

The Supreme Court of the United Kingdom

Management Board

Minutes of the meeting held on 20 February 2014

Attending: Jenny Rowe (Chair)

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

Paul Brigland (Secretary)

1. Apologies for absence

1.1 Apologies were received from Louise di Mambro.

2. Approval of the minutes of the meeting of 27 January 2014.

2.1 The minutes were approved, with the exception of section 13.3 . The Board discussed this and requested that it be amended and considered at the next meeting.

3. Matters arising not covered elsewhere on the agenda

3.1 There were no matters arising.

4. Declaration of conflicts of interests

4.1 No declarations of conflicts of interest were made.

5. Monthly dashboard

5.1 The Board noted the contents of paper MB14/07.

6. Risk Register

6.1 The Board noted the contents of paper MB14/08. The Board also noted that the Cabinet Office questionnaire about MB members' responsibilities and awareness of cyber security issues was being considered by PB. The Board noted that the new IT system was undergoing penetration testing to identify any potential issues or weaknesses in relation to security.

7. Finance and fees

7.1 The Board noted paper MB14/09, and in particular the following points –

- HMT had published the supplementary estimates and everything we had proposed had been agreed.
- At the end of January spend was £10.84m against a projected budget of £11.13m.

7.2 The Board considered current expenditure against estimated expenditure for the 2014/15 financial year. OO said that he would be presenting figures for the projected budget to the next Board meeting.

7.3 The Board also considered the list of potential works produced by MT. It was noted that we would not be able to do all of these in the next financial year and that they would have to be prioritised and considered further in the light of the projected budget being produced by OO.

8. Press and communications

8.1 The Board noted paper MB14/10, and the following points -

- There had been coverage of the judgment in the HS2 case and this had generated some correspondence in The Times.

- The number of physical visitors was up and included a good number of educational tours.
- The number of educational tours was detailed in an attached table. The Board noted that the number of visits coming from outside of the south-east of England was increasing and that further work would be undertaken to encourage visits from schools in the state sector.
- There had been a dip in the number of visitors to the website in January. This could be attributed to the shift in domain name, and it was anticipated that this would bounce back in due course.

8.2 AJ asked if we were on the Government Digital Service (GDS) radar. PB said that we were and that GDS were keen to do a case study at some stage of our IT project to use as an exemplar to other smaller government bodies.

8.3 The numbers of on-line visitors to the websites was up.

9. Human Resources

9.1 The Board noted the following points –

- The campaign to recruit the next round of JAs was well underway and so far there were 30 started applications. The online advertisement was due out the following week. Annabel Lee was writing an article for the Law Society gazette which it was hoped would encourage a higher number of female applicants.
- A recruitment exercise to fill the Communications and Outreach Manager was underway. This was the first direct UKSC campaign under the new arrangements.
- An advertisement for a new Non-Executive Director had been placed on the Cabinet Office public appointments website.
- The part-time HR Officer was working well and had provided a useful resource.

- The fixed term appointment for the Assistant Librarian ended in May and the permanent post-holder would be returning from leave in that month.
 - January was the first month that staff had been paid under the new arrangements. All had gone well with the exception of an issue with three of the JAs. This had been quickly resolved.
- 9.2 The Board noted that Managers had met the previous Friday to discuss a set of common criteria for the Outstanding box marking. These criteria had been considered and approved by the Remuneration Committee.
- 9.3 The Board noted that the Remuneration Committee had considered the issue of Rewards and Benefits. A recommendation from the Remuneration Committee was put to the Board that a corporate membership be taken up with Benenden Health. After discussion the Board agreed that this should be done.

10. Parliamentary Questions and Freedom of Information

- 10.1 The Board noted that no FOI requests or PQs had been received in January.

11. Case update

- 11.1 The Board noted that the Welsh Reference had been heard on Monday and Tuesday that week.

12. Equality and Diversity

- 12.1 The Board noted the following points –
- No complaints or concerns had been raised by staff or visitors in the last quarter.
 - There had been positive coverage in the RNIB magazine following a tactile tour for RNIB members.
 - A workshop for managers covering employment law issues was being arranged.

- 12.2 The gender split of staff was 27 Female/23 Male.
- 12.3 An update on E&D had been given to the User Group meeting in January and had not generated any comments.

13. Accommodation report

- 13.1 The Board noted paper MB14/11.
- 13.2 The new reception desk had been successfully installed in January. Feedback from staff and visitors had been positive and the marquetry from the old desk had been incorporated in the new one.
- 13.3 Following the installation of the secondary glazing on the windows between Court 3 and the café a sound test had been undertaken. The outcome was satisfactory and showed that the noise attenuation exceeded the levels set out in the court design guide.

14. Catering concession

- 14.1 MT updated the Board. The first objective of the exercise had been to increase revenue, the second had been to improve the quality of the catering.
- 14.2 The final selection had been between two companies.
- 14.3 The final decision had been to award the contract to Zefferano. This was subject to a contract that was being considered by the Treasury Solicitors.
- 14.4 The Board also considered the financial arrangements, including any risk if the projected revenue level for room hire was not reached.
- 14.5 The Board noted what measures Zefferano would be taking to increase revenue. These included
- Charging parties for meeting room hire
 - Improving the quality of food served to encourage greater use by staff
 - Re-modelling the café to make it a more attractive venue

14.6 The Board noted that gift sales were a separate issues and were still being negotiated. WA was due to write to Zefferano giving an estimated value for the current stock and ask if they wanted to buy it.

15. Any other business

15.1 The Board noted that pest control inspections would now be undertaken fortnightly

15.2 The Board agreed that MT should write to contractors to acknowledge the highly satisfactory assessment of their H&S systems by the independent auditor.

15.3 BW reminded Board members that the annual photo would be taken in advance of the next meeting.

UKSC
20 March 2014