

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

## **Minutes of the meeting held on 29 April 2013**

Attending: Jenny Rowe (Chair)

William Arnold

Chris Maile

Louise di Mambro

Olufemi Oguntunde

Martin Thompson

Alex Jablonowski (Non-Executive Director)

Philip Robinson (Non-Executive Director)

Paul Brigland (Secretary)

### **1. Apologies for absence**

1.1 Apologies were received from Ben Wilson.

### **2. Approval of minutes of the Management Board Meeting of 25 March 2013**

2.1 The minutes were agreed, subject to one amendment at point 12.

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

3.1 The clause of the Crime and Courts Bill amending the appointment process for the Chief Executive had been passed. The provisions relating to the appointment of the Chief Executive would take effect from July 2013 and those relating to the appointment of Justices from October 2013.

3.2 PB said he was in the process of arranging the Management Board Workshop meeting for July.

3.3 The Board noted that the closing date for applications for the post of Deputy President was 29 April 2013.

#### **4. Scorecard Report**

4.1 The Board considered paper MB13/21.

4.2 The Board noted that the figure for average sick days taken was below 4, despite some long term sick absence.

4.3 CM said that consideration would need to be given to how we calculate and capture the figure for training days.

4.4 PR said that we should ensure that the scorecard aligns with the Business Plan and KPIs. We should also consider what other things should be recorded and monitored.

4.5 WA suggested consideration should be given to

- Whether there was a need to continue recording how many bills were paid within 10 days as, since the introduction of the in-house finance system, all bills were paid within this time.
- recording the number of general queries received as this was rising
- how the +/- 12 working week figures could be more accurately described on the scorecard

4.6 AJ suggested we consider what we wanted to achieve as an organisation, what our priorities are and whether we record these on the scorecard or as a narrative, as not everything was measurable by statistics.

4.7 MT said that now that a UKSC FM contract was in place we would not be receiving MoJ Helpdesk figures and that consideration would need to be given to a different way of measuring this.

**Action point: All – to consider and keep a record of scorecard items to be discussed at the Workshop in July.**

## 5. Risk Register

5.1 The Board considered paper MB13/22.

5.2 JR pointed out that she had made some changes to the Register which reflected the quarterly review. Some risks had been amended and some new ones added.

5.3 The Board noted the following points –

Risk 1 – this had been amended to reflect the discussion at the March MB.

Risk 2 – this had been amended to reflect the discussion at the March MB.

Risk 7 – the trend had been adjusted down in light of the latest opinion polls, but future polls may affect this further.

Risk 8 – it was agreed that this should stay on the Register until the 6 months bedding down period for the new lifts had been completed.

Risk 9 – this had been amended to reflect the discussion at the March MB.

Risk 10 – no change at present.

Risk 11 – the new JCPC fees regime commenced on 1 April 2013 and this risk would need to be kept under review to assess the impact of this change.

Risk 12 - no change at present.

Risk 13 – was a new risk that had been added following the March MB.

Risk 14 – was a new risk that had been added following the March MB.

Risk 15 – was a new risk that had been added following the March MB.

Risk 16 – this had been kept as it was too early to assess the impact of changes to JCPC fees.

## **6. Finance and fees**

6.1 The Board considered paper MB13/23. The Board noted the following points –

- The financial year had ended with an underspend of £400k, which was £50k more than expected. Otherwise everything was as expected.

6.2 Work was ongoing on the next Spending Round, with discussion taking place with HMT and MoJ.

6.3 The final Audit Report was expected on 3 May, although some information about pensions was outstanding. The Board noted this could cause a delay in publishing the Annual Report and Accounts. JR said she would be happy to write to the relevant person if this was not resolved quickly

**Action point: PR and OO to consider contingency plan in the event of further delay in receiving pension information.**

## **7. Communications update**

7.1 The Board noted paper MB13/24.

7.2 WA (on behalf of BW) reported that the Bank Mellat case had finished sooner than expected.

7.3 The Board noted the coverage generated by the interviews give by the President.

7.4 The Board noted that the film for GCSE law students was now available and this had been noted in the Guardian. The article in the Financial Times magazine had also been positive.

## **8. Human resources**

8.1 The Board noted the following points

- 2 new temporary members of staff had been recruited to help in the Registry.
- A new member of the Front of House team was due to start in May.
- The JA campaign was on track and work was in hand to produce a shortlist of candidates to be interviewed.
- Details of the pay MoJ pay settlement were still being negotiated.
- Discussion was ongoing with HMRC over the high security surrounding UKSC staff tax records.

## **9. Parliamentary Questions and FOI**

9.1 PB reported that 3 FOI requests had been received in March, and 1 request had been referred to the ICO. No PQs had been tabled.

## **10. Case update**

10.1 The Board noted there no significant new cases had been added to the lists.

## **11. Review of Information Security Policy**

11.1 The Board noted and approved paper MB13/25.

## **12. Equality & Diversity**

12.1 The Board noted paper MB13/26, and in particular the section covering the provision of prayer rooms.

### **13. Energy Consumption**

13.1 The Board noted paper MB13/27, and in particular

- gas consumption was down by 7%
- the spend on electricity was almost 5 times that on gas
- the DEC renewal was ongoing and MT said he would report back to a future MB after he had held discussion with the energy assessor.

### **14. Accommodation**

14.1 The Board considered paper MB13/28 and noted the following points –

- The FM and Cleaning contracts were now active
- The Asbestos Management Plan had, after a considerable delay, been received from MoJ.

14.2 The Board noted the ongoing concern over rainwater leaks. MT reported that discussion were ongoing with Westminster CC over the issue of a permit to allow a cherry picker to park on the road to inspect the affected areas.

**Action point: MT to draft letter for WA to send to Westminster CC.**

### **15. Health & Safety**

15.1 The Board considered paper MB13/29 and noted the following points -

- The Fire Warden roles would now be assumed by the security staff.

- The DSE assessments had been completed and were up to date.

## **16. Proposed Health & Safety Corporate Plan for 2013/14**

- 16.1 The Board noted paper MB13/30.
- 16.2 MT said that this was the third version of the plan and was based on the one used by MoJ, but was much shorter.
- 16.3 The Board noted that no incidents had been reported in connection with PM1 and PM2.
- 16.4 A design for a new reception desk had been ordered in connection with PM3
- 16.5 PM4 – DSE assessments were now up to date.
- 16.6 WA suggested we take out instances of verbal abuse, as a separate policy was now in place.
- 16.7 The Board considered that a statement should be included in the policy stating that it covers visitors as well as staff, contractors and visitors.
- 16.8 PR said that food safety was a factor, as the café was open to staff and public. PR said we should consider how and where this should be recorded.

### **Action point: MT to consider and amend as appropriate**

- 16.9 The Board approved the plan subject to the above amendments.

## **17. AOB**

- 17.1 The Board noted JR's note and the HMT letter relating to the 2015/16 Spending Round.
- 17.2 The Board considered if we should continue to support the St Andrews Youth Club or select a different charity. CM said that we should have some agreed criteria when considering which charity to

support – probably restricting it to smaller local charities. The Board agreed that this should be considered at the MB Workshop.

These minutes were approved by the Management Board on XX May 2013.

UKSC  
May 2013