

The Supreme Court of the United Kingdom Management Board

Minutes of the meeting held on 23 April 2012

Attending: Jenny Rowe (Chair)

William Arnold
Louise di Mambro
Olufemi Oguntunde
Martin Thompson
Ben Wilson
Chris Maile
Philip Robinson (Non-Executive Director)
Alex Jablonowski (Non-Executive Director)

Paul Brigland (Secretary)

1. Apologies for absence

1.1 No apologies were received.

2. Approval of minutes of the Management Board Meeting of 27 March 2012

2.1 The minutes were approved.

3. Matters arising not covered elsewhere on the agenda

3.1 The following points arising from the minutes of the February Management Board meeting were discussed

- 3.1 – The Board noted that JR had now put advice to Lord Philips which she would circulate. The Board noted the reports in the media that the Chief Secretary to the Treasury had asked departments to keep a 5% cash reserve
- 11.2 – JR said she would circulate an updated version of the JCPC paper which reflected minor comments from HMT once she had received any comments from Lord Phillips.

4. Scorecard report

- 4.1 The Board noted the monthly Scorecard report (paper MB12/19). The Board noted that the final underspend for 2011/12 was under 1%.
- 4.2 The Board noted that the number of Permission Applications granted had risen in March. A report on trends in the grant rate would be produced for future consideration.
- 4.3 The Board noted that all other targets were being met and that it was important to ensure consistency in the next reporting year

5. Risk Register – Quarterly assessment

- 5.1 The Board noted paper MB12/20.

6. Finance and fees

- 6.1 The Board noted paper MB12/21. OO reported that expenditure was as expected; and that the underspend for the previous year was less than 1%. OO reported that this might reduce further as account might have to be taken of
 - depreciation on the building
 - tax on justices travel – agreement had been reached with HMRC
 - expenditure on lifts
- 6.2 The Board then discussed future budgets and possible long term liabilities, including expenditure on the building.
- 6.2 The Board considered annex B of the paper which detailed the estimated budget for the 2012/13 financial year. The Board noted the expenditure required for lifts and that the re-letting of some contracts might lead to future savings.
- 6.3 It was agreed that careful control over expenditure was important, particularly in the first two quarters of 2012/13.

- 6.4 The Board noted annex C of the paper (the Governance Statement), and was it was decided some further work on this was required.
- 6.5 It was decided that the Governance Statement should reflect any weaknesses identified and give fuller details of actions taken and what remained to be addressed. The Board also noted that the Business Continuity Plan was in place but further work on this was ongoing. The Governance Statement should also mention the re-letting of the Security contract.

Action Point: OO to redraft the Governance Statement for consideration by the Audit Committee.

7. Communications update

- 7.1 The Board noted paper MB12/22. The only negative media coverage had been over the appointments process.
- 7.2 The Board noted that the increase in visits to the web site was probably linked to the information being posted on the Twitter account.

8. Human resources

- 8.1 The Board noted the following
- The post of Deputy Head of Communications was being filled for the next 6 months by someone on secondment from the Youth Justice Board. Arrangements would be made to fill the post permanently after this period.
 - Arrangements to find a permanent replacement for the Finance Manager post were in hand. The Finance Officer post had been upgraded.
 - The sift of applications for the JAs had reduced the number to be considered further to 62. Interviews of the final 15 would be held at the end of May.

9. Parliamentary Questions and FOI

- 9.1 The Board noted that no PQs and 2 FOI requests had been received in March.

10. Case update

- 10.1 The Board noted that 2 cases from Scotland were expected to be listed shortly and that further cases from Scotland, along with a number of tax cases, were anticipated for the Michaelmas term.
- 10.2 The Board noted that the intended analysis of cases would include looking at both Applications received and Applications granted.

11. Accommodation

- 11.1 The Board noted paper MB12/23 MT outlined the plan for dealing with the lift defects and the anticipated costs. The Board were content that Internal Audit should be used to report on contract management processes for the Facilities Management services rather than engage a Managing Agent to perform and audit and monitoring role.
- 11.2 The Board discussed the proposed tender exercise and future contract for Facilities Management with the aim of an eventual reduction in costs.

Action Point: MT to report to Management Board on 24th May 2012.

12 Equality and Diversity

- 12.1 The Board noted the contents of paper MB12/25 and the attached strategy. JR asked that a report be given to the next User Group meeting. CM reported that a visitor survey would be carried out over the summer.
- 12.2 CM reported on the current JA recruitment campaign. The vacancies had been advertised in England & Wales, Scotland and Northern Ireland. The Board noted that a breakdown of applicants could be done on the basis of gender, ethnic background, disability etc.

13. Energy Consumption

- 13.1 The Board noted the contents of paper MB12/25. MT outlined the measures undertaken to reduce energy consumption which included energy saving light bulbs, motion sensor controls on lights etc. The Board noted that energy consumption was affected by other factors including visitor numbers and weather.

14. Health and Safety

- 14.1 The Board noted paper MB12/26.
- 14.2 It was noted that there was a need for a further person to be trained to undertake DSE assessments.
- 14.3 MT reported that a contractor had had an accident in March, bringing the total number of incidents for the reporting year to 6.
- 14.4 The Board also noted paper MB12/27. Board members were asked to consider this paper and give any comments to MT by Friday 27 April 2012.

15. IT

- 15.1 PB gave an oral update on the review of IT provision that he had been undertaking with Farsight Consulting and MoJ ICT and some of the options that were emerging from this. PB also updated the Board on the Justices Pilot IT network that had been launched. PB said that a fuller report and presentation would be given at the May Management Board meeting.

16.

- 16.1 There was no other business.

These minutes were approved by the Management Board on 28 May 2012.