

The Supreme Court of the United Kingdom Management Board
Minutes of the meeting held on 22 July 2009

Attending: Jenny Rowe (Chair)
William Arnold
Louise di Mambro
Sian Lewis
Olufemi Oguntunde
Martin Thompson
Ann Achow (Secretary)

1. Welcome from the Chair

1.1 JR welcomed everyone to the first Management Board meeting. LdiM was present as Acting Registrar of the JCPC as well as Registrar of the UKSC. JR said that interviews for a Non-Executive Director to chair the Audit Committee and be a member of the Management Board were scheduled for early the following week.

2. The draft UKSC Strategic Plan (October 2009- March 2012)

2.1 The Board agreed that a full Strategic Plan covering the period from April 2010 to March 2012 would be drawn up for consultation with UKSC staff and Justices, MOJ, the devolved authorities and other interested parties with a view to its publication by the end of March 2010. Consultation on 'vision and values' would be conducted with UKSC staff and Justices only.

2.2 The Board considered paper MB09/01, focusing particularly on the Strategic Objectives. It was agreed that the SOs could be more measurable and should include a greater emphasis on transparency, accessibility and education as well as more specific references to case management performance. JR noted that Lords Phillips' and Hope's approval would have to be sought. WA to re-draft the SOs and circulate them to MB members in time for the next meeting.

Action: WA to draft revised Strategic Objectives and circulate to MB members.

3. The draft UKSC Business Plan (October 2009- March 2010)

3.1 The Board considered paper MB09/02 which covered basic topic headings for the Business Plan. AA had previously suggested additional headings. Members were invited to consider whether there were additional headings which should be included. *Following the meeting JR passed these to AA. The additional topic headings which JR approved were: diversity and equality, performance indicators, core standards and the addition of data protection to the 'Complaints, correspondence and FOI' heading.*

3.2 It was agreed that an interim Business Plan would be prepared covering the period from 1 October 2009 to 31 March 2010 based on these headings. The UKSC interim Business Plan would not cover JCPC activities as their Business Plan had been rolled forward by MoJ.

3.3 A key activity during the interim plan period would be drafting and consultation on the 2010-2012 Strategic Plan and the 2010/11 Business Plan. JR advised that she would be writing to the UKSC/JCPC Virtual User Group inviting them to briefing meetings in September.

3.4 Members agreed to prepare and circulate by e mail their text for the interim Business Plan under the heading 'Contribution to Business Plan' by 14 August as follows:

Introduction	WA/JR
Establishment of the institution	WA/JR
Court users	JR
Performance indicators	WA/JR
Benefits realisation	JR
Casework	LdiM
Finance	OO
Risk	OO
People joining)	Caroline Smith (asap after
Diversity and equality joining)	Caroline Smith (asap after
Sustainable development	MT
Health and safety	MT
Outreach	SL
Complaints, correspondence, core standards	AA
FOI, data protection	AA

Action: All to prepare and circulate text by 14 August.

4. Gateway Review Report (final version 1.7.09) and benefits realisation

4.1 Paper MB09/03 had been circulated prior to the meeting but had not included a further related document or a copy of the SCIP's Benefits Realisation Plan. JR explained that the Benefits Realisation Plan splits the responsibility for delivering the various benefits between the Implementation Team and the Chief Executive. Those falling to the Chief Executive are as follows:

- a) A modern, transparent and independent institution
- b) Greater transparency in the use of public funding
- c) Utilisation of accommodation to conduct business more easily
- d) Utilisation of modern technology to improve court operations
- e) Raising public awareness of the role and function of the UKSC
- f) A court and procedures which users find clear and easier to use
- g) A place where people want to work

4.2 The Board considered the difficulties around base-lining for the purposes of tracking benefits realisation and agreed that January 2010 rather than a period within the first three months of opening should give a more realistic baseline. Information on current case numbers, speed of handling etc would be needed although it was recognised that this might not be sufficient for base-lining purposes. Other areas such

as broadcasting and education were entirely new. Members were to consider this, pending further discussion at the next MB meeting.

Action: All to consider issues surrounding benefits realisation base-lining for discussion at the August MB meeting.

5. Arrangements for the Swearing In of the Justices and legal launch of the UKSC on 1 October 2009

5.1 JR had discussed this matter with Lord Phillips who had agreed that the Swearing In would take place en masse in Court Room 1. The Justices will process formally into Court Room 1 in their robes. Lord Phillips will speak before the Justices are sworn in and sign the Oaths Book. They will do this in order of their seniority, beginning with the President and Deputy President. JR, WA and LdiM will hold the books. Justices will then process out of the main doors across the road to Westminster Abbey for the opening of the legal term.

5.2 Timings for their arrival at the Abbey will be checked with the Crown Office and two rehearsals will be held, the first with 'stand ins' and the second on 30 September with the Justices. An escort will be required for them to cross the road. MT to liaise with the Police and Gary Wilson about this.

Action: Two rehearsals to be arranged. MT to liaise with the Police and Gary Wilson about the procession across the road into the Abbey.

6. Arrangements for the court hearing its first case(s) on Monday 5 October 2009

6.1 LdiM reported that the UKSC and JCPC would sit at 11am on 5 October. The UKSC's case concerned the terrorism assets order and the JCPC would consider the development of Crown land in the Turks and Caicos Islands. The case lists for the whole term would be circulated the following day and would be available for the website.

7. Arrangements for the official opening of the UKSC building on 16 October 2009

7.1 The next meeting was scheduled for Friday. MT will circulate the papers for the final time prior to Sue McKenzie taking over responsibility for the opening. The Royal reconnaissance visit would take place on 31 July. Detailed planning would go ahead after that visit.

8. Finance and fees

8.1 OO presented his paper MB09/04 and drew attention to the fact that the Estimates figure would need to be revised once the Court was operational. The level of security guarding was to be finalised and could impact on costs. Signed fees documents had not been received from each of the jurisdictions. JR to chase.

Action: JR to chase the jurisdictions for their signed fees documents.

9. Risk

9.1 JR said that this was an issue which would fall to the Audit Committee.

10. Health and safety

10.1 MT confirmed that introductory notes and copies of risk assessments would be issued to staff on their first day in the new building. The interim Health and Safety Policy had been approved by JR. It would be issued as an interim policy prior to discussion at the first meeting of the Health and Safety Committee.

11. Human resources.

11.1 Caroline Smith would take up post on 10 August. Other vacant posts were in the process of being advertised. Each Justice should be provided with a staff list/organogram with a photograph of each member of staff.

Action: SL to arrange

12. Press and communications

There had been good press coverage about the Court during the previous week. JR was to be interviewed on Radio 5 Live that afternoon. SL reported that work on the website, intranet, exhibition and leaflets was underway. The broadcasting policy had been agreed and work on the tendering process was starting.

13. Case statistics

13.1 LdiM said that the progress of cases would be tracked through the Case Management System with regular reports produced for the Board.

14. Any other business

14.1 JR had received a formal handover letter from Vijay Rangarajan, Constitution Director, detailing responsibilities and outstanding items which she would circulate to members. The Security Audit had raised a number of issues, many of which fell to MoJ to resolve.

UK Supreme Court

29 July 2009