

The Supreme Court of the United Kingdom Management Board

Minutes of the meeting held on 25 February 2013

Attending: Jenny Rowe (Chair)

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

Paul Brigland (Secretary)

1. Apologies for absence

1.1 PR sent apologies.

2. Approval of minutes of the Management Board Meeting of 28 January 2013

2.1 The minutes were agreed, subject to the following amendments –

- 6.4 Insert salaries after “Justices”
- 6.5 – delete “Internal Audit” and replace with NAO
- 18.1 - delete “experiment” and replace with pilot.

3. Matters arising from the last meeting not covered elsewhere on the agenda

3.1 JR had circulated a paper and gave an update on her visit to Scotland.

3.2 The Board noted the proposed Government amendment which reflected the points raised by Lord Philips, but with conditions.

3.3 Further to point 6.2, the Board noted that the government of Dominica had started the formal process that may lead to that country disengaging from the JCPC.

4. Scorecard report

6.2 4.1 The Board noted the monthly Scorecard report (paper MB13/10). It was noted that the figures for the +/- 12 working weeks columns were incomplete and would need to be updated by the March Management Board.

Action point: PB to discuss the +/- 12 WW figures with Registry.

5. Risk Register

5.1 The Board considered paper MB13/11, and noted the following points:-

Risk 1 -.the Board noted this risk would need to reflect the ‘churn’ on devolution and Europe, including prisoner voting, and the impact this might have.

Risk 2 – JR would be updating this risk.

Risk 9 – The Board noted that the lifts refurbishment programme was on track and that it should be possible to remove this risk once it had been successfully completed.

6. Finance and fees

6.1 The Board considered paper MB13/12. The Board noted the following points –

- Expenditure was as predicted and on course, but due to the later than expected payment of the MoJ of the contribution there was a predicted underspend of £350k.
 - All contributions due from the jurisdictions had been received.
 - JCPC income was down as the number of cases coming in had been lower than expected
- 6.2 The Board discussed the possibility of a forecasting exercise, looking at JCPC income and expenditure and taking account of the new fees regime due to commence in April.

Action point: JR and LdiM to consider forecasting of JCPC income and expenditure.

7. Communications update

- 7.1 The Board noted paper MB13/13.
- 7.2 The Board noted that there were two cases pending likely to generate media interest, these being Prest and Bank Mellat.
- 7.3 The Board noted that interviews had been arranged for Lord Neuberger with 4 On Friday, the BBC and Law in Action.
- 7.4 The Court was expecting its 250,000th visitor in the following week who would be part of a school group. A photo opportunity with the President and JR had been arranged
- 7.5 The Board noted that the figures for visitors to the website were good. BW reported that more than 10% of website visitors came via a mobile or tablet device.
- 7.6 BW reported that filming of the video for GCSE law students would be taking place later that day.

8. Human resources

8.1 The Board noted the following points

- External advertising had been carried out for the Information & Customer Services Officer vacancy. This had generated over 500 responses and these were now being sifted and a shortlist drawn up
- Consideration was being given to a possible replacement for the fixed term contract member of staff who had been working in the Registry and would be leaving at the end of February.
- The main advertisement for the JA campaign was due to go out the following week.
- A new Civil Service Competency Framework would be launched on 1 April 2013. CM would be reviewing this with all line managers.

9. Parliamentary Questions and FOI

9.1 PB reported that 4 FOI requests had been received in January. No PQs had been tabled.

10. Case update

10.1 This was deferred until the March meeting.

11. Health & Safety

11.1 This item had been carried forward from the February meeting. The Board noted the contents of paper MB13/06.

11.2 The Board discussed the H&S arrangements made by contractors and sub-contractors who carried out work within the building. It was noted that, due to the nature of the work they undertook, they often carried a higher H&S risk. MT said that the recent procurement

exercises had included specific questions relating to H&S. AJ asked how we ensured that any H&S arrangements were maintained and enforced. MT explained that contractors were required to carry out a risk assessment, which was shown to him, before any project commences.

- 11.3 AJ said that we should request and receive regular H&S statistics from any contractors or sub-contractors that we use to ensure they are compliant with H&S regulations. It was suggested that on one off projects a copy of the risk assessment should be asked for but for ongoing contracts we should ask for stats on a regular basis, possibly every 6 months.

Action point: MT to give consideration on how best to obtain and record H&S statistics from contractors

12. Accommodation Report

- 12.1 The Board noted paper MB13/014. The Board expressed its thanks to MT for the good and helpful summary report he had provided and noted the amount of work he had undertaken during the recent procurement exercises and also the good outcomes.

13. IT Project – Updated Business Plan

- 13.1 The Board noted that the IT Project Board had considered an updated business plan for the IT project which took account of the drop in the charges made under the exiting DISC contract. PB said that the main purpose behind the project was, and had always been, to procure an IT service that was better suited to the needs of the organisation, was more efficient and which the UKSC had direct control over. Any cost savings were an additional benefit.
- 13.2 AJ said that he was happy that we were in the right place. He said that the revised business plan predicted a possible saving of up to £50k per annum. In addition it was planned that an upgraded system with newer software and infrastructure would be delivered. AJ said that the updated Business Plan reflected this.

14. AOB

14.1 The Board noted that details of the three new Justices would be announced the following day.

These minutes were approved by the Management Board on 25 March 2013.

UKSC
February 2013