

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

## **Management Board**

### **Minutes of the meeting held on 20 October 2014**

Attending: Jenny Rowe (Chair)

William Arnold  
Chris Maile  
Louise di Mambro  
Olufemi Oguntunde  
Martin Thompson  
Ben Wilson  
Kenneth Ludlam (Non-Executive Director)

Paul Brigland (Secretary)

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

Apologies were received from Alex Jablonowski.

#### **2. Approval of the minutes of the meeting of 29 September 2014.**

2.1 The minutes were approved.

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

#### **4. Declaration of conflicts of interests**

4.1 No declarations of conflicts of interest were made.

#### **5. Monthly dashboard**

- 5.1 The Board noted the contents of paper MB14/52.
- 5.2 The Board noted that the number of invoices received and processed had doubled in September compared to the previous month.
- 5.3 LdiM confirmed that the figure for the number of sitting days had been amended and was now correct.
- 5.4 LdiM explained that the delay in the one case that had exceeded the 12 working week target had been caused by a slow response from a lower court in one of the JCPC jurisdictions.
- 5.5 CM reported that there had been a nil return for sick absence in September and the figure for October was low.
- 5.6 KL queried the figure for spend committed on accommodation. MT said that this would be covered in a paper to be considered later in the meeting.

## **6. Risk Register**

- 6.1 The Board noted the contents of paper MB14/53. JR said that there had been changes made following the outcome of the Scottish referendum.
- 6.2 The Board noted the following points

Risk 2 – this was a new entry on the register. Comments had been provided to the MoJ in response to a briefing note that had been circulated.

Risk 3 – this was a new entry. Proposals from the UK Government were awaited.

Risk 5 – As there was no change to this, the Board considered if this should be removed from the register. JR said that if it was, it would need to be re-inserted next year. It was agreed to leave this on the register but to amend the scoring to show the risk as being very distant (over 12 months).

Risk 8 and Risk 9 – The Board noted that Internal Assurance would be reviewing IT network security and resilience in November.

Risk 10 – a remote BCP test was to be arranged for the first quarter of 2015.

Risk 13 – A paper on Litigants in Person would be prepared for consideration at the November Board meeting.

## **7. Finance and fees**

7.1 The Board noted paper MB14/54 and a spreadsheet showing the re-profiled budget. The Board in particular noted the following points -

- The final sentence of paragraph two, relating to non-cash, should be deleted.

7.2 The Board discussed the sale of gift items, now that this had been taken over by the catering contractor, and considered how this might affect revenue streams.

7.3 The Board noted that a new Events and International Visits Co-ordinator was being recruited who would focus on raising income from WMI.

7.4 The Board noted the timetable and deadlines for the 2014/15 Supplementary Estimates and any potential budget exchanges.

## **8. Press and communications**

8.1 The Board noted the contents of paper MB14/55, and the following points –

- The two main issues focussed on by the media had been the Scottish referendum and the role of the ECHR. Newspapers had referenced the role of the UKSC when covering both issues.
- An article by Frances Gibb was expected in the Times marking the 5<sup>th</sup> anniversary of the UKSC

- Following the statements and papers issued at the Conservative party conference, there had been media focus on the UKSC's role and relationship with the European Court of Human Rights.
  - Frances Gibb had reported on the issuing of the consultation paper on judicial appointments and had said it could lead to increased expectations over diversity when the next UKSC appointments were made.
- 8.2 BW reported that visitor numbers had remained high throughout August and September and the figures had been boosted by the numbers attending the Open House London weekend. The Court had received over 5k visitors on that weekend.
- 8.3 The closing of the summer exhibition on the History of the JCPC had been marked by a lecture and the feedback received had been very positive.
- 8.3 The statistics covering visitors to the websites showed two trends.
- The rise in the number of visitors who stay longer and visit more than one page indicated the re-profiling was meeting visitor needs.
  - The number of visitors using a mobile device continued to rise.

## **9. Human Resources**

9.1 The Board noted the following points –

- The Events and International Visits Co-ordinator post had been advertised. The closing date for applications was 23 October and it was expected to make an appointment to allow the successful applicant to start in January.
- The Information & Communications Officer post had been advertised on 21 October. It was anticipated this would generate a high response rate.
- Performance Management training had been provided to all line managers over two sessions prior to mid-year reviews being completed.
- The annual staff survey had been launched and a report would be made to the Board in December.

- WA had signed the Time to Change pledge earlier in the month.

9.2 CM reported that the pension options exercise for the six members of staff affected was underway and that they should be receiving their option pack soon.

## **10. Parliamentary Questions and Freedom of Information**

10.1 The Board noted that 2 FOI requests had been received in September. No PQs had been tabled.

## **11. Case update**

11.1 There was wide spread interest in the Coventry v Lawrence case owing to its potential implications and there was a significant list of possible interveners.

## **12. Accommodation Report**

12.1 The Board noted the contents of paper MB14/56.

12.2 MT reported that there had been management level changes within M J Ferguson, and the UKSC would have a new contract manager to deal with. MT would keep this under careful review, but was confident that the company would continue to take the UKSC contract seriously.

12.3 The Board noted the updated estimates for non-deferrable and potentially deferrable Hard FM projects and also the figures for direct procurement (i.e. not via M J Ferguson).

12.4 The Board agreed that the proposed spend on carpets should be deferred and the lighting enhancement project brought forward.

### **13. Health & Safety Report**

13.1 The Board noted the contents of paper MB14/57, and the quarterly cycle of H&S Committee meetings.

### **14 AOB**

14.1 No points were raised.

UKSC  
November 2014