

**The Supreme Court of the United Kingdom
Management Board
Minutes of the meeting held on 26 January 2010**

Attending: Jenny Rowe (Chair – agenda items 1-8)

William Arnold (Chair – agenda items 9-16)
Alex Jablonowski (Non-Executive Director)
Sian Lewis
Sue McKenzie (agenda item 7)
Louise di Mambro (agenda items 10-16)
Olufemi Oguntunde
Philip Robinson (Non-Executive Director)
Martin Thompson

Ann Achow (Secretary)

1. Apologies for absence

1.1 Apologies were received from Caroline Smith.

2. Approval of the minutes of the MB meeting held on 18 December 2009

2.1 The minutes were approved.

3. Matters arising not covered elsewhere in the minutes

3.1 JR had written to John Pennells of the Middlesex Art Collection Trust for clarification of the value of the collection and of the trustees' arrangements (if any) with regards to insurance.

4. Scorecard report

4.1 The Board considered paper MB 10/01 which contained scorecard figures up to and including December 2009. Some difficulties had arisen with the contractor responsible for dealing with payments once invoices had been authorised by the finance staff. These had impacted on the speed with which invoices had been cleared for payment. The Board needed clarification on the Government's target for paying invoices and on the time for which some cost cases had been outstanding (see 15.1 below). It was agreed that the target for the percentage of IT downtime should be replaced with the more meaningful IT delivery statistics recently received from our IT Business Partner.

Action: OO to obtain detail of the Government's invoice payment target.

5. Building defects quarterly report

5.1 MT presented his paper MB 10/02 which detailed the defects which had been identified, their respective 'owners' and actions under way to deal with them. JR had recently attended a meeting with MoJ's Project sponsor and the various contractors. Defects had been prioritised and plans were in place to rectify them, starting with those

which carried a health and safety or financial risk. WA attends fortnightly progress chasing meetings.

6. Business Continuity Plan (BCP)

6.1 MT's paper MB 10/04 gave a progress report on the BCP. The staff emergency information line had been set up with the number published on the internal staff directory.

6.2 As MoJ were unable to carry out the desktop test of the BCP it was agreed that an external supplier should be engaged. Discussions with RCJ officials to go through the detail of the fall back accommodation were planned, although no firm date had been arranged.

Action: MT to meet RCJ staff, engage a contractor for the desktop test and set a date for the test.

7. Corporate venue hire

7.1 SMcK presented her paper MB 10/05 which detailed options, pricing proposals and costings for the hire of parts of the building for evening functions. She was exploring various marketing opportunities. These included a virtual tour of the event areas on the UKSC website, a brochure in the style of the Official Opening booklet, referrals and possible free marketing from our approved caterers and other local venues and subscription to a venue directory website. JR confirmed that income generation was not an optional extra, rather a requirement under the Wider Markets Initiative.

7.2 The proposed fees were comparable with those of competitors offering similar sized events in historic locations. No conclusion was reached on the level of reduction which should be offered to charities. After discussion the following points were agreed:

- the venture should be profit making and provide as little as possible distraction from UKSC management's core business
- SMcK's salary costs should be included in the set up costs of the project assessment
- the aim should be to host a minimum of 40 events a year
- the appointment of a capable events organiser who could build the business was key to the success and profitability of the enterprise
- events should take place in the public side of the building only, not in the Justices' or staff areas
- bookings would not be accepted from political parties and any booking could be refused at management's discretion
- court rooms might be suitable for evening lectures followed by a reception in an 'events area'
- the café could be used for early summer evening events although other issues including the ambience created by the counter shutters, the large refrigerated unit and lighting after dark meant that this area should not be actively marketed
- an approved list of up to 6 caterers across different price bands should be created. No other caterers would be permitted
- two florists firms should be appointed to the approved list

- there would be limited or no need for AV or lighting specialists on an approved list
- self guided tours of the court rooms and library ground floor would be included in the hire fee. Should guided tours be required, a fee would be charged.
- the shop would not be open but organisers could order corporate gifts in advance for distribution at the event.

7.3 JR outlined the next steps which were for SMcK to revise her paper in line with the decisions made by the Board prior to JR speaking to the President and Deputy President.

Action: SMcK to revise the paper for JR to discuss with the President and Deputy President.

8. MB Awayday

8.1 The Board Awayday planned for 29 January would be relocated from the BIS Conference Centre to the UKSC building as it was unclear whether the inquiry at the QEII Conference Centre would have an impact on access to buildings in the vicinity. It was agreed that members of the senior management team should be available in the UKSC building on that day.

8.2 The agenda for the day was discussed with the main theme being where UKSC should be in three years' time and what needed to be done in the interim. It was expected that the discussion would cover topics such as independence, relations with the devolved administrations, diversity and equality and other policy areas which needed to be addressed.

Action: AA to re-arrange the location of the Awayday and issue a revised agenda.

9 Finance and fees

9.1 OO presented paper MB 10/06 which contained a full financial information pack.

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

- The revised 2009/10 estimate had been agreed with MoJ.
- The 2009/10 revised net resource requirement had reduced by £500k and stood at £3.36m.
- The 2009/10 revised gross resource requirement stood at £6.6m.
- The 2009/10 appropriation-in-aid figure had been increased by £300k to reflect increased fees income.
- The 2009/10 budget profile showed a forecast under-spend of £134k resulting from timing issues with invoices and higher than expected fees income. Budget lines would be revised accordingly with under spends re-allocated to other areas e.g. building maintenance

9.3 The budget for 2010/11 would be discussed at the MB Awayday

10. Risk

10.1 The Audit Committee had discussed the latest version of the Risk Register (paper MB 10/03) at its 22 January meeting. Amendments had been agreed at that meeting and would be included in the next version.

Action: OO to input the Audit Committee's amendments to the Risk Register and forward it to AA.

11. Health and safety

11.1 MT's paper MB 10/07 updated members on the second meeting of the Health and Safety Committee which took place on 21 January. The paper also contained our 'top 5' health and safety risks namely:

- slips and trips
- manual handling
- protestors and violent members of the public
- electrocution and other hazards faced by the building engineer and other contractors
- scalding in the kitchens.

11.2 As slips and trips was the number one risk, there were concerns about the ongoing raised floor box issue. Staff had been reminded by e mail of the potential tripping hazard and all efforts were being made to resolve the problem.

12. Human resources

12.1 WA presented papers MB 10/09 and 10/10 in CS's absence. MB 10/09 sought approval of the policy for dealing with the 2.5 privilege days due to fall in 2010. It was agreed that, as the building would remain open on these days, staff should add the leave to their normal annual leave entitlement.

12.2 The Board approved paper MB 10/10 which contained the draft gifts and hospitality policy.

13. Press and communications

13.1 SL's communications update (paper MB 10/08) highlighted case coverage and commentary in the media. The Jewish Free School case had received international coverage whilst the first Scottish cases had been covered in the Scottish press. Visitors to the court and the website had remained steady in December with a surprisingly large number of visitors on Christmas Eve, 30 and 31 December.

13.2 PR and AJ asked to be included in the regular e mail alerts information stream from the Communications Team.

Action: SL to include PR and AJ in the circulation of e mail alerts.

14. Parliamentary Questions monthly report

14.1 There had been no new PQs received since the last meeting. The flow of FOI enquiries was steady. All had been answered within the 20 day deadline.

15 Case statistics

15.1 LdiM reported a steady volume of applications. In connection with the query about the number of outstanding costs cases LdiM said that the scorecard figures included all cases going back to 2007. As there was a three month time limit on instigating cost cases, she said that time barred cases would in future be removed from the figures.

Action: LdiM to have time barred costs cases removed from the scorecard figures.

16 Any other business

16.1 There were no issues raised.

These minutes were approved by the Management Board on 23 February 2010.