

**The Supreme Court of the United Kingdom
Management Board
Minutes of the meeting held on 18 December 2009**

Attending: Jenny Rowe (Chair)

William Arnold
Alex Jablonowski (Non-Executive Director)
Sian Lewis
Sue McKenzie (agenda item 14)
Louise di Mambro
Olufemi Oguntunde
Philip Robinson (Non-Executive Director)
Caroline Smith
Martin Thompson

Ann Achow (Secretary)

1. Apologies for absence

1.1 There were no apologies for absence.

2. Approval of the minutes of the MB meeting held on 24 November 2009

2.1 The minutes were approved.

3. Matters arising not covered elsewhere in the minutes

3.1 Updates on action points from the last meeting were as follows:

- Work to install the broadcast link to internal TVs was still in hand and was expected to be completed shortly.
- JR had minuted the Justices about the assembly evacuation point and was considering alternative assembly locations for them.
- The MB Awayday was scheduled for Friday 29 January at the BIS Conference centre at 1 Victoria Street.
- Most Justices had responded to the invitation to have DSE assessments. Two replies were still awaited.

4. Scorecard report

4.1 The Board considered paper MB 09/22 which was the first populated version of the scorecard. The discussion focused on the level of detail which should be included and whether some items, for example building defects and resolution times, would be better reported separately to the MB. It was agreed that the subject of diversity targets and reporting would be considered at the MB Awayday.

Action:

(1) MT to provide a building defects report covering the quarter October to December 2009 for the 26 January MB meeting.

(2) Diversity targets and reporting to be included on the MB Awayday agenda.

5. Risk register

5.1 The Board considered the latest draft of the risk register (paper MB 09/23). As the Audit Committee was due to consider the register in detail at its 22 January meeting MB members were invited to ensure that they were content with the version which was to go before the Committee.

5.2 AJ sought assurance that the main risks around funding and reputation had been adequately considered with sufficient mitigating actions in place. He and PR expressed a wish to meet the President and Deputy President to discuss the actions in place to deal with reputational issues.

Action: MB members to review the register before it goes to the Audit Committee.

6. Business Continuity Plan (BCP)

6.1 The Board considered MT's paper MB 09/27 which gave an update on arrangements to test the plan and sought decisions on the maximum tolerable periods of disruption (MTPD) for various functions. MoJ had offered to run the desktop test but had not given a date. It was agreed that it was important for the plan to be tested as soon as possible and, in the event of MoJ not being able to commit to a date in the near future, an outside firm should be appointed to run the test. As MTPDs would vary according to the specific function, MT would contact the relevant managers for their views and report back to the MB with proposals.

Action:

(1) MT to ask MoJ for their earliest firm date to run the desktop test.

(2) MT to seek input from the relevant managers and report back to MB with proposals for MTPDs.

7. Finance and fees

7.1 OO presented paper MB 09/24 which contained a full financial information pack.

7.2 The key points for the Board to note on the resource accounts were as follows:

- The 2009/10 budget profile showed a forecast under-spend of £140,000 resulting from timing issues with invoices and higher than expected fees income. The 2009/10 forecast outturn stood at £6.376m after the return of £0.5m to the Consolidated Fund and was set to remain within budget.
- NAO's report on their opening balance audit was awaited. They had written to MOJ and OO about the accounting treatment of the building valuation and lease

payments. This would have no impact on funding and would be considered by the Audit Committee at their next meeting

- A revision to our Estimate would be made during the Spring Supplementary so that the additional fee income could be used to offset expenditure.

7.3 A quotation of £3000 had been received to insure the Middlesex Art Collection. Before taking this forward JR agreed to speak to the Secretary of the Middlesex Trustees.

Action: JR to speak to the Secretary of the Middlesex Trustees about insuring the Middlesex Art Collection.

8. Risk

8.1 Matters relating to risk had been discussed under item 5 of the agenda.

9. Health and safety

9.1 MT reported that the final dates for the notification of emerging defects were 17 March 2010 for building defects and September 2010 for mechanical and electrical issues. Some defects which had already been reported, for example raised floor boxes, had not been rectified. These and other unresolved defects had been raised at a recent meeting with MoJ's Project Sponsor. It was agreed that staff should be alerted to the tripping hazard caused by the floor boxes - none of which were in the public areas - and that they should also be notified of the deadline date for the reporting of emerging defects.

Action: MT to alert staff to the tripping hazard from raised floor boxes and the deadline dates for notification of emerging building defects.

10. Human resources

Whistle blowing policy

10.1 The Board considered CS's paper MB 09/25 which contained the draft policy on whistle blowing. The draft policy was approved.

Subscriptions to professional organisations

10.2 The Board considered CS's paper MB 09/26 which proposed a policy for the reimbursement of subscriptions to professional bodies for UKSC staff. It was agreed that subscriptions would only be met for permanent members of staff where the subscription was relevant and essential to their duties. There would be a limit of two subscriptions per person. An Office Notice would be drafted notifying staff.

Action: CS to prepare an Office Notice about subscriptions to professional organisations.

11. Press and communications

Broadcasting footage policy for non-broadcasters

11.1 The Board considered SL's paper MB 09/28 which sought decisions on a policy to deal with requests other than those from public broadcasters. Sian explained that the original intention was that footage of court proceedings should be made available to broadcasters or for educational purposes and the contract with the broadcast technicians had been drafted on this basis. There had been several requests from other quarters particularly Lawyers wanting copy of the film. This required a considerable amount of resource copying film on mediums such as DVDs and some resource from the communications team handling the requests.

11.2 After detailed discussion the Board felt that, before decisions to expand the service could be considered, there was a need to define the categories of bodies which would qualify for free footage for educational purposes and those to whom footage might be made available, but on a cost repayment basis only. Until then we would stay with the original intention of only making footage available for broadcasters and educational purposes. It was agreed that SL would consider this and report back to the MB in Spring/Summer 2010 when the level of requests would be better known and it was thus more likely that a considered policy could be put in place.

Action: Broadcasting footage policy for non-broadcasters to be included on a late Spring/Summer 2010 MB agenda.

Communications update

11.2 Paper MB 09/29 updated members on communications activity in November. Visitor numbers had increased although this might partly be due to more accurate recording. Visitor feedback had been very positive.

12. Parliamentary Questions monthly report

12.1 There had been no new PQs received since the last meeting. The flow of FOI enquiries was steady but not excessive. All had been answered within the 20 day deadline

13 Case statistics

13.1 LdiM reported a steady volume of applications with throughput of some cases being in the region of only four months.

14 Any other business

Corporate venue hire

14.1. SM circulated her note on corporate venue hire. A number of issues were discussed including reserving the right to refuse applications without giving a reason, different charges for different days of the week, the possibility of obtaining a music licence and resourcing of the booking and management arrangements. PR asked for a full financial cost plan to be produced for consideration by the Board. It was agreed that it was essential that venue hire should be profit making and have no impact on core work. MB should consider a further paper on this subject at their next meeting.

Action: SM to provide a detailed paper with a financial cost plan for the January 2010 MB meeting.

UK Supreme Court

These minutes were approved by the Management Board on 26 January 2010