

The Supreme Court of the United Kingdom

Management Board

Minutes of the meeting held on 26 November 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 for absence were received.

2. Approval of minutes of the Management Board Meeting of 29 October 2012

2.1 The minutes were agreed.

3. Matters arising not covered elsewhere on the agenda

3.1 The following points arising from the October Management Board meeting were discussed.

- JR updated the Board on developments to 3.1.
- MT reported that we had commissioned a report into the lift faults and would be considering the issue further once that had been received.

4. Scorecard report

- 4.1 The Board noted the monthly Scorecard report (paper MB12/60). CM reported that, as agreed, the YTD figure on training days had been amended and from now on would be a pro-rata figure.
- 4.2 OO raised a query about the PTA statistics, and thought that they were incorrect. It was agreed that PB would check with Registry staff and report back to the next meeting.

Action point: WA, LdiM and PB to discuss PTA statistics and report back to next meeting.

5. Risk Register

- 5.1 The Board considered paper MB12/61. The Board noted the following points:-

Risk 1 – this risk had diminished but would not be removed from the Register until a final agreement had been reached with MoJ.

Risk 2 – the referendum was not due until autumn 2014 and outcomes and resolutions would not be clear until sometime after that. It was agreed that this should remain on the register, but that consideration should be given to rescoring and marking this risk as amber.

Risk 3 – this was a new risk (the former risk 2 having been separated into two).

Risk 4 – the Board noted that the Commission was due to report at the end of the year.

Risk 8 – the RCJ would be holding a meeting to discuss this issue and we were awaiting the outcome of that. A test of the BCP was planned for January 2013.

Risk 11 – it was noted that this it was expected that this risk would be removed from the Register by the end of the financial year once the lift refurbishment programme had been successfully completed.

Risk 12 – two amendments had been tabled relating to the powers of UKSC security guards.

5.2 AJ asked if Board members had considered if there were any significant risks not reflected on the Register. The point was made that both HMRC and the BBC had been hit by ‘sleeper’ risks, and Board members were asked to consider if there were any such risks that we should be aware of and add to the Register.

Action point: all Board members to consider and discuss at the next meeting.

6. Finance and fees

- 6.1 The Board considered paper MB12/62 and its annexes.
- 6.2 OO said that the first part of the paper reported on expenditure to date and this had been broadly in line with what had been projected.
- 6.3 The second part of the paper looked at additional or brought-forward spending and projects.
- 6.4 A meeting had been arranged with the MoJ to look at getting part of the money owed in the next financial year, but any agreement reached would need to be sanctioned by HMT. A meeting with HMT had been arranged for end November.
- 6.5 The Board considered the potential projects as outlined in the paper and its annexes. PR said he understood the lifts were being refurbished to reduce the risk of entrapment, but said we needed to be sure there was proper justification for the other projects, such as upgrading the Security Access system.
- 6.6 AJ suggested that it be formally minuted that, despite the high cost of fitting out and refurbishing the Middlesex Guildhall, this had not resulted in good quality and had not been fit for purpose in many areas. The Board suggested making a formal note documenting all of the faults and issues encountered (roof, lifts, security access system, asbestos etc),
- 6.7 The Board considered the other potential projects. It was noted that these were all projects and expenditure that had been planned in any event, but which were being brought forward.

- 6.8 The Board agreed that the display cabinets and the educational tours video should be commissioned.
- 6.9 PR said we should consider if the various Middlesex societies would agree to partner the audio tour of the outside of the building.

Action point: The issue of the audio tour of the outside of the building to be added to the agenda of the next meeting with the Middlesex representatives.

7. Communications update

- 7.1 The Board noted paper MB12/63.

8. Human resources

- 8.1 The Board noted the following points

- There would be a staff vacancy from mid-December following the departure of a member of the Communications team. The vacancy would be advertised and consideration would also be given to recruiting from the civil service surplus register. All other vacancies had now been filled.
- The staff survey had been completed. The initial figures showed a slight dip in the engagement score, from 79% to 77%, but this was still a good score in comparison to other departments. The survey results were generally positive, but CM would be giving a fuller report to the next MB meeting.

MoJ Shared Services have given an estimated figure of between £30-40k as the cost of providing services in the next financial year, although this would not be hard-charged at this stage.

9. Parliamentary Questions and FOI

- 9.1 PB reported that one FOI request had been received in September. No PQs had been tabled. PB said that the number of FOI requests received so far was significantly less than at the same time last year.

However, the number of general enquiries and letters querying decision about jurisdiction was up.

10. Case update

- 10.1 The Board noted that a significant case relating to the division of assets during divorce had been given leave to appeal by the Court of Appeal and was now listed for hearing in early 2013.

11. Learning and Development policy

- 11.1 The Board noted the contents of paper MB12/64.
- 11.2 The Board agreed that the approach and principle set out in the paper was correct, but also considered if there should be an upper limit set on funding of training/educational courses, or for subscriptions to learning or course related journals.
- 11.3 The Board agreed that, subject to setting an upper limit for funding, the Learning and Development policy should be approved. It was suggested that the upper limit could be set at 50% on a discretionary basis.

Action point: CM and OO to consider upper limit for funding and subscriptions and report back to JR for her final decision.

12. ICT Provision

- 12.1 PB reported on the current status of the ICT project and gave an outline of the timings. The Board noted that the MoJ had provided and were paying for a Business Analyst to produce the requirements documentation that the Government Procurement Service and GovStore would use to source potential new suppliers.

13. Formal review of the UKSC/JCPB Business Plan for 2012/13

- 13.1 The Board noted paper MB12/66.
- 13.2 The Board noted that we were broadly on course and were meeting the objectives set out in the Business Plan.

- 13.3 The Board noted that in relation to the point on page 12, bullet 2 relating to electronic bundles, efforts were being made to increase the rate at which bundles were supplied in electronic format by parties.
- 13.4 The Board noted that the ‘Court of Claims exhibition’ referred to at paragraph 43 has now been set up in the café area.
- 13.5 The Board discussed if we should e-mail copies of future Business Plans direct to user group members, legal journalists, senior judiciary etc.

Action point: JR and WA to consider circulating future Business Plans to outside bodies and individuals.

14. Health and Safety

- 14.1 The Board noted paper MB12/67.

15. AOB

- 15.1 MT updated the Board on the progress of the current ongoing procurement exercises relating to Facilities Management and to Cleaning.

These minutes were approved by the Management Board on 18 December 2012.

UKSC
November 2012