



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

Minutes of the meeting held on 30th September 2019

Attending: Mark Ormerod (Chair)

Sam Clark
Paul Brigland
Chris Maile
Joyti Mackintosh
Janet Coull-Trisic
Sophia Linehan-Biggs
Ian Sewell

Kathryn Cearns (Non-Executive Director)
Tim Slater (Non-Executive Director)

1. Apologies for absence.

1.1 Apologies were received from Louise di Mambro and Paul Sandles

2. Approval of the minutes of the meeting of 29th July 2019.

2.1 The minutes were approved.

3. Actions and matters arising not covered elsewhere on the agenda.

3.1 Progress against each of the actions was considered and no matters arising were identified.

4. Declaration of conflicts of interests.

4.1 No declarations of conflicts of interest were made.

5. Chief Executive's Overview.

5.1 The Board noted the contents of the overview, and in particular the following points which were areas not covered substantively elsewhere in the meeting –

- The prorogation case and how effectively all staff had supported the Court to deliver such a high-profile case with little notice.
- The financial pressures for 2019-20 remained a significant concern but this was being proactively managed and discussed with HM Treasury on a regular basis. The Spending Review settlement for 2020/2021 had been received and assisted the UKSC in the medium term.

- The events and activities planned for the 10th Anniversary continued to progress well.

6. Management Information Dashboard.

6.1 The Board noted the contents of papers and in particular the following points were made –

- The Management Board's attention was drawn to the sitting days and utilisation.
- The AWDL figure continued to increase as a result of a long-term absence, but recognising that, the Management Board should be provided with a proportionate narrative at each meeting.
- Freedom of Information Requests numbers were noted and the Board was alerted to the increase in numbers which would feature in the next reporting period as a result of the prorogation case.
- Performance remained steady and in line with earlier periods.
- Two urgent PTAs had been considered by a Panel in August, whereas for the same period last year there were none.

7. Risk Register.

7.1 The Board noted risk register and cover. The following points were discussed –

- The most significant risks being managed by the UKSC were agreed as Risk 1 (*Financial Sustainability*), Risk 2 (*Security and Safety*) and Risk 7 (*High Profile Failure*). The Board noted the increase in likelihood of Risk 4 (*Reputation*).
- It was noted that for Risk 1, this risk remained very high but as a result of securing funding as part of SR 2019 as referenced in Finance items below, the medium-term position was a lot more certain. There was however a continued and predicted overspend for 2019-20 which was being addressed by the development of a Supplementary Estimate for HMT.
- Risk 3 – Website Project: The Board noted that some of areas of concern identified in the report into the project were not reflected in the risk register. These needed to be accurately reflected
- Risk 4 – Communications and Reputation: Whilst additional activity had been identified, the increased pressure of recent cases or indeed any which might arise as a result of Brexit related matters had and would increase the focus on the Court and the need to be more proactive with communication to safeguard the reputation of UKSC.

8. Finance.

8.1 The Board considered the finance report and noted the following points –

- The projection for the full year showed a forecast overspend of £524k on resource expenditure.
- The projected funding gap in July was £596k, significant inroads had been made to reduce this gap since then.
- The capital budget continued to be forecasted as being fully utilised in the year, leading to a balanced position including the contingency element.

- The UKSC had been informed of the budget settlement for 2020/21.

9. Press and communications.

9.1 The Board considered the update and noted the following points –

- Last term ended with a very high-profile case which attracted a great deal of attention.
- The UKSC welcomed 11,688 visitors in July and 12,004 visitors in August. This represented a 20.7% increase on the same period in 2018 (July 9,514 and August 10,115). We delivered 24 school and college group tours between July and August 2019 – the same as in 2018. We gave tours to 20 charged, international educational groups.
- On Tuesday 27th and Wednesday 28th August we delivered two Open Days. On Tuesday 27th August we had 888 and on 28th August 993, a total of 1881. This is an increase of 14.35% on last year's figure of 1645 for the two days.
- In July 2019, the UKSC website received 73,470 unique visitors. The UKSC website received more than 54,295 unique visitors in August 2019, in line with seasonal trends. The JCPC website received 9,705 visitors in July 2019. In August 2019, the JCPC website received 6,994.
- The Supreme Court currently had 255,000 followers on Twitter (an increase of 2,000 since June 2019) and 6,357 on Instagram (an increase of 678 followers since June 2019). The Management Board discussed a presence on Linked In and it was agreed that it was not needed at the current time but that it would be kept under review.
- The UKSC hosted one Judicial Exchange Bilateral with Canada, and one international visit from France in July 2019.

10. Human Resources.

10.1 The Board noted the update from HR and in particular the following points –

- The 10 new Judicial Assistants (JAs) had started on 9 September 2019.
- We were still in the process of recruiting a new permanent JA to start at the end of the year.
- A new Finance Director, Sanj Bhumber, had been appointed to start on 1 November 2019.
- We were also looking to recruit to a new post of Information, Governance and Complaints Officer. An advert would be going out shortly with interviews later in the autumn.
- Following the last Remuneration Committee in July, an independent pay review had been completed by the Civil Service Employee Policy Team at the Cabinet Office. This would be discussed at the next Remuneration Committee in November.

11. Case update.

11.1 The Board noted the oral update from the Deputy Registrar.

12. IT update.

12.1 The Board noted the contents of IT Update and in particular the following points –

- New broadcast equipment had been installed covering all three court rooms. This had been completed ahead of schedule by two weeks and involved installation of cameras, new cabling and new control equipment. The new equipment allowed for the recording and live streaming of proceedings in HD quality format, improved the resilience of the system and made it easier to edit and archive footage.
- New display monitors had been installed in the exhibition area which live streamed from court rooms in HD.
- The work carried out earlier in the year to improve the resilience and capacity of our live streaming had been tested during September.
- Work had now commenced on identifying a new sound system for the court rooms. The new equipment would be installed over the Christmas vacation and integrated with the broadcast system.

13. Equality and Diversity Progress.

13.1 The Board considered progress report provided and noted the following points:

- There had been no visitor or contractor concerns raised regarding diversity and no issues had been raised at the last User Group meeting.
- A number of training events related to equality and diversity had been completed in the last quarter, including an in-house course delivered by Action on Hearing Loss on Deaf Awareness specifically for front of house staff - a total of ten staff had attended. A course on Equality, Diversity and Inclusion had also been attended by our Information Officer and Education and Visitor Services Manager.

14. Review of the Terms of Reference.

14.1 The Board considered the Terms of Reference (TOR) which had been last reviewed in September 2018. The following points were discussed –

- The TOR should be gender neutral and reflect the advisory and fiduciary role of the Board as a whole.
- The TOR, as with the other TOR of UKSC Committees should outline the delegated responsibilities of each so there are clear escalation routes and advisory points. All TORs should be complementary and consistent both in approach, tone and responsibilities proportionate to the Committee or Board.
- It was agreed that when the new Board Secretary was appointed a fuller review of all TOR should be undertaken.

15. Any Other Business.

15.1 The Board noted that this was the last meeting Joyti Mackintosh would be attending as the UKSC Finance Director. The Board thanked Joyti for all she had achieved in the two years since she joined the Court and wished her every success for the future.

UKSC
October 2019