

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

## **Minutes of the meeting held on 18 May 2015**

Attending: Jenny Rowe (Chair)

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

Paul Brigland (Secretary)

### **1. Apologies for absence**

No apologies were received.

### **2. Approval of the minutes of the meeting of 20 April 2015.**

2.1 The minutes were approved.

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

3.1 The Board noted the coverage in Scotland of the proposed register of judicial interests.

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

4.1 No declarations of conflicts of interest were made.

### **5. Monthly Information Dashboard**

- 5.1 The Board noted the contents of paper MB15/28 and the additional paper setting out the proposed new format for the Dashboard.
- 5.2 The Board approved the new format and agreed to use it in future.
- 5.3 AJ asked if it would be possible to add some graphs demonstrating trends. JR said this should be done as a separate report, possibly bi-annually and cover areas such as numbers of LiPs, sick absence, visitor numbers. The report should include volumes, trends and reasons. AJ said it would be useful if those who completed entries for any such report could include a bullet point narrative.

**Action point: PB to consider with Heads of Section what to include in a quarterly trends report and report back to the MB meeting in September.**

## **6. Risk Register**

- 6.1 The Board considered paper MB15/29. JR said that the effect of the General Election result was still being assessed and the Government would set out its programme in the Queens Speech.
- 6.2 The following points were noted -

Risk 5 – The potential restructure of Registry was in-hand following the Internal Audit report. A meeting with all members of the Registry had been arranged for 1 June.

Risk 8 – paper on Business Continuity at agenda item 12.

Risk 10 – The Board noted the position regarding St Lucia. The Board also noted the ongoing debate in Jamaica about use of the JCPC.

Risk 11 – paper on Litigants-in-Person at agenda item 13.

Risk 13 – Now awaiting SR2015. There was a Budget statement expected in July from the Chancellor of the Exchequer.

## **7. Finance and fees**

- 7.1 The Board noted paper MB15/30 and the attached spreadsheet (annex A). The Board noted the following points -
- Expenditure for the first month of the financial year had been broadly in line with estimates.
  - Fees income continued to be higher than expected.
  - Contributions had been received from the jurisdictions.
- 7.2 The Board noted that the WMI figure for court hire was £3.4k – KL asked if this was good. OO said it was but it was expected to improve further.
- 7.3 OO reminded the Board that the Audit Committee was due to meet on Thursday and that the Annual Report and Accounts would be ready for JR to sign on Friday. The target date for the final sign off was 2 June.
- 7.4 CM commented that the figure shown as SLA charges should be described as ‘pay’ not SLA.

## **8. Press and communications**

- 8.1 The Board noted the contents of paper MB15/31, and the following points –
- We had been asked to comment on the items covered at 1.7 (Lord Carloway’s comments on the Supreme Court) and 1.8 (the withdrawal of some judges from the Commonwealth Law Conference in Glasgow). Neither item gained traction.
- 8.2 Visitor numbers for 2014-15 were up by 20% on the same month in 2014. We continued to support the Magna Carta contribution convention, organised by Egham Museum.
- 8.3 The number of visitors to the websites continued to be healthy, with over 40,000 visits in April.
- 8.4 The video on demand service had been launched in May and attracted over 10,000 visitors in the first week. BW would cover in more detail at next month’s meeting.

- 8.5 KL noted that the number of educational visits was good, but recognised this could put demands on Justices and staff time. BW reported that the Parliamentary Education unit aimed to double the number of school visits and this could well increase the number of school visits we receive.

## **9. Human Resources**

- 9.1 The Board noted the following points –

- The interview of JA candidates would take place in the first week of June.
- Candidates for the Chief Executive post would be interviewed on Friday 5 June.
- CM proposed that all line managers should be asked to complete an on-line commercial awareness training module. The Board agreed to this suggestion.
- Training on the use of advanced Excel and Outlook had been arranged for Friday and all available sessions were fully booked. AJ suggested we should consider further training on the use of Sharepoint and other Office365 functions.
- MyCSP had commenced running civil service pensions under the Alpha scheme in April and no issues had yet been raised.
- The Board noted that all annual reports were due to be with CM by the end of May. The next meeting of the Remuneration Committee would be on 29 June.

- 9.2 AJ asked if we were confident that MyCSP records were all correct. CM said that as far as we could tell they were but that MyCSP would be conducting another records checking exercise soon. The Board noted that the 2 retirements in the previous month had been handled correctly by MyCSP. Any anomalies found could be corrected by reference to our own records which we know are correct.

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

- 10.1 The Board noted that 5 FOI requests had been received in April and no PQs had been tabled.

## **11. Case update**

11.1 There was nothing of significance to report.

**12. Business Continuity Plan exercise held on 23 March 2015 – summary report**

12.1 The Board noted paper MB15/32.

12.2 PB reported that the IT system had reacted well and full connectivity had been established in just under 40 minutes. This opened up possibilities about potential relocation sites.

12.3 The report by Needhams 1832 had recommended that the BC Plan could be refreshed. It was agreed that MT should ask section heads to review their parts of the plan and return to him for collation.

12.4 KL asked if the Board would get to see the revised version and MT said the final version would be shown to the Board before placing it on the intranet.

12.5 JR said that she would brief the Justices on the outcome of the BCP test.

12.6 The Board recorded their appreciation of a good exercise and the positive outcome.

**13. Litigants in Person update**

13.1 The Board noted paper MB15/33.

13.2 The number of LiPs had increased by 10% and continued to rise. This had an impact on staff time both in the Registry and for those who had to deal with subsequent complaints from unsuccessful LiPs.

13.3 The Board agreed that the situation should be kept under review.

**14. Outcome of the General Election of 7 May 2015**

14.1 JR had circulated a list of ministerial appointments made following the election.

14.2 The Board noted that we were still awaiting clarity following the outcome, but that things would become clearer after the Queen's Speech.

14.3 The Board considered possible outcomes of SR2015.

## **15. Fees Review**

15.1 JR reported that we had received comments from the MoJ and that MoJ economists were now considering the issue. The aim was to issue a consultation paper in the autumn and the revised fees would be implemented from 1 April 2016.

## **16. AOB**

18.1 There was no other business.

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