknesses have been identified in the period of review.

Professor G C Machray
Chief Executive & Scientific Director

29 October 2008

7. Independent Auditor's Report to the Scottish Agricultural Science Agency, the Auditor General for Scotland and the Scottish Parliament

We have audited the financial statements of Scottish Agricultural Science Agency for the year ended 31 March 2008 under the Public Finance and Accountability (Scotland) Act 2000. These comprise the Operating Cost Statement and Statement of Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement, and the related notes. These financial statements have been prepared under the accounting policies set out within them. We have also audited the information in the Remuneration Report that is described in the Government Financial Reporting Manual as requiring to be audited.

This report is made solely to the parties to whom it is addressed in accordance with the Public Finance and Accountability (Scotland) Act 2000 and for no other purpose. In accordance with paragraph 123 of the Code of Audit Practice approved by the Auditor General for Scotland, we do not undertake to have responsibilities to members, in their individual capacities, or to third parties.

Respective responsibilities of the Agency, Chief Executive and auditor

The Agency and Chief Executive are responsible for preparing the Annual Report, which includes the Remuneration Report, and the financial statements in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers. The Chief Executive is also responsible for ensuring the regularity of expenditure and receipts. These responsibilities are set out in the Statement of Agency Chief Executive's Responsibilities.

Our responsibility is to audit the financial statements and the part of the Remuneration Report to be audited in accordance with relevant legal and regulatory requirements and with International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Auditor General for Scotland.

We report to you our opinion as to whether the financial statements give a true and fair view and whether the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers. We report to you whether, in our opinion, the information which comprises the management commentary, included in the Annual Report, is consistent with the financial statements. We also report whether in all material respects

- the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers, the Budget (Scotland) Act covering the financial year and sections 4 to 7 of the Public Finance and Accountability (Scotland) Act 2000; and
- the sums paid out of the Scottish Consolidated Fund for the purpose of meeting the expenditure shown in the financial statements were applied in accordance with section 65 of the Scotland Act 1998.

In addition, we report to you if, in our opinion, the Agency has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by relevant authorities regarding remuneration and other transactions is not disclosed.

We review whether the Statement on Internal Control reflects the Agency's compliance with Scottish Government guidance and we report if, in our opinion, it does not. We are not required to consider whether this statement covers all risks and controls or to form an opinion on the effectiveness of the agency's corporate governance procedures or its risk and control procedures.

We read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board as required by the Code of Audit Practice approved by the Auditor General for Scotland. Our audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of expenditure and receipts included in the financial statements and the part of the Remuneration Report to be audited. It also includes an assessment of the significant estimates and judgements made by the Agency and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are most appropriate to the agency's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements, and the part of the Remuneration Report to be audited, are free from material misstatement, whether caused by fraud or error, and that in all material respects the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements and the part of the Remuneration Report to be audited.

Opinions

Financial statements

In our opinion

- the financial statements give a true and fair view, in accordance with the Public Finance and Accountability (Scotland) Act 2000 and the directions made thereunder by the Scottish Ministers, of the state of affairs of the agency as at 31 March 2008 and the net operating cost, recognised gains and losses and cash flows for the year then ended;
- the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers; and
- information which comprises the management commentary included with the Annual Report is consistent with the financial statements.

Regularity

In our opinion in all material respects

- the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers, the Budget (Scotland) Act covering the financial year and sections 4 to 7 of the Public Finance and Accountability (Scotland) Act 2000; and

- the sums paid out of the Scottish Consolidated Fund for the purpose of meeting the expenditure shown in the financial statements were applied in accordance with section 65 of the Scotland Act 1998.

Grant Thornton UK LLP
1-4 Atholl Crescent
Edinburgh
EH3 8LQ

October 2008

8. Annual Accounts 2007-08

Operating Cost Statement

for the year ended 31 March 2008

Administration Costs	<i>Notes</i>	2007-08 £000	2006-07 £000
Staff Costs	3	4,942	5,019
Other administration costs	4	6,021	6,069
		<u>10,963</u>	<u>11,088</u>
Operating income	2	<u>(2,834)</u>	<u>2,505</u>
Net operating cost		<u>8,129</u>	<u>8,583</u>

Statement of Recognised Gains and Losses

for the year ended 31 March 2008

	2007-08 £000	2006-07 £000
Net gain on revaluation of assets	2,704	8,462

The notes on pages 27 to 35 form part of these accounts.

Balance Sheet

at 31 March 2008

	Notes	2007-08		2006-07	
		£000	£000	£000	£000
Fixed Assets					
Tangible assets	6.1		43,422		41,062
Intangible assets	6.2		170		408
			<u>43,592</u>		<u>41,470</u>
Current Assets					
Stocks		9		8	
Debtors	7	647		601	
Cash at bank and in hand		0		0	
		<u>656</u>		<u>609</u>	
Creditors: amounts falling due within one year	8	<u>(869)</u>		<u>(1,583)</u>	
Net Current Liabilities			<u>(213)</u>		<u>(974)</u>
Total Assets less Current Liabilities			<u>43,379</u>		<u>40,496</u>
Provision for liabilities and charges	9	<u>(176)</u>		<u>(95)</u>	
			<u>(176)</u>		<u>(95)</u>
			<u>43,203</u>		<u>40,401</u>
Financed by:					
Capital and Reserves					
General reserve	10		17,306		16,618
Revaluation reserve	11		25,897		23,783
			<u>43,203</u>		<u>40,401</u>

The notes on pages 27 to 35 form part of these accounts.

Professor G C Machray
Chief Executive & Scientific Director

29 October 2008

Cash Flow Statement

for the year ended 31 March 2008

	Notes	2007-08		2006-07	
		£000		£000	
Net Cash (Outflow)/ Inflow from Operating Activities	(i)	(5,109)		(5,279)	
Capital Income/(Expenditure) and Capital Investment	(ii)	(1,676)		21,629	
Funding		6,784		(16,351)	
		(1)		(1)	

Notes to the Cash Flow Statement

Note i: Reconciliation of outturn to operating cash flows

	Notes	2007-08		2006-07	
		£000	£000	£000	£000
Net operating cost			(8,129)		(8,583)
Adjustments for non-cash transactions:					
Depreciation charges	6	1,517		1,458	
Interest on capital	5	1,471		1,673	
Audit fee	4	23		22	
Services provided by Scottish Government	4	74		74	
Loss on disposal of fixed assets	4	39		14	
Provision for early retirement costs		81		84	
			3,205		3,325
Adjustments for movements in working capital:					
Decrease/(Increase) in stock		(1)		6	
Decrease/(Increase) in debtors		(46)		150	
Decrease/(Increase) in creditors		(138)		(177)	
			185		(21)
Net cash (outflow)/inflow from operating activities			(5,109)		(5,279)

Note ii: Analysis of capital (income)/expenditure and financial investment

	Notes	2007-08 £000	2006-07 £000
Payments to acquire tangible fixed assets	6.6	(1,696)	(1,307)
Receipts from sale of tangible fixed assets	6.3	21	22,936
		<u>(1,675)</u>	<u>21,629</u>

Note iii: Reconciliation of net cash flow to movement in net funds

	2007-08 £000	2006-07 £000
Cash at bank and in hand at 31 March 2007	0	1
Cash at bank and in hand at 31 March 2008	0	0
(Decrease)/Increase in cash in year	<u>0</u>	<u>(1)</u>

Notes to the Accounts

for the year ended 31 March 2008

1. ACCOUNTING POLICIES

Accounting Policies

In accordance with the Accounts Direction issued by Scottish Ministers under section 19(4) of the Public Finance and Accountability (Scotland) Act 2000, these accounts have been prepared in compliance with the Government Financial Reporting Manual (FReM), which follows generally accepted accounting policies in the UK to the extent that it is meaningful and appropriate in the public sector context. The particular accounting policies adopted by SASA are described below. They have been applied consistently in dealing with items considered material in relation to the accounts.

Accounting Convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of fixed assets and stocks, where material, at their value to SASA by reference to their current costs.

Continuing Activities

Following an announcement by the First Minister in January 2008, SASA was to merge with the Rural Payments and Inspections Directorate (RPID) on 1 April 2008. In accordance with government accounting rules, this transfer of activity will be accounted for under merger accounting as a machinery of government change. This merger has not changed the nature of the work SASA undertakes nor have any of the functions undertaken by SASA ceased to occur. The results of the SASA Operating Statement derive from operating activities, all of which are continuing within RPID.

Fixed Assets

The Departmental Estate is treated as an asset of SASA, although legal ownership rests with the Scottish Ministers. This reflects SASA's position as the principal beneficial user of this property.

Land and buildings are professionally valued every 5 years in accordance with Financial Reporting Standard 15. These valuations are updated annually by SASA using appropriate indices and, following valuation, the remaining life may be restated. (Note 6).

Plant equipment and vehicles are valued at net replacement cost or recoverable amount. In line with the Scottish government, we no longer revalue these types of assets due to the low values involved and estimated short lives.

SASA capitalises assets which have an expected useful life of more than one year, subject to the following thresholds which are effective from 1 April 2005:

Building works	£10,000
Plant and machinery	£ 2,000
Transport	£ 2,000
IT systems	£ 5,000
IT equipment	£ 1,000
Fixtures and fittings	£ 1,000

Any assets held on the register below these thresholds will be written off at the end of their useful life or on disposal if sooner.

Depreciation

Depreciation is provided on all tangible assets, other than freehold land, on a straight-line basis at rates sufficient to write down their cost over their estimated useful life. The depreciation periods for the principal categories of assets are:

Freehold buildings and dwellings	25-50 years
Plant and machinery	10-15 years
Transport	5-10 years
Fixtures and fittings	5 years
Information technology	3-5 years

Assets in the course of construction are not depreciated until they are brought into full economic use.

Stocks

Stock is stated at the lower of net current replacement cost or net realisable value. Provision is made where necessary for obsolescent, slow-moving and defective stocks. Consumables are written off in the year of purchase.

Research and Development

Expenditure on research is not capitalised. Expenditure on development in connection with a product or service which is to be supplied on a full cost recovery basis is capitalised, if it meets the criteria specified in SSAP 13. Other development expenditure is capitalised if it meets the criteria specified in the FReM which are adapted from SSAP 13 to take account of the not-for-profit context. Expenditure which does not meet the criteria for capitalisation is treated as an operating cost in the year in which it is incurred. Fixed assets acquired for use in research and development are depreciated over the life of the associated project, or according to the asset category if the asset is to be used for subsequent production work.

Income

SASA is not primarily a trading organisation. However, the main streams of income are receipts from fees for seed certification, seed and variety testing, statutory pesticides work and other activities which are presented as income net of value added tax.

Value Added Tax (VAT)

SASA receives funding from the Scottish Government Environment Directorate to meet expenditure incurred, inclusive of VAT. However, in order to comply with Government Accounting Regulations and normal commercial practice, operating costs are stated net of VAT where VAT is recoverable.

SASA is registered for VAT as part of the Scottish Government, which is responsible for recovering VAT from HM Revenue and Customs on our behalf.

Pensions

Past and present employees are covered by the provisions of the Principal Civil Service Pension Schemes (PCSPS), which are described in the Remuneration Report. The defined benefit schemes are unfunded and are non-contributory except in respect of dependants' benefits. SASA recognises the expected cost of these elements on a systematic and rational basis over the period during which it benefits from the employees' services by payment to the PCSPS of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the PCSPS. In respect of the defined contribution schemes, SASA recognises the contributions payable for the year. Relevant disclosures are reported in Note 3.

Early Departure Costs

SASA is required to meet the additional costs of benefits above those provided by the normal PCSPS benefits in respect of employees who retire early. The full costs are charged to the income and expenditure account when the early retirement has been agreed, as required under the provision of FRem.

Capital Charge

A charge reflecting the cost of capital utilised by SASA is included in the operating statement. The charge is calculated on the average value of fixed assets and working capital held during the year at the real rate set by HM Treasury (currently 3.5% per annum).

Foreign Currency Exchange

Transactions which are denominated in a foreign currency and which are covered by a related forward contract are translated into sterling at the exchange rate specified in the contract. Transactions which are not covered by a related forward contract are translated into sterling at the exchange rate ruling on the date of each transaction, except where rates do not fluctuate significantly, in which case an average rate for the period is used. Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated at the rates ruling at that date. These translation differences are dealt with in the Operating Cost Statement.

Realised Element of Depreciation from the Revaluation Reserve

Depreciation has, until 2007-08, been charged to expenditure on the revalued amount of assets. An element of the depreciation therefore arises due to the increase in valuation and is in excess of the depreciation that would be charged on the historical cost of assets. The amount relating to this excess is a realised gain on revaluation and is transferred from the Revaluation Reserve to the General Fund.

Leases

SASA lease office/laboratory space at the Moredun Institute in East Lothian. This lease is an operating lease and the rentals are charged to the Operating Cost Statement on a straight-line basis over the term of the lease.

2. ANALYSIS OF INCOME AND EXPENDITURE - £000

An analysis of income and expenditure by Division is given below:

	<i>Income 2007-08</i>	<i>Expenditure 2007-08</i>	<i>Net Divisional Outturn 2007-08</i>	<i>Income 2006-07</i>	<i>Expenditure 2006-07</i>	<i>Net Divisional Outturn 2006-07</i>
Support Services/ Corporate Charges	116	6,534	(6,418)	56	6,710	(6,654)
Pesticides, Plant Varieties and Seeds	833	2,032	(1,199)	746	1,957	(1,211)
Potato and Plant Health	1,885	2,397	(512)	1,703	2,241	(538)
	2,834	10,963	(8,129)	2,505	10,908	(8,403)

3. STAFF COSTS

3.1 Staff Costs

	2007-08			2006-07
	Senior management £000	Directly employed staff £000	Contract/ Agency £000	Total £000
Wages and salaries	245	3,625	213	4,083
Social security costs	22	257	-	279
Other pension costs	52	626	-	678
	319	4,508	213	5,040
Less: capitalised staff costs	-	-	(98)	(98)
	319	4,508	115	4,942
				5,019

3.2 Pension Costs

All staff are eligible to join the Principal Civil Service Pension Scheme (PCSPS). It is an unfunded multi-employer defined benefit scheme, but SASA is unable to identify its share of the underlying assets and liabilities. A full actuarial valuation was carried out as at 31 March 2007. Details can be found in the resource accounts of the Cabinet Office: civil Superannuation (www.civilservice-pensions.gov.uk). Further details of the PCSPS can be found in the Remuneration Report.

For 2007-08, employer's contributions of £678,027 were payable to the PCSPS (2006-07 £666,554) at one of 4 rates in the range 17.1 to 25.5 per cent (2006-07: 17.1 to 25.5 per cent) of pensionable pay, based on salary bands. The rates will remain at 17.1 to 25.5 per cent in 2008-09. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme. The scheme's Actuary reviews employer contributions every 4 years following a full scheme valuation.

No contributions were paid to stakeholder pension providers (2006-07: nil). Nil persons (2006-07: nil persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £nil (2006-07: £nil).

3.3 Average Number of Persons Employed

The average number of whole-time equivalent persons employed during the year was as follows:

	2007-08			2006-07
	Senior management	Directly employed staff	Contract/ Agency	Total
Staff in scientific divisions	-	120	1	121
Staff in support services	7	32	2	41
	7	152	3	162
Staff engaged on capital projects	-	-	1	1
	7	152	4	168
				170

4. OTHER OPERATING CHARGES

	2007-08	2006-07
	<i>£000</i>	<i>£000</i>
Personnel	55	51
Premises	1,310	1,436
Transport	259	264
Supplies and services	1,273	1,077
Non-cash items:		
Loss/ (gain) on disposal of fixed assets	39	14
Depreciation	1,517	1,458
Cost of capital charges	1,471	1,673
Audit fee	23	22
Notional Costs for services provided by the Scottish Government	74	74
	6,021	6,069

The audit fee is a notional charge, as notified to us by our auditors Grant Thornton UK LLP. No other services were supplied by Grant Thornton UK LLP during the period ended 31 March 2008.

5. INTEREST ON CAPITAL EMPLOYED

Interest of £1,471,288 (2006-07: £1,673,021) has been charged in the Operating Cost Statement on the basis of 3.5% of the average cost of capital employed by SASA, in accordance with the Financial Reporting Manual (FRoM). Capital employed is defined as Total Assets less Liabilities, but excludes donated assets where the charge is nil. The reduced charge reflects that SASA's former Headquarter building at East Craigs was sold during 2006-07 thereby reducing the capital investment in fixed assets.

6. FIXED ASSETS - £000

(i) Tangible

	Land & Buildings	Dwellings	Transport Equipment	Plant & Machinery	Information Technology	Furniture & Fittings	AUC	Total
Replacement Cost or Valuation								
At 1 April 2007	30,201	3,883	571	9,654	2,330	270	304	47,213
Additions	-	-	47	375	30	-	515	967
Disposals	-	-	(52)	(700)	(1,283)	(20)	-	(2,055)
Transfers	659	33	-	126	348	-	(818)	348
Revaluations	4,404	(1,562)	-	-	-	-	-	2,842
At 31 March 2008	35,265	2,354	566	9,455	1,425	250	-	49,315
Depreciation								
At 1 April 2007	767	137	369	2,608	2,184	86	0	6,151
Provided in year	675	38	38	556	117	49	-	1,473
On disposals	-	-	(52)	(640)	(1,283)	(20)	-	(1,995)
Revaluation	127	11	-	-	-	-	-	138
Backlog depreciation	93	32	-	-	-	-	-	125
At 31 March 2008	1,662	218	355	2,524	1,018	115	-	5,892
Net Book Value								
At 31 March 2007	29,434	3,746	202	7,046	146	184	304	41,062
At 31 March 2008	33,603	2,136	211	6,931	407	135	-	43,423

AUC means Assets Under Construction.

(ii) Intangible

	Information Technology	Assets under Construction	Total
Replacement Cost or Valuation			
At 1 April 2007	242	261	503
Additions	5	148	153
Disposals	-	-	-
Transfers	(78)	(270)	(348)
At 31 March 2008	169	139	308
Depreciation			
At 1 April 2007	95	-	95
Provided in year	43	-	43
Disposals	-	-	-
Transfers	-	-	-
At 31 March 2008	138	-	138
Net Book Value			
At 31 March 2007	147	261	408
At 31 March 2008	31	139	170

There has been a transfer of assets from Intangible to Tangible fixed assets resulting in a decrease in intangible assets of £348,000 and an increase in tangible assets of the same amount. The net position for fixed assets remains the same and the difference is where specific assets are represented.

(iii) Revaluations

In line with the Scottish Governments change in policy, with regards to low value or short lived assets, SASA no longer revalues the majority of it's assets. The exception to this is land and buildings and dwellings categories of assets. These categories continue to be revalued in line with best practice.

(iv) Leasehold Land and Buildings

Included in the land and buildings is leasehold land valued at £267,000 which is held on a 175 year lease issued in 2005 at a peppercorn rent.

(v) Depreciation

The depreciation charge for the year is £1,517,563 (2006-07: £1,458,000).

(vi) Reconciliation of Fixed Asset Additions to Capital Expenditure Cash Flow:

Creditor at 1 April 2007	£000 1,164
Fixed asset additions	1,121
Creditor at 31 March 2008	(589)
Payment to acquire fixed assets	1,696

7. DEBTORS – due within one year

	2007-08 £000	2006-07 £000
Trade debtors	316	240
Other debtors	12	7
Prepayments and accrued income	319	354
	647	601

8. CREDITORS – due within one year

	2007-08	2006-07
	<i>£000</i>	<i>£000</i>
Other taxation and social security	-	19
Trade creditors	491	703
Other creditors	19	13
Accruals and deferred income	359	848
	869	1,583

9. PROVISIONS FOR LIABILITIES AND CHARGES

Early Departure Costs	2007-08	2006-07
	<i>£000</i>	<i>£000</i>
At 1 April 2007	95	11
Provisions utilised in the year	(19)	(13)
Under provision	-	2
Provided during the year	100	95
At 31 March 2008	176	95

SASA meets the additional costs of benefits beyond the normal PCSPS benefits in respect of employees who retire early by paying the required amounts annually to the PCSPS over the period between early departure and normal retirement date. SASA provides for this in full when the early retirement programme becomes binding by establishing a provision for the estimated payments due. Mr RK McLaren retired under a Scottish Government run scheme and any additional costs will be met by them. There is no provision within SASA's accounts for this.

10. GENERAL RESERVE

	2007-08	2006-07
	<i>£000</i>	<i>£000</i>
At 1 April 2007	16,618	39,589
Net funding	6,784	(16,349)
Non-cash transactions:		
Interest on capital	1,471	1,673
Notional costs	97	96
Transfer of realised element of revaluation reserve	465	192
Net operating cost	(8,129)	(8,583)
At 31 March 2008	17,306	16,618

11. REVALUATION RESERVE

	2007-08	2006-07
	<i>£000</i>	<i>£000</i>
At 1 April 2007	23,783	15,514
Surplus arising on indexation during the year	2,704	8,522
Backlog depreciation	(125)	(61)
Transfer to general reserve in respect of the realised element of revaluation reserve	(465)	(192)
At 31 March 2008	25,897	23,783

12. CAPITAL COMMITMENTS

	2007-08 £000	2006-07 £000
Contracted	149	104
Authorised but not contracted	406	1,248

13. OTHER FINANCIAL COMMITMENTS

At 31 March 2008, SASA had annual commitments of £19,500 under operating leases, for land and buildings which expire after 5 years (2006-07: £15,000).

14. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2008.

15. RELATED PARTY TRANSACTIONS

SASA was an Executive Agency of the Scottish Government throughout the 2007-08 financial year, prior to being merged with RPID. The Scottish Government is regarded as a related party with which SASA has had various material transactions during the year. In addition, SASA has had various material transactions with other central Government bodies. Most of these transactions have been with the Pesticides Safety Directorate and the Department of Environment, Food and Rural Affairs.

During the year, the Chief Executive, managerial staff and other related parties have not undertaken any material transactions with SASA.

16. INTRA-GOVERNMENT BALANCES

	Debtors: amounts falling due within one year £000	Creditors: amounts falling due within one year £000
2007-08		
Balances with other central Government bodies	85	-
Balances with local authorities	-	2
Balances with bodies external to Government	562	867
At 31 March 2008	647	869
2006-07		
Balances with other central Government bodies	22	-
Balances with local authorities	-	12
Balances with bodies external to Government	579	1,571
At 31 March 2007	601	1,583

17. POST BALANCE SHEET EVENTS

There were no post balance sheet events to report in 2007-08.

18. LOSSES STATEMENT

Losses and special payments for the year total £3,928 (2006-07: £1,807). The figure includes amounts written off from SEAS invoices due to minor underpayments, bank charges and company liquidations, amounting to £590 (2006-07: £729). The balance of £3,338 (2006-07: £1,078) includes recompense for losses or accidents.

Appendix 1



SCOTTISH AGRICULTURAL SCIENCE AGENCY

DIRECTION BY THE SCOTTISH MINISTERS

in accordance with section 19(4) of the Public Finance and Accountability (Scotland) Act 2000

The statement of accounts for the financial year ended 31 March 2006 and subsequent years shall comply with the accounting principles and disclosure requirements of the edition of the Government Financial Reporting Manual (FReM) which is in force for the year for which the statement of accounts are prepared.

The accounts shall be prepared so as to give a true and fair view of the income and expenditure, recognised gains and losses, and cash flows for the financial year, and of the state of affairs as at the end of the financial year.

This direction shall be reproduced as an appendix to the statement of accounts. The direction given on 29 March 2001 is hereby revoked.

Signed by the authority of the Scottish Ministers

Dated 17 January 2006

9. Representational Duties of SASA Staff During 2007-08

Senior Management Team

Professor G C Machray

- Edinburgh Consortium for Rural Research
- Plant Science Scotland
- Scottish Executive Cross-Cutting Group on Science and Technology

Dr G Saddler

- International Society for Plant Pathology Committee on Taxonomy of Plant Pathogenic Bacteria
- Programme Secretary, British Society for Plant Pathology

Dr K J O'Donnell

- Crop Protection in Northern Britain: Standing Committee
- Crop Protection in Northern Britain: 2008 Organising Committee Conference
- British Crop Protection Council: Board Member
- Scottish Seed Potato Consultative Panel: Chair
- Scottish Potato Technology: Board Member
- UK Seed Potato Committee
- Biomathematics and Statistics Scotland Management Advisory Committee
- Plant Varieties and Seeds Committee
- National List and Seeds Committee

Cereals Section

G P Hall

- National List Procedures Groups for Combinable Crops (until Feb 2008)
- National List Technical Group for Combinable Crops (until Feb 2008)
- OECD Seeds Schemes Committee
- ISTA Bulking and Sampling Committee – working group member
- AIC (Scottish Council) Seeds Committee
- National List and Seeds Committee (from Oct 2007)

R A Sunter

- National List Procedures Groups for Combinable Crops (from Feb 2008)
- National List Technical Experts Group for Combinable Crops (from Feb 2008)
- Scottish VCU group – minute secretary

Official Seed Testing Station

R Don

- ISTA Germination Committee: Chair
- ISTA Moisture Committee: member
- ISTA Proficiency Committee: member
- ISTA Rules Committee: member
- ISTA Tetrazolium Testing Committee: Vice Chair

Mrs G McLaren

- ISTA Germination Committee: member
- ISTA Vigour Committee: member

Mrs V Cockerell

- BCPC Seed Treatment Working Group
- ISTA Seed Health Committee: Chair
- ISTA Rules Committee: member

Mrs C A Cadger

- ISTA Proficiency Committee: member

Pesticide Usage & Wildlife Management Section

Dr C J Griffiths

- Advisory Committee on Pesticides
- Inter Departmental Secretariat on Pesticides
- Working Party on Pesticide Usage Surveys
- SAC Horticulture Training Forum

Dr J Hughes

- Inter-Departmental Group Biocides
- ACP – Environmental Panel Member

Dr F G L Hartley

- Goose Science Advisory Group
- Partnership for Action against Wildlife Crime - Scottish Working Group
- Scottish Non-Native Species Working Group
- DEFRA Rabies Wildlife Control Working Group

Herbage & Vegetable Crops Section

F N Green

- UPOV Technical Working Party for Vegetables – Chairman and UK Representative
- ISTA – Nomenclature Committee: Member
- International Commission for the Nomenclature of Cultivated Plants: Member
- European Community Plant Variety Office Vegetable Experts Working group – UK representative
- UK Vegetables DUS Centre: Chairman
- UK Plant Genetic Resources Group
- Working Group on Scottish Landraces and Traditional Varieties: Chairman
- Hortax (Horticultural Taxonomy Group): Vice Chairman

Dr J C Davey

- Scottish Executive Assessor to ACRE (Advisory Committee on Releases to the Environment)
- European Enforcement Group on Contained use and Deliberate Release and Monitoring

T Christie

- UK Vegetables DUS Centre
- EU Radish Test Group

G D Campbell

- UK Vegetables DUS Centre: Member

K M Pearson

- National List – Interdepartmental Herbage Procedures Development Group and attendance at National List and Seeds Committee meetings
- ERAD Seeds Enforcement Meeting
- Scottish VCU Group
- Scottish Recommended List Herbage Varieties Decision Making Group

Mrs G Moran

- European Enforcement Project on Contained use and Deliberate Release of GMO's
- European Network of GMO Laboratories – UK representative

Mrs L J B McCarthy

- UK Vegetables DUS Centre

Mrs M Orr

- UK Vegetables DUS Centre: Minute Secretary

Chemistry Section

Dr M Taylor

- CAIP – Campaign Against Illegal Poisoning - Scotland
- CAIP – UK
- RSC Edinburgh & SE Scotland Committee: Analytical Representative
- Partnership for Action against Wildlife Crime - Scotland

Dr G Keenan

- RSC Analytical Methods Committee: Mass Spectrometry Sub-Committee

D A Lindsay

- Pesticide Residues Committee (PRC) SE Assessor
- PRC Analytical Sub-group: Member

K R Reid

- PRC Analytical Sub-group: Member

Miss E A Sharp

- CAIP - UK
- CAIP - Scotland

Potato Section

Dr J Kerr

- UK Seed Potato Committee
- Seed Potato Consultative Panel
- UNECE Specialised Section on Standardisation of Seed Potatoes – Head of Delegation
- Prebasic Growers Association Committee

Dr P van de Graaf

- Potato Council Seed and Export Committee

Dr S F Carnegie

- National List - Potato VCU Experts Group: Chair
- National List – Potato Procedures Development Group

Miss H Campbell

- National List – Potato Procedures Development Group

Mr C Laing

- Seed Potato Consultative Panel

Plant Health Section

Dr J M Chard

- UK Plant Health Co-ordination Group
- Standing Committee of the Association for Crop Protection in Northern Britain
- EPPO CPM Affairs Panel

Dr A Schlenzig

- European Mycological Network
- UK Sudden Oak Death Science Group
- UK Phytodiagnosticians Working Group
- EPPO Diagnostic protocols for regulated pests (fungi)

Mrs C Nisbet

- Organising Committee for the 13th European Association for Potato Research, Virology Section Meeting, Aviemore (17-22 June 2007)

Dr C J Jeffries

- EU Virus Experts Group: Co-ordinator
- EPPO Potato Phytosanitary Measures Panel
- EAPR Virology Section: Chairman
- Organising Committee for the 13th European Association for Potato Research, Virology Section Meeting, Aviemore (17-22 June 2007)

Virology & Zoology Section

Dr J Pickup

- Convenor of Royal Entomological Society Aphid Special Interest Group
- Trustee of Association of Applied Biologists and Convenor of Nematology Subgroup Committee
- Scottish Aphid-borne Virus Working Party: Chair

Mrs I Browning

- Organising Committee for the 13th European Association for Potato Research, Virology Section Meeting, Aviemore (17-22 June 2007)

Diagnostics & Molecular Biology Section

Dr D Kenyon

- Association of Applied Biologists Applied Mycology and Bacteriology Subgroup Committee
- Organising Committee for the AAB Conference on Advances in epidemiology and control of rusts, Edinburgh (April 2009)
- UK Phytodiagnostician Working Group

Dr A Reid

- Association of Applied Biologists Nematology Subgroup Committee
- UPOV Working group for Biochemical and Molecular Techniques

Library

Mrs L J Clark

- Scottish Agricultural Librarians Group (SALG)
- Scottish Working Party on Official Publications (SWOP)

10. SASA Contact Points

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