

The Supreme Court of the United Kingdom Management Board

Minutes of the meeting held on 24 September 2012

Attending: Jenny Rowe (Chair)

William Arnold
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 Apologies were received from Louise di Mambro.

2. Approval of minutes of the Management Board Meeting of 23 July 2012

2.1 The minutes were approved with one amendment to point 7.1

3. Review of Management Board Terms of Reference

3.1 The Board noted paper MB12/45 and agreed the Terms of Reference and agreed them subject to one minor amendment (added to the line “*Each subcommittee has its own Terms of Reference*” is “***which are approved by the Management Board***”).

4. Matters arising not covered elsewhere on the agenda

4.1 The following points arising from the minutes of the April Management Board meeting were discussed.

- JR updated the Board on developments to 3.1.
- The MB noted and discussed some of the high profile cases listed for the coming term.

5. Scorecard report

- 5.1 The Board noted the monthly Scorecard report (paper MB12/46), and discussed PTA rates and case numbers.

6. Risk Register

- 6.1 The Board considered paper MB12/47 and noted the following points:-

Risk 1 – The Board considered possible outcomes of legislation and what options were available.

Risk 4 – there had been a limited number of responses which have been supportive.

Risk 6 – the Board noted that a new Lord Chancellor and ministerial team had been appointed to the MoJ.

Risk 7 – the Board noted that a BCP Auditor would be coming in on the 26 September 2012.

Risk 10 – MT reported that the refurbishment of two lifts was on track and due to be completed in October 2012. A paper would be submitted to the next meeting with details about the refurbishment of the remaining two lifts.

Risk 14 – the Board noted that the situation was ongoing. Sir Dennis Byron from the CCJ was attending the Opening of the Legal Year ceremony would be meeting the President and Deputy President whilst in London.

7. Finance and fees

- 7.1 The Board considered paper MB12/48.

7.2 The Board noted the following points, which would impact on future budgets and spending:

- Lord Dyson had been appointed Master of the Rolls, which meant that spending on Justices salaries would be less than anticipated. OO had adjusted the budget profile to reflect this.
- IT costs – the Board noted that there may be scope for further adjustments depending on the outcome of the current IT project.
- Recovery of Fees was ahead of the figure projected.
- The Board considered if discussion with HMT were required in view of potential savings and budget adjustments.
- CM reported that there was a meeting planned with Shared Services to discuss and charges for their services that may be introduced in the next financial year.

7.3 The Board noted the expenditure figures for August 2012.

8. Communications update

8.1 The Board noted paper MB12/49 and the following points:

- Discussions had been held with the new President to consider how his appointment could be covered.
- July and August had seen a drop in visitor numbers compared to the previous year – Westminster Abbey and other nearby visitor locations had reported a similar situation.
- The Sport and the Law exhibition had helped draw visitors in and had been well received, with positive feedback from those visitors who completed feedback forms, with 95% rating the exhibition as either ‘very good’ or ‘excellent’. Discussions were ongoing with De Montfort University, who plan to re-mount the exhibition later in the year.
- Two Open House weekends had been held in August and the number of visitors had exceeded expectations with over

- The figures for unique visitors to the UKSC website for July and August were both up on the previous year.
- RSS feeds were now being provided.
- A new welcome message from Lord Neuberger was now on the Home page of the website.

9. Human resources

9.1 The Board noted the following points

- Seven new JA's had started in September.
- The Finance Manager post had been advertised externally with a closing date of 25 September 2012.
- An offer had been made to one of the candidates interviewed for the Assistant Librarian post, and had been accepted.
- Interviews for the Deputy Head of Communications position were being held in October.
- A new Registry assistant had been engaged for three day per week on a fixed term contract until the end of December 2012.
- A temporary voluntary JA from Germany would be working at the UKSC in January 2013. This was at no cost to the Court as it is to be funded by the German government.
- The annual Staff Engagement Survey would be undertaken in October.

9.2 CM reported that the future pay strategy would be kept under review as the MoJ strategy became clear and Cabinet Office responded to it.

9.3 The Board noted that a Learning and Development policy had been drafted and would be presented at the next Management Board meeting.

9.4 The Board noted that the Institute of Risk Management would be delivering training in October to some members of staff.

10. Parliamentary Questions and FOI

10.1 PB reported that three FOI requests had been received in August and September. No PQs had been tabled.

11. Case update

11.1 The Board noted that

- the grant rate for PTAs was steady.
- cases were now being listed up to June 2013.

12. Visitor Diversity Survey

12.1 The Board noted paper MB12/50, and agreed that the survey should be repeated in 2013 for comparative purposes.

13. Future IT Provision

13.1 The Board noted the contents of paper MB12/51.

13.2 The Board agreed that the Treasury Solicitors department should be consulted early in the process.

Action point: PB to speak to Treasury Solicitors

14. AOB

14.1 The Board noted that two procurement processes (FM and cleaning) were underway.

These minutes were approved by the Management Board in October 2012.

UKSC
October 2012