

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

## **Management Board**

### **Minutes of the meeting held on 25 November 2013**

Attending: Jenny Rowe (Chair)

William Arnold  
Chris Maile  
Louise di Mambro  
Olufemi Oguntunde  
Martin Thompson  
Ben Wilson  
Alex Jablonowski (Non-Executive Director)  
Philip Robinson (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 23 October 2013.**

2.1 The minutes were approved subject to minor amendment at 8.1.

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

3.1 There were no matters arising.

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

4.1 No declarations of conflicts of interest were made.

#### **5. Monthly dashboard**

- 5.1 The Board noted the contents of paper MB13/68, and in particular the following points –
- the number of training days achieved was now back on track.
  - the section covering ‘Operations of the Court’ was now much clearer and contained relevant information.
- 5.2 The Board recorded its thanks again to MT for all of the work he had done in creating the dashboard.

## **6. Risk Register**

- 6.1 The Board noted paper MB13/69, and considered the following points

Risk 2 – Information Assurance Consulting Services-LLP had been commissioned to produce Risk Management and Assurance Documentation Sets (RMADS) and Information Assurance policies specific to the UKSC/JCPC, to replace the ones that related to the MoJ DOM1 network.

Risk 3 – a meeting had been arranged for Thursday 28 November to make arrangements for the planned BCP exercise.

Risk 6 – it had been reported in the Scottish press that the Court of Session could become the Supreme Court of Scotland in the event of the referendum producing a ‘Yes’ vote.

Risk 11 – we were still waiting for a response from the FCO.

Risk 13 – it was still expected that the Scottish Government would include reference to this in forthcoming legislation. The Board noted that it might be possible to remove this risk in early 2014.

Risk 14 – the Board considered if risks 6 and 14 should be amalgamated, as this would make it clearer that our concerns related to operational and financial impact and not political. JR pointed out that this had been split into two separate entries at the request of the Audit Committee.

## **7. Finance and fees**

7.1 The Board noted paper MB13/70, and in particular the following points –

- OO had reprofiled the budgets moving monies between Resource and Capital.
- OO was dealing with the supplementary estimates at the moment and has been in discussion with HMT. He was planning to vire funds from Voted to Non Voted Spend and from Resource to Capital. He was not planning to apply for any budget exchange in this financial year.
- The Board noted that there was a requirement to ‘buy in’ additional Judicial days to provide cover whilst Lord Carnwath recovered from a hip operation.
- The Board discussed and considered the bringing forward of any projects or justifiable items of expenditure.
- The UKSC/JCPS proposal for the Supplementary Estimates was due to go to HMT by 27 November 2013

## **8. Press and communications**

8.1 The Board noted paper MB13/71, and the following points -

- There had been considerable coverage following the judgment in the Prisoner Voting case.
- The judgments in the back-to-work case (Reilly), and the Smith v MoD cases had also attracted significant amounts of coverage.
- There had been no great increase in physical visitor numbers in October compared to the previous month, and the numbers were slightly down on those for October 2012.
- The figures for on-line traffic to both websites had reached a record high.

- Lady Hale was due to be interviewed on R4 Woman's Hour on Thursday 28 November.

## **9. Human Resources**

9.1 The Board noted the following points –

- A new temporary member of staff had been recruited to cover the Assistant Librarian post whilst the permanent member of staff who was on adoption leave.
- Two posts were being advertised following a re-grading exercise.
- A member of staff who had been on an extended career break following maternity leave, would be returning on a part-time basis and would be filling the role of HR Officer to provide support and assistance to CM.
- The recent Staff Engagement Survey had produced a 95% response rate and an 80% engagement score. These were both good scores and were an increase on last year. CM was expecting to submit a report to the December meeting.
- Disengagement from HR Shared Services would be complete by the end of December 2013, although there were still two areas to be finalised. A direct contract with MyCSPension was being considered and a new Health Referral partner was being identified.
- The new HR system had commenced a period of parallel running in October and would go fully live in January 2014.

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

10.1 PB reported that no FOI requests had been received in October. No PQs had been tabled.

## **11. Case update**

11.1 The Board noted that an urgent NI referral case had been listed for 5 December 2013. LdiM was finalising the list for next term.

## **12. Equality and Diversity**

12.1 The Board noted paper MB13/72.

12.2 CM said that he did not have much to add to what was in the paper. The Board noted that a 'Hidden Disabilities' lunchtime event had been run and that the Comms team continued to work with the RNIB and Hearing Loss charities on making the Court accessible to sight or hearing impaired visitors.

12.3 The Board expressed its thanks to CM for the effort he had put into this. JR said that she would circulate the paper to members of the User Group.

## **13 ICT Project update**

13.1 PB gave an oral update to the Board on the ongoing IT replacement project.

13.2 The Board considered the issue of replacing the CMS, and the HMT and NAO positions on write-off.

13.3 AJ said that an explanatory note should be prepared for the accounts and that this would need further discussion.

13.4 It was agreed that OO should continue to explore options with HMT and the NAO.

## **14 AOB**

14.1 MT updated the Board on progress with the Catering concession exercise. The Board noted that 7 expressions of interest had been received from potential contractors and that they would all be invited to submit bids following an Open Day on 6 December.

14.2 MT reported that the enhancements to the double-glazing in Court Room 3 were on track.

- 14.3 The new reception desk was due to be installed before the end of January 2014.
- 14.4 A lighting designer had been engaged to work up proposals for new lighting designs.
- 14.5 The issue of using wooden flooring in heavy traffic areas had been considered, but was no cheaper than carpet, since it involved high maintenance costs and expensive technical issues.
- 14.6 Advice had been received that a 'Friends and Family' fire drill was not warranted as the Guildhall was a low fire risk building.

UKSC  
December 2013