

**The Supreme Court of the United Kingdom
Management Board**

Minutes of the meeting held on 24 September 2010

Attending: Jenny Rowe (Chair)

William Arnold
Alex Jablonowski (Non-Executive Director)
Sian Lewis
Olufemi Oguntunde
Philip Robinson (Non-Executive Director)
Martin Thompson (items 4 onwards)

Ann Achow (Secretary)

1. Apologies for absence

1.1 Apologies for absence were received from Louise di Mambro and Caroline Smith.

2. Approval of the minutes of the MB meeting held on 27 July 2010

2.1 The minutes were approved.

3. Matters arising not covered elsewhere in the minutes

3.1. Strengthening wires had been fitted to all the Justices' bookshelves.

3.2. JR had not circulated the updated Awayday outcomes paper as she was waiting to incorporate the work which Frank Cranmer, a retired staff member from the House of Commons, was due to complete shortly.

Action: AA to circulate in time for the 5 November Awayday meeting.

3.3. The action for WA and LdiM to look at the format of the case statistics section of the scorecard was outstanding and would be completed as soon as possible.

Action: WA and LdiM to look at the format of the case statistics section of the scorecard.

3.4 MT updated members on his approach to the Carbon Trust who had now agreed to conduct a survey

3.5 The priced tour guide leaflet was now available, selling for £2. The first two weeks of sales amounted to £162 although only a small percentage of visitors had bought it, most preferring to take the free leaflets instead. Further thought would be given to marketing the priced leaflet.

3.6 The Management Board Terms of Reference had been circulated and approved by members.

3.7 The issue about the apparent under-charging for gas had not been resolved as there was a further complication regarding charges for the period before the Court's occupation of the building.

Action: MT to resolve the issue with the supplier and MoJ.

3.8 JR had considered the likelihood and impact ratings and mitigating actions for the Risk Register risk covering the reputational risk of Justices' decisions being criticised. This had been discussed at the recent Audit Committee meeting where it was suggested that the register entry be amended further.

Action: JR to consider the ratings and mitigating actions on the risk register for the October MB meeting and to take forward other Audit Committee suggestions for alterations.

4. Spending review

4.1 JR updated Board members on the outcome of a meeting which had taken place that morning with MoJ officials. Members had a general discussion about the funding position.

5. Shared services

5.1 JR reported that Tony Burn had completed his work on finance, HR and IT services. It was worth noting that the Cabinet Office were looking at the possibility of developing shared services for smaller departments which could allow a greater degree of customisation.

5.2 There were potential savings to be made on the delivery of finance services and OO was to meet the current supplier to look at the level of service they provide. It was clear that any changes would have to be carefully planned and implemented to ensure that the production of the Annual Accounts was not put at risk. It was too early for decisions to be made about HR in view of the move to 'next generation HR'. AJ made the point that finance and HR services needed to be on the same platform. IT was rather more complicated.

6. Review of 2010/11 Business Plan

6.1 The Management Team had met earlier in the week to discuss progress against planned action. It was felt that reasonable progress was being made.

6.2 Members were given updates on a number of Business Plan activities including shared values, the jurisdictions' funding structure, the possible impact of devolution cases on the Court's work. JR reported on her visit earlier in the month to Northern Ireland.

Action: JR to circulate a note of her meeting with Kenny MacAskill, the Scottish Cabinet Secretary for Justice.

7. MB Awayday update

7.1 A half day Awayday had been arranged to take place in the Supreme Court building on the morning of 5 November. Members were invited to consider further items for inclusion on the agenda. Pre-reading material would be circulated.

Actions:

(1) JR to circulate pre-reading material including Frank Cranmer's paper, the summary of the January Awayday output and notes of her visits to Scotland and Northern Ireland.

(2) AA to include funding structure, future strategy in light of the Spending Review outcome and devolution issues on the Awayday agenda.

8. Scorecard report

8.1 The Board considered paper MB 10/82 which contained scorecard figures up to and including August 2010. On the case statistics PR raised the point that the figures did not give an indication of any developing backlog, for example from the Summer recess, neither did the figures deal with any cases brought forward from the previous financial year. (See the action at 3.3 above.)

9. Finance and fees

9.1 OO presented paper MB 10/49 which contained a full financial information pack to the end of August.

9.2 The key points for the Board to note were as follows:

- year to date expenditure was running at 1% below profile. Steps were in hand to address this and re-profile where appropriate
- fee income was running at £52,000 above budget
- the £1m non cash deficit resulting from the diminution in the value of the building had been included in the Winter Supplementary and had been passed through COINS.

10. Human Resources

10.1 There was nothing to report in CS's absence.

11. Press and communications

11.1 SL's communications update (paper MB 10/50) highlighted case coverage, commentary in the media, visitor and website visitor numbers. A well attended press briefing had been given on 29 July to mark the end of the Court's first legal year.

11.2 The number of individual visitors to the court increased again sharply in July and August, averaging 345 and 463 per day respectively, compared with 242 in June. An all time record of 685 visitors in one day was reached on 11 August. The number of group tours had reduced as expected in August. There were 43 group tours in July and 8 in August due to a fall in student and school visits (31 in July and 3 in August). The number of separate visits to the website was 19,942 in July and 16,098 in August.

12. Parliamentary Questions monthly report

12.1 There had been no new PQs received.

12.2 The flow of FOI enquiries had continued to decrease. All requests had been answered within the 20 day deadline.

13. Case statistics

13.1 There was nothing to report in LdiM's absence.

14. Risk

9.1 The Board discussed paper MB10/51 which comprised the current risk register. Amendments suggested at the recent Audit Committee would be included. by JR. (see 3.8 above).

15. Any other business

15.1 Paper MB10/51 about the interim 'willingness to pay' survey results from visitors interviewed in August had been circulated for information. A paper including the results from September would be prepared for discussion at the October MB meeting.

15.2 MT reported that audits of health and safety, the FM contracts and business continuity paperwork had taken place. He would report the results to the Board at future meetings. A discussion followed on business continuity in relation to, for example, demonstrations which could impact on access to the building or the surrounding area.

These minutes were approved by the Management Board on 20 October 2010.

UK Supreme Court