

# **The Supreme Court of the United Kingdom**

## **Management Board**

### **Minutes of the meeting held on 30 March 2015**

Attending: Jenny Rowe (Chair)

William Arnold

Louise di Mambro

Chris Maile

Olufemi Oguntunde

Ben Wilson

Alex Jablonowski (Non-Executive Director)

Kenneth Ludlam (Non-Executive Director)

Paul Brigland (Secretary)

#### **1. Apologies for absence**

Apologies were received from Martin Thompson.

#### **2. Approval of the minutes of the meeting of 23 February 2015.**

2.1 The minutes were approved.

#### **3. Matters arising not covered elsewhere on the agenda**

3.1 JR had met with the Stephen Barrett who would replace AJ as Non-Executive Director in the summer. It had been agreed that KL would Chair the Audit Committee and SB would chair the Remuneration Committee.

#### **4. Declaration of conflicts of interests**

4.1 No declarations of conflicts of interest were made.

#### **5. Monthly Information Dashboard**

- 5.1 The Board noted the contents of paper MB15/13.
- 5.2 The Board considered the red flag against the +/- 12 term time week target. LdiM explained that the PTAs had been processed by the staff within the time limit, but not all had been considered by the Justices. The Board noted that the JAs had been preparing the bench memos on time, but that there had been a rise in the number of PTAs being received.
- 5.3 WA asked if this was an issue that we needed to keep under review, since there had not been this number of applications exceeding the target in the past and wondered whether we should do anything further to identify where any delays or pinch points were occurring.
- 5.4 LdiM pointed out that there had been a rise in the number of urgent applications received. These had had to jump the queue and this was a possible contributing factor.
- 5.5 The Board agreed that, although this was not a reputational risk at present, work should be undertaken to analyse the numbers of PTAs received on a month-by-month basis to identify any delays and the reasons for these.
- 5.6 JR suggested this should be done at the end of the financial year when we would have a full year's statistics to analyse.

**Action point: LdiM to undertake analysis and report to future MB.**

## **6. Finance and fees**

- 6.1 The Board noted paper MB15/14 and the attached spreadsheets (annex A and B). The Board noted the following points -
- The spend to date was broadly in line with expectations.
  - A number of building and FM projects had been brought forward to be done in the current financial year.
- 6.2 The Board considered the balance sheet contained in annex A.
- 6.2 Board members considered the projected budget for 2015-16 detailed in annex B. The Board noted the increase in ASLC contribution that we would have to pay. It was also noted that employers'

contributions towards staff pensions would increase from 1 April 2015.

- 6.3 JR said that these figures should be reviewed against actual spend after the first quarter of the new financial year.

## **7. Press and communications**

- 7.1 The Board noted the contents of paper MB15/15, and the following points –

- Media coverage in February had been relatively light. There had been some coverage of the wind farm and asbestos compensation cases.
- The Sunday Times feature on Lady Hale had been well received.

- 7.2 Visitor numbers continued to increase and the figures for educational tours were especially good and the Moot Finals season had begun.

- 7.3 Meeting room hire for rooms not being used by parties to cases had risen.

- 7.4 The JCPC website had received its highest number of visitors per month in February, as a result of the St. Kitts election case.

- 7.5 It was looking increasingly certain that the video on demand service could be launched within the next few months, subject to reaching agreement with TNA on the wording of the licence.

## **8. Human Resources**

- 8.1 The Board noted the following points –

- The 2015 JA recruitment campaign would close later that day. Lord Kerr would be doing the initial sift over Easter, with a second sift being done in April. Interviews were scheduled for the first week in June.
- Advertisements for the Chief Executive post had been published the previous week. The closing date was 17 April and interviews had been provisionally scheduled for 5 June.

- The Justices' personal secretary vacancies had been advertised across the civil service. There had been a disappointing response, but a potentially suitable applicant would be interviewed later in the day.
- A fixed term contract had been offered to the temporary member of staff working in the Registry.
- Changes to the staff pension scheme would come into effect from 1 April 2015.

## **9. Parliamentary Questions and Freedom of Information**

- 10.1 The Board noted that 1 FOI request had been received in February and no PQs had been tabled.

## **10. Case update**

- 10.1 There was nothing of significance to report.

## **11. Quarterly review of the Risk Register**

- 11.1 The Board noted the contents of paper MB15/16, and in particular the following points–

Risk 1 –still a potential issue, but this would become clearer once the party manifestoes were all published.

Risk 3 – would become clearer following the outcome of the General Election.

Risk 4 – The Board noted the damage caused to the building by a dissatisfied litigant in person and PB updated the Board on the current position.

Risk 7 – the Board noted that the first annual review of the Risk Management Assessment Documentation Sets (RMADS) would commence in April prior to the annual security return to Cabinet Office.

Risk 10 – Dominica had now left the JCPC. The Jamaican government were due to consider the issue again in April.

Risk 14 – the fees review was ongoing.

**Action point: an update on the fees review to be provided at the May 2015 MB meeting.**

**12. Equality & Diversity Report.**

12.1 The Board noted the contents of paper MB15/17.

12.2 Two thirds of the JA applicants this year were female. The staff gender split was currently 50% male/50% female.

**13. Internal Audit Report on the Registry.**

13.1 The Board noted the contents of paper MB15/18.

13.2 Plans were well advanced to put into effect some of the recommendations contained in the report.

13.3 JR said that the skills and staff levels needed in the Registry over the next few years were being considered.

13.4 All recommendations contained within the report were set at Priority Level 3 – which was the lowest level and not urgent.

**14. BCP Test held on Monday 23 March 2015.**

14.1 PB reported that the BCP test had been successfully completed, using off-site rooms in the Institute of Civil Engineers at 1 Great George Street.

14.2 Remote access to the IT system had been established within 40 minutes and had proven easy and stable. This demonstrated that, provided a good internet connection could be established in IT terms, our BCP sites could be anywhere. This opened up a range of possibilities for potential recovery sites.

14.3 PB said that possible sites could now include the RCJ, the Parliamentary estate, other suitable courts, the Inns of Court etc.

14.4 When the final report had been agreed with Needhams 1834, it would be considered at a future Board meeting.

**15. AOB**

15.1 There was no other business.

UKSC

16 April 2015