

The Supreme Court of the United Kingdom Management Board

Minutes of the meeting held on 29 October 2012

Attending: Jenny Rowe (Chair)

William Arnold
Louise di Mambro
Olufemi Oguntunde
Ben Wilson
Chris Maile
Alex Jablonowski (Non-Executive Director)

Paul Brigland (Secretary)

1. Apologies for absence

1.1 Apologies were received from Martin Thompson and Philip Robinson.

2. Approval of minutes of the Management Board Meeting of 24 September 2012

2.1 This was deferred owing to a problem with producing the minutes. It was agreed that the minutes would be e-mailed to Board members for approval.

3. Matters arising not covered elsewhere on the agenda

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

- JR updated the Board on developments to 3.1.

4. Scorecard report

- 4.1 The Board noted the monthly Scorecard report (paper MB12/52). PR had raised a query (via e-mail) about the figures relating to PTAs and non-sitting days. The Board noted that these figures reflected that the court did not sit in August and September.
- 4.2 CM agreed to re-consider the figure relating to accumulated training days

5. Risk Register

- 5.1 The Board considered paper MB12/.JR reported that the Risk Register had been considered at the last meeting of the Audit Committee and it had been recommended at that meeting that Risk 2 should be separated into two separate risks. The Board agreed that this should be done. The Board also noted the following points:-

Risk 1 – it was hoped that this would be able to be removed soon.

Risk 3 – the Board noted that we were waiting to see what approach the new Lord Chancellor would take to this issue.

Risk 4 – the Board noted that the JCPC consultation on fees would close on 31st October 2012.

Risk 5 – all of the JAs had successfully completed the on-line IA training

Risk 6 – JR and LdiM had had a meeting with the Access to Justice Group and a meeting with MoJ was now needed to clarify what they were doing about legal aid reform.

Risk 7 – the follow up audit had been completed and a report made to the Audit Committee. A date was being identified for the next test of the BCP.

Risk 10 – the refurbishment of the first two lifts had been completed.

Risk 13 – PB was to speak to OpenText about amending statistical reports on the case management system.

Risk 14 – the Board noted that Sir Dennis Byron from the CCJ had visited London in the first week of October and had met with Lord Neuberger and Lord Hope. He had also met with officials from the FCO. Sir Dennis had been invited to sit on the JCPC at a date to be arranged.

Action point: JR to divide risk 2 into two separate risks.

6. Finance and fees

6.1 The Board considered paper MB12/54 and its annexes.

7. Communications update

7.1 The Board noted paper MB12/55 and the following point:

- Discussions had been held with the new President to consider how his appointment could be covered.

7.2 BW asked the Board to consider if providing the analytics sheets on a monthly basis was helpful.

Action point: BW to arrange for website analytics sheets to be provided on a quarterly basis in future

8. Human resources

8.1 The Board noted the following points

- Paul Sandals would take up the post of Assistant Librarian with effect from 6th November 2012.
- Anthony Myers would take up the post of Deputy Head of Communications with effect from 19th November 2012.
- Rohit Singh had been appointed to the Finance Manager post, initially on a temporary contract basis.

8.2 The annual Staff Engagement Survey was underway and, to date, 75% of staff had completed the form. CM said that he would be encouraging staff who hadn't completed it to do so.

- 8.3 CM Confirmed that a Risk Management training course, delivered by the Institute of Risk Management, had been arranged for some members of the Corporate Services Management Team for 21st November 2012.
- 8.4 CM said he would like to receive either approval of, or any comments on, the draft Learning & Development policy. It was agreed that this would be considered at the next meeting.

9. Parliamentary Questions and FOI

- 9.1 PB reported that three FOI requests had been received in September. No PQs had been tabled.

10. Case update

- 10.1 The Board noted that 2 family cases had been heard very quickly. The subsequent feedback from the parties was that we had offered a quick, efficient and friendly service.

11. Energy consumption

- 11.1 The Board noted paper MB12/56, and the comparison between the figures for 2010/11 and 2011/12.

12. Accommodation

- 12.1 The Board noted paper MB12/57, and also noted -
- that the procurement exercises for Hard Facilities Management and Cleaning services were on track.
 - the maintenance of the refrigerated display cabinet in the café was now the responsibility of the UKSC
- 12.2 The Board also noted the itemised list of maintenance and alterations.

13. Equality and Diversity

- 13.1 The Board noted the contents of paper MB12/58.

- 13.2 CM said that he would be encouraging staff to fill in details on the Phoenix staff records system.
- 13.3 CM was also considering possible amendments to the JA recruitment policy.
- 13.4 CM was considering the possibility of staff completing regular refresher Diversity training. This was available via Civil Service on-line.

14. Lifts Project

- 14.1 The Board noted paper MB12/59. The refurbishment of the first two lifts had been completed
- 14.2 The Board discussed the lifts refurbishment projects, and also the timing of the work on the remaining lifts. It was agreed that the work on these could proceed, but that the Registrar and the Events Manager should be consulted about the timing.

15. AOB

- 15.1 There were no items raised

These minutes were approved by the Management Board on 26 November 2012.

UKSC
November 2012