

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

Minutes of the meeting held on 28 March 2011

Attending: Jenny Rowe (Chair)

William Arnold
Alex Jablonowski (Non-Executive Director)
Sian Lewis
Louise di Mambro (item 6 onwards)
Olufemi Oguntunde
Caroline Smith
Martin Thompson

Ann Achow (Secretary)

1. Apologies for absence

1.1 Apologies for absence were received from Philip Robinson.

2. Approval of the minutes of the MB meeting held on 28 February 2011

2.1 The minutes were approved.

3. Matters arising not covered elsewhere in the minutes

3.1 The latest draft of the 2011/12 Business Plan would be circulated to Board members along with comments received from MoJ and the UKSC's response. The Business Plan would be published on the website and intranet on 1 April.

Action: AA to circulate the latest draft of the Business Plan to members.

3.2 The next draft of the Strategic Plan, to include a chapter on relations with courts in Europe, would be considered by the Board prior to its publication after the May elections purdah.

3.3 JR and SL were considering where in the exhibition area to locate a panel giving information on the role of the Court in relation to the Human Rights Act and Europe.

3.4 Agreement had been reached with the MoJ for the administration of the JCPC to be transferred to the UKSC on 1 April 2011.

4. Environmental and sustainability policies.

4.1 MT introduced paper MB11/18 which contained the environmental, waste management and sustainability policies and action plan. Following discussions about possible ways to

reduce heating costs the Board approved the policies which would be published on the intranet and website

5. Scorecard report

5.1 The Board considered paper MB 11/14 which contained scorecard figures up to and including February 2011. The February figure for the prompt payment of invoices had reached 100%. The scorecard would be redesigned to include JCPC statistics from 1 April.

Action: AA to provide a revised scorecard to include JCPC figures for consideration at the April MB meeting.

6. Finance and fees

6.1 OO presented paper MB 11/15 which contained a full financial information pack to the end of February.

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

- year to date expenditure against budget was showing an underspend
- fee income was running above profile
- the transfer of the administration of the JCPC would take place on 1 April 2011, giving a net increase to the 2011/12 budget of £166k.

6.3 OO reported that a new HM Treasury initiative, known as the Budget Exchange System, could allow up to 2% of the budget to be carried forward for use in the next financial year. OO was liaising with Treasury officials for further details. He alerted members to a possible change in categorisation of the budget for future years from the present all programme designation to part programme and part administration with the inclusion of an administration control measure. Further detail was expected from HM Treasury.

6.4 The recently completed external audit had not identified any significant problems. The NAO auditors would return in May.

6.5 The accounts for the 2010/11 Annual Report were expected to be laid on 14 June 2011.

7. Press and communications

7.1 SL presented her communications update (paper MB 11/16) which highlighted case coverage, visitor and website visitor numbers. The number of individual visitors to the Court in February (6,287) showed an increase of over 2,000 compared with the previous month. The number of school/student groups (52) was the highest since the Court opened. In addition fifteen tours were held for non-educational groups. Charged non-educational group tours were due to start on Friday 15 April. There would be four tours on Fridays during term time and two tours daily during recess. Enquiries and bookings were already coming in.

7.2 The number of website visitors increased to 31,588 from 26,165 the previous month.

8. Human resources

8.1 CS gave an update on HR issues. The annual Judicial Assistants recruitment campaign was underway. Applications had closed the previous week with 179 applications received, an increase of 50 against the 2010 figure. Line managers had attended workshops on the new self service HR package which would go live at the end of May.

9. Parliamentary Questions monthly report

9.1 One PQ had been received in February, the subject matter being the flying of the Supreme Court flag.

9.2 All FOI requests had been answered within the statutory 20 day deadline. The Information Commissioner had issued a decision notice in respect of a complaint concerning the withholding of information about selection commissions for Justices' appointments. The ICO agreed with our decision not to disclose some substantive policy information but found that some information should be disclosed to the requestor.

10. Case update

10.1 LdiM reported that the registry continued to be very busy. Case listings now covered the period up to Easter 2012.

11. Risk

11.1 The Board considered paper MB11/17 which comprised the current risk register. The detailed discussion focused mainly on financial issues including fees. JR reported that MOJ's consultation process on the raising of the Court's fees was underway with the closing date for responses set at 17 June. It was expected that the new Fees Order would be in place by July. The Audit Committee would discuss finance issues at its next meeting.

12. Any other business

12.1 JR gave an overview of her recent visit to Scotland. The Advocate General was due to visit her shortly.

Action: JR to send NEDs a copy of the note of her visit to Scotland.

12.2 AA advised members that a copy of the Court's Information Charter was now available on the website.

These minutes were approved by the Management Board on 20 April 2011.