

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

Minutes of the meeting held on 28 January 2013

Attending: Jenny Rowe (Chair)

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

Paul Brigland (Secretary)

1. Apologies for absence

1.1 No apologies for absence were received.

2. Approval of minutes of the Management Board Meeting of 18 December 2012

2.1 The minutes were agreed.

3. Matters arising from the last meeting not covered elsewhere on the agenda

3.1 Further to point 5.1, the Board noted that The President, Deputy President and Chief Executive were due to visit Cardiff in March 2013. Meetings were planned with the Presiding Officer of the Welsh Assembly, the First Minister and others.

3.2 Further to point 5.2 (Risk 2) the Chief Executive would be visiting Scotland on 21-22 February 2013.

3.3 5.2 (Risk 1) – the Board noted that the Bill was now in the House of Commons. The Government was still considering the points raised

in the House of Lords debate relating to the appointment of the Chief Executive. Discussions were ongoing with the MoJ.

4. Scorecard report

- 6.2 4.1 The Board noted the monthly Scorecard report (paper MB13/01). The Board noted that whilst the figure for average number of sick days was slightly increased, it was still well below the average figure nationally and for other government departments.

5. Risk Register

- 5.1 The Board considered paper MB13/02, and noted the following points:-

Risk 1 - the trend was up because of some uncertainty about the Bill – it was hoped this would go down once a decision had been reached.

Risk 6 - MT updated the Board on the partial test of the BCP held earlier in January by the Incident Response Team at the MoJ Crisis Recovery Suite. A date for a test at the RCJ site was still to be agreed.

Risk 10 - JR, WA and LdiM had held discussions about handling with MoJ officials.

6. Finance and fees

- 6.1 The Board considered paper MB13/03. The Board noted the following points –

- Section 1 on page 2 should read ‘Expenditure for *December*’.
- All contributions from the jurisdictions due in had been received

- 6.2 The Board noted that JCPC fees were down. However, the new fee regime due in April 2013 would affect this.

- 6.3 The Board noted that it was still expected there would be an underspend of approximately £375k at the end of the financial year.

- 6.4 The Board noted that the forecast was for avariance in Justices pay between £60-90k.
- 6.5 It was also noted that the monthly charge for the provision of IT services had reduced during the third quarter of 2012 and that this should be considered and reflected in an updated business case for the IT Project
- 6.6 The Board noted that, owing to the corrective work dealing with lifts and leaks, and the need to make alternative arrangements for IT, Facilities Management, cleaning and Security, we would not have 'business-as-usual' costs until 2014.
- 6.5 OO reported that the NAO audit exercise earlier in the month had been completed satisfactorily. The final audit was due in April.

7. Communications update

- 7.1 The Board noted paper MB13/04.
- 7.2 There had been a substantial amount of press coverage of the Imperial Tobacco case from Scotland, and also the Scientology case that had been given permission to appeal. The PTA for this had now been received.
- 7.3 There had been coverage of the Crime & Courts Bill and Lord Phillips position.
- 7.4 The number of visitors was down on the same time in the previous year. The Board noted that a Braille copy of the visitors guide had been produced.

8. Human resources

- 8.1 The Board noted the following points
- There was one unfilled vacancy for a member of the Front of House Team. The vacancy had been advertised across Government and shortlisted applicants had been interviewed. However, there had been no suitable candidate. The vacancy would now be advertised externally

- The new JA recruitment campaign had been launched. A different approach was being piloted and it was anticipated this would save money while reaching the widest possible audience. To address diversity issues the campaign was being carried out with the assistance of a number of organisations including the Bar Council, the Law Society and the Society of Women Lawyers.
- As an experiment a European Court Clerk from Germany had started a 3 month work placement at no cost to the UKSC.
- The Results into Action Team had held its first meeting following the annual Staff Engagement survey.

9. Parliamentary Questions and FOI

- 9.1 PB reported that 5 FOI requests had been received in December. No PQs had been tabled.

10. Case update

- 10.1 The Board noted that the list for the new term was busy. Cases of note were the MoD case and an interesting one relating to divorce issues. There were, as expected, a significant number of Scottish cases.

11. “The Coalition: together in the national interest” – a mid term review

- 11.1 The Board noted the contents of paper MB13/05 and discussed the contents of the Government’s mid term review.
- 11.2 Particular note was taken of the constitutional section and the proposed Commission on Devolution for Wales.

- 11.3 The Board also noted the section covering the Governments IT agenda and agreed that this should be taken into account in the UKSC IT Strategy.

12. Health & Safety

- 12.1 This item was deferred to the next meeting.

13. Accommodation Report

- 13.1 The Board noted paper MB13/07.

- 13.2 MT reported that the lifts might be finished ahead of schedule.

- 13.3 MT gave an oral update on the FM Tender process and the following points were noted

- five companies had been shortlisted, but one had subsequently withdrawn
- the two highest scored bidders had been invited in for interview on the 30 January 2013.

- 13.5 MT gave an oral update on the Cleaning Services tender process. The Board noted that the new contract would stipulate that cleaners must be paid the Living London Wage.

- 13.6 The board noted the continuing problem with rainwater leaking into the building and the work that was ongoing to resolve this.

13. Energy Consumption

- 14.1 The Board noted paper MB13/08. It was noted that whilst energy consumption was not going down, it was still at a lower level than the base year.

15 Equality & Diversity

- 15.1 The Board noted the contents of paper MB13/09

16. AOB

16.1 There was no other business raised.

These minutes were approved by the Management Board on 25 February 2013.

UKSC
January 2013