

The Supreme Court of the United Kingdom

Management Board

Minutes of the meeting held on 22 October 2015

Attending: Mark Ormerod (Chair)

William Arnold
Louise di Mambro
Chris Maile
Olufemi Oguntunde
Martin Thompson
Ben Wilson
Stephen Barrett (Non-Executive Director)
Kenneth Ludlam (Non-Executive Director)

Paul Brigland (Secretary)

1. Apologies for absence

1.1 No apologies were received.

2. Approval of the minutes of the meeting of 25 September 2015

2.1 The minutes were approved.

3. Matters arising not covered elsewhere on the agenda

3.1 The Board noted the arrangement of operating with a smaller team of judicial PAs seemed to be working, but this would be reviewed at the end of term.

3.2 The debate in the Jamaican parliament on JCPC membership was ongoing, and was set to carry on into November.

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 MB15/54, and in particular the following points –

- Two urgent permission applications had been received during the summer vacation. One was refused in September and the other at the start of term.
- The number of applications from litigants-in-person continued to rise.
- The number of training days increased in September and more training was planned for the remainder of the year.
- FOI's continued to be received in higher numbers than usual, following the sharp rise in August.
- The in-house IT helpdesk had logged its highest number of calls, with 127 being logged in September.
- FOI requests were being received asking for information about the Climate Change Symposium. This followed an article in the Daily Telegraph.

5.2 SB asked, in relation to the last bullet point above, if there was any way of flagging up any issues likely to generate interest from the NEDs?

Action point: BW/MO to consider and report back to a future MB meeting.

6. Risk Register

6.1 The Board noted paper MB15/55, and in particular the following points –

Risk 1 - The Government is due to publish a paper in November on the Bill of Rights proposals.

Risk 3 - Members of the HoL were coming to breakfast with the President. MO had met with the Parliamentary Clerks. There was potentially an issue over the impact of judges being involved with international groups, meetings and associations (both time and costs). The Board noted that costs to the UKSC were low. The Board also noted that we have guidance on what are priority countries that has been agreed by the

President and Deputy President, and that it was also covered in the strategic priorities.

Risk 8 - The Registry team were being reorganised and developed to spread skills. This will be an ongoing risk owing to our small size but we were taking action to mitigate against this as far as was possible.

Risk 12 - the impact level of this risk would be raised from 'Low' to 'Medium' as we do not have a settled displacement site. The Board considered possible alternative locations. PB said he was investigating alternatives to ensure that they were suitable for our needs and that we could access the required IT.

6.2 The Board then considered paper MB15/55(A), which detailed the proposed headings format for a revised Risk Register.

6.3 The Board agreed that the Risk Register should be amended as the paper suggested and be considered at the next meeting in November.

Action point: PB to reformat Risk Register for November MB meeting.

7. Finance and fees

7.1 The Board noted paper MB15/56 and the attached spreadsheets (Annex A). The Board noted the following points -

- Spending was broadly in line with the forecasts, being at between 2% and 3% under budget. If fees income continued at the current levels it was possible that we might have a potential underspend.
- The contributions for the third quarter had been received from all of the jurisdictions. However, an issue had arisen over £362k due from the MoJ, which was still outstanding. The Board considered what actions to take in the event that this situation continued.
- The Board noted the figure for income generated by the Wider Market Initiative.

7.2 BW pointed out that the target had always been ambitious, and WMI income was up by 25% on last year. However, we would need to consider carefully what target was set for next year.

- 7.3 OO reported that we were still waiting to hear from HMT about our settlement figure under SR2015.
- 7.4 The Board noted that the Supplementary Estimates would need to be prepared once we had received a settlement figure. Internal Audit were due to visit from 18-29 January 2016; and the final audit of the accounts by NAO would be carried out between 11 and 29 April 2016.
- 7.5 The Board considered the cash flow analysis prepared by OO.
- 7.6 MO asked that any tables of sheets displayed during the meeting be circulated in advance to Board members.

8. Press and communications

- 8.1 The Board noted the contents of paper MB15/57, and the following points –
- September had been a busy month for the Communications team. There had been significant coverage of Lord Sumption’s interview with the Evening Standard. A clarification note had been issued in response to the coverage of the interview. Lord Neuberger had appeared on a panel at a diversity event. Lady Hale was due to speak at a diversity conference and it was possible this could lead to further debate on the issue in the media.
 - A public lecture hosted by Lord Carnwath as part of a Climate Change Symposium, and the subsequent coverage it had received, had also generated work. This had led to consideration as to what events we should allow to be hosted within the building. Lord Carnwath was being interviewed by Law in Action the following week and would address some of the issues raised.

9. Human Resources

- 9.1 The Board noted the contents of paper MB15/58 and the following points –
- The annual staff engagement survey had been launched. To date 64% of staff had completed the questionnaire and Managers were being asked to encourage staff to complete it.

- The new Registry structure was being implemented. Some staff were on temporary promotion and a new member of the team would be starting on Monday.
- Mid-year reviews were underway, using the new four box marking system.
- CM had met with three senior managers from MyCSP to discuss concern over the administration of the new pension schemes.
- New HR policies were being added to the Intranet.

10. Parliamentary Questions and Freedom of Information

10.1 The Board noted that 10 FOI requests had been received in September. Although this was less than August, it still showed a marked increase in FOI requests above the numbers received previously. No PQs had been tabled.

11. Case update

11.1 LdiM reported that the families of those involved in the case of *R v Jogee* were expected to attend the hearing during the following week, as well as a number of interveners.

12. Quarterly Equality & Diversity Report

12.1 The Board noted the contents of paper MB15/59 and that a new 5 year strategy would be required in 2016.

13. Quarterly Health & Safety Report

13.1 The Board noted the contents of paper MB15/60.

13.2 MT reported that our contractors were now sharing details of their H&S initiatives with us.

UKSC
November 2015