

The Supreme Court of the United Kingdom

Management Board

Minutes of the meeting held on 26 March 2014

Attending: Jenny Rowe (Chair)

William Arnold
Chris Maile
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 20 February 2014.

2.1 The minutes were approved.

3. Matters arising not covered elsewhere on the agenda

3.1 An amended section 13 of the January 2014 minutes was agreed by the Board.

3.2 The Board noted that the new caterers would start operating on Monday 31 March and would be taking over responsibility for meeting room bookings made by court users with effect from 29 April, the start of the Easter Term.

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 MB14/12.
- 5.2 The Board noted that the Court had heard more cases in the current year than the previous one. There was a query over the PTA figures and it was agreed that these figures would be checked.

6. Finance and fees

- 6.1 The Board noted paper MB14/13, and in particular the following points –

- The reported figures for the current financial year showed an underspend of around 1%.
- Fees income was higher than had been anticipated, and there had also been income generated as a result of Lord Clarke sitting in Hong Kong.
- At the end of February spend was £10.84m against a projected budget of £11.13m.

- 6.2 The Board discussed total year-on-year running costs and considered what savings had already been achieved. The Board also noted that as we approached the 5 year anniversary since the building had been refurbished it was likely that some significant expenditure would arise to maintain the building. The Board noted that fixed costs would be likely to rise and we would have no control over that portion of our expenditure. It was noted that significant steps had been taken to reduce expenditure in those areas where savings and greater efficiency had been possible.

- 6.3 The Board noted that the Wider Markets Initiative was an area that could generate increased income and that further work was planned in the next financial year.

- 6.4 The Board agreed that the list of suggested building works would need to be prioritised.

Action point: OO, BW and MT to discuss potential projects and prioritise.

7. Press and communications

7.1 The Board noted paper MB14/14, and the following points -

- There had been coverage of the speeches made by Lord Neuberger and Lord Wilson.
- The number of visitors was stable and we were well on course to achieve a record number of visitors through the doors.
- The summer exhibition would focus on the role and work of the JCPC and would be opened by Lady Hale.
- There had been a dip in the number of visitors to the website in February. This was probably due to the fact that those people going to the old website and being redirected to the new were not being counted.

8. Human Resources

8.1 The Board noted the following points –

- Interviews were being held the following week for the Communications and Outreach Manager post.
- Interviews were due to be held in May for the Non-Executive Director vacancy.
- There was a lot of information now being circulated about the new Civil Service Pension scheme. The factors that would affect individuals included age, length of service and intended retirement date.
- A data cleansing exercise was being conducted in conjunction with MyCSP. Responsibility for the accuracy of data would now rest directly with the employing department and there might be a need to check with any previous employing department to confirm the

accuracy of an employee's data. This was due to be completed by the end of May

- 8.2 PR said that we should ensure that HR had adequate resources to conduct this exercise. The Board noted that problems often came to light not on the point of transition between departments but upon retirement.
- 8.3 The Board noted that the end of year performance reports should be completed by the end of April and copies of the reports would need to be sent to CM.
- 8.4 CM reported that the go live date for the arrangements with Benenden Health was 1 May 2014.

9. Parliamentary Questions and Freedom of Information

- 9.1 The Board noted that 2 FOI requests had been received in February, both for information that we did not hold. No PQs had been received.

10. Case update

- 10.1 The updated listings for next term had been finalised and circulated to the Justices.
- 10.2 The cases that might generate particular interest included Barclay Brothers, the JCPC case from NZ and the judgment in the assisted dying case.

11. Risk Register – quarterly review

- 11.1 The Board considered paper MB14/15 and noted –

Risk 1 - the forthcoming elections for the European Parliament might have an impact.

Risk 2 - The outcome of the referendum in Scotland was likely to be close. The press had reported that a legal challenge might be mounted by some ex-pats who had been denied a vote in the

referendum. If this happened it would need to be dealt with quickly.

- Risk 3 - PB reported that penetration testing of the new IT system had been undertaken and recommendations arising from the test were being actioned.
- Risk 4 - This was dependent on the referendum outcome.
- Risk 5 - MT reported that the BC test with the judicial secretaries had taken place on Friday 21 March.
- Risk 6 - PB anticipated that this risk would reduce once all of the recommendations that had been made following the penetration test had been implemented.
- Risk 7 - No change at present.
- Risk 8 - No change at present.
- Risk 9 - Changes to LA meant this would remain a risk for the foreseeable future.
- Risk 10 - No change at present.
- Risk 11 - This would be reassessed once the transfer of data from the old CMS had been completed and the new CMS was fully operational. It was then likely that this risk could be reduced.
- Risk 12 - The Bi-Annual report was due in two months' time.
- Risk 13- There was currently the Welsh reference to be considered. There were no outstanding references from Scotland or NI.
- Risk 14 - This risk would ultimately disappear after the passing of the Scotland Bill currently before the Scottish Parliament.
- Risk 15 - This risk would continue for the foreseeable future.

12. Dashboard design proposals for 2014/15

12.1 The Board noted paper MB14/16.

12.2 The Board considered how any red RAG status boxes would be recorded.

12.3 The Board noted that the spread sheet would need to be re-programmed now that a newer version of Excel was being used.

Action point: PB and IT team to consider how the Dashboard could be transferred to the new version of Excel.

12.4 The Board discussed whether the gross or net figures for the WMI should be recorded. It was decided not to change this at present, but to review in 6 months' time.

12.5 The Board discussed how to keep under review the new system for meeting room bookings.

Action point: The Events Manager to have regular review meetings with Zafferano Concessions.

12.6 The Board discussed how praise or positive feedback should be recorded.

Action point: BW to add a text box to record praise/positive feedback one the Dashboard had been converted to the new version of Excel.

Action point: CM/MT to consider how or if the engagement score should be recorded on the Dashboard.

13. Any other business

13.1 OO reported that the Finance Manager would be leaving and that he was negotiating a release date with the new employer.

15.2 JR mentioned that the memorial service for Tony Benn in St Margaret's Church later that week would be broadcast via loudspeakers outside the church.

UKSC
20 March 2014