

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

Minutes of the meeting held on 25 May 2011

Attending: Jenny Rowe (Chair)

William Arnold

Alex Jablonowski (Non-Executive Director)

Louise di Mambro (item 6 onwards)

Olufemi Oguntunde

Philip Robinson (Non-Executive Director) (item 5 onwards)

Caroline Smith

Martin Thompson

Ann Achow (Secretary)

1. Apologies for absence

1.1 Apologies for absence were received from Sian Lewis.

2. Approval of the minutes of the MB meeting held on 20 April 2011

2.1 The minutes were approved.

3. Matters arising not covered elsewhere in the minutes

3.1 Work was in hand to look at the application of the FOI Act to JCPC court records.

3.2 JR was happy for one of the Non-Executive Directors to be on the panel which would consider the final presentations stage of the security guarding procurement process.

4. Scorecard report

4.1 The Board considered paper MB11/26 which contained scorecard figures including case figures for the JCPC up to the end of the 2010/11 financial year. It was noted that there had been no sickness absences in April.

5. Risk

5.1 The Board considered paper MB11/27 which comprised the current risk register. The Board's detailed discussions considered each risk in turn. JR was waiting for the bilateral meeting between Lord Phillips and the Lord Chancellor scheduled for 8 June before considering making changes to risks 1 and 3 which dealt with jurisdictions' contributions and the Court's independence. One point raised in connection with risk 3 was the mechanism for the jurisdictions' representatives on the Audit Committee to report back to their relevant jurisdictions.

Action: JR to look at the letters of appointment for the jurisdictions' Audit Committee members.

5.2 The impact level for risk 7 dealing with fees increases had been reduced as the MoJ's consultation on fees was underway. The second element of the planned business continuity test had had to be postponed from June to September owing to difficulties at the decant site. JR was writing to the decant site's management for confirmation that this facility would be available for the Court's use. It was agreed that risks 12 and 13 should be removed from the register.

6. Finance and fees

6.1 OO presented paper MB11/28 which contained a full financial information pack to the end of April 2011.

6.2 The key points for the Board to note were as follows:

- the transfer of the administration and budget of the JCPC to the UKSC had taken place on 1 April 2011. Therefore, the figures in the finance pack included JCPC budget and expenditure figures for the first time
- the new administrative control limits were included in the pack
- UKSC and JCPC combined expenditure against budget for April showed a small underspend against the profiled budget of £1.41m. OO requested that LdiM provide a list of the expected use of retired judges to sit on cases
- the implementation of the new finance system was underway with a go-live date of 1 July. This would allow for two months of parallel running with the current system. Discussions were underway with the current provider about the transfer of legacy data.
- the Annual Accounts had been considered by the Audit Committee at their meeting earlier in the week. The NAO had completed their work and the final version was expected to be with JR on 6 June for publication on 14 June.

6.3 AJ commented that the Audit Committee had not seen a copy of the draft text of the Annual Report when the Annual Accounts were circulated for discussion. JR said this was due to the tight timetable for production of the Report. She would look at this when considering the timetable for production of the 2011/12 Annual Report.

Actions:

- (1) LdiM to provide OO with details of the anticipated use of retired judges.**
- (2) JR to consider the timetabling of the 2011/12 Annual Report to allow concurrent circulation of the text and accounts to the Audit Committee.**

7. Press and communications

7.1 In SL's absence WA presented her communications update paper (MB11/24) which highlighted case coverage, visitor and website visitor numbers. The number of individual visitors to the Court had dropped to 6,654 in April from the March total of 7,939. However,

this figure showed a marked increase against the 3,694 who visited in April 2010. The number of tour groups was also down compared with the previous month's figures. These reductions were likely to be due to the Easter holiday and the extra bank holiday for the Royal Wedding. The number of unique visitors to the website was down to 26,007 compared with 32,313 in March.

7.2 Sky News had started live website streaming of the Court's proceedings in May. This initiative was proving popular with positive feedback received.

8. Human resources

8.1 CS updated the Board on various HR topics:

- Ann Achow and Caroline Smith were leaving the Court later in the summer. Their successors would take up their posts on 27 June and 22 August respectively and would replace Ann and Caroline as Board members.
- MoJ were running another early departure scheme. Enquiries were being made about accessibility of the scheme to UKSC and JCPC staff. *Note: MoJ subsequently confirmed that the new scheme would be open to UKSC and JCPC staff.*
- The Civil Service's Next Generation HR was due to launch 'Civil Service Learning' which would provide an interactive online learning site as well as classroom based training. CS was waiting for the per capita cost before a decision would be made about enrolling.

9. Parliamentary Questions monthly report

9.1 There had been one PQ received in April. The subject matter concerned Scottish JCPC devolution cases. There had been no FOI requests received in April.

10. Case update

10.1 LdiM reported that the registry continued to be very busy with cases now listed to May 2012. The reference from Northern Ireland which was mentioned in the minutes of the last MB meeting would not now be coming to the Court.

10.2 The last batch of PTAs which had been considered by the panels had resulted in a much higher refusal rate than the norm of 60 to 70%.

11. Building defects

11.1 MT presented paper MB11/30 which comprised the quarterly report on building defects, maintenance and alterations. The main item to note concerned the leaks to the lightwell roofs. The cause had been identified and repair work was well underway with a view to the work being completed and the scaffold removed by the end of May.

12. Health and safety

12.1 MT presented paper MB11/31 which comprised the quarterly report on health and safety management. It contained details of the latest safety inspection conducted by the PCS Union's safety representatives. No action notices were issued by the representatives as a result of the inspection.

13. Any other business

13.1 JR advised members that Sir Nicholas Wilson was being sworn in as a Justice on the following day. He would take the title Lord Wilson of Culworth.

These minutes were approved by the Management Board on 29 June 2011.