

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

## **Management Board**

### **Minutes of the meeting held on 28 April 2014**

Attending: Jenny Rowe (Chair)

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

Paul Brigland (Secretary)

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

1.1 No apologies were received.

#### **2. Approval of the minutes of the meeting of 26 March 2014.**

2.1 The minutes were approved, subject to three minor textual amendments.

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

3.1 Following on from 5.2 of the March minutes LdiM confirmed that the PTA figures now recorded on the Dashboard were correct.

#### **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 MB14/17.
- 5.2 The Board noted that figures for the section covering IT faults would be generated from May 2014 onwards. PB reported that a full inventory of all IT equipment had been compiled over the previous weekend and entered on to a spreadsheet. Details of which pieces of equipment had been allocated to which Justices and staff were being entered into Windows Intune which would make the management and on-line resolution of faults possible.
- 5.3 The Board agreed that it was especially important to record any network down time, and if possible to record any amounts of downtime in hours and minutes. PB said that incidents of down time recorded would be split between working and non-working hours (working hours being 8.00 am to 6.00pm Monday to Friday). The impact of down time during working hours had a potentially greater effect on operations.
- 5.4 The Board noted that the PTA figures did not separately identify the numbers coming from Litigants-in-Person (LiP). LdiM reported that there had been an increase in the number of LiPs making applications and this had an impact on staff time. The Board discussed the option of recording the numbers of LiPs on the Dashboard as the data could be important when considering future resources, and particularly if further budget reductions were imposed.
- 5.5 PB pointed out that a significant proportion of LiPs who were not granted leave to appeal generated complaints which also had implications for staff time.

**Action point: LdiM and PB to consider if PTAs from LiPs should be recorded on the Dashboard**

## **6. Risk Register**

- 6.1 The Board noted paper MB14/18 and noted following points –

Risk 2 - The score might increase as the date for the referendum approached.

Risk 5 - MT reported that the BC test with the judicial support team had taken place on Friday 21 March.

Risk 6 - PB said that the recommendations made following the penetration testing of the IT system were being implemented.

Risk 11 - The transfer of data from the old CMS was expected to be completed by mid-May.

Risk 15 - This risk could be increasing and JR would be reassessing it.

## **8. Press and communications**

8.1 As BW had to attend a briefing meeting with Lord Neuberger item 8 was brought forward. The Board noted paper MB14/20, and the following points -

- March had been a busy month with a number of significant judgments that had attracted coverage.
- Lord Neuberger and Lady Hale had given speeches in March which had attracted some coverage.
- Lord Neuberger was due to be interviewed on Thursday morning, 1 May when Radio 5 Live would be broadcasting from Court Room 2.
- The board noted that we had achieved our highest number of visitors so far during the 2013/14 year. The numbers of educational visits had also increased significantly.
- The court had hosted its first JCPC debate in March as part of the programme of events to mark Commonwealth week. This had involved Sixth Form students from Morpeth College in East London.

- Tickets for the ‘Museums at Night’ event on 15 May had sold out.
  - Website figures continued to be affected by the issue of redirects from the old website address and how they are recorded. It was hoped that this would be resolved within the next quarter.
- 8.2 PR said that the visitor statistics were impressive and asked that consideration be given to promoting this story.

## **7. Finance and fees**

- 7.1 The Board noted paper MB14/19 and in particular the following points -
- The estimates for the current financial year had been finalised. OO reported that there might be a need to move some monies between capital and resource expenditure following a recommendation by the NAO to reclassify some building related expenditure.
  - It was expected that we would be able to stick to the timetable set for the publication of the Annual Report and Accounts, but this was dependant on agreement being reached at the Audit Committee meeting on Friday 2 May.
- 7.2 The Board discussed the implications of the NAO recommendations. The Board were concerned that that the suggested changes had been proposed very late in the reporting cycle and it was suggested that this would be raised as a concern at the Audit Committee meeting.
- 7.3 PR suggested that we make the changes in the 2014/15 financial year rather than trying to apply them at a late stage to the 2013/14 financial year.
- 7.4 The Board discussed accounting policies and agreed that these would need to be reconsidered by the Audit Committee.
- 7.5 AJ said that the Audit Committee would also need to consider if the NAO suggestions were creating a disproportionate amount of work for very little benefit and also whether we implemented any changes

only from now going forwards rather than restating the accounts from previous years.

## **9. Human Resources**

9.1 The Board noted the following points –

- Two fixed term contracts would be ending in May, for the temporary cover for the Assistant Librarian and the Communications and Outreach Manager posts.
- There would be one member of staff retiring at the end of May.
- A new Communications and Outreach Manager would be taking up post on Tuesday 6 May.
- A temporary appointment had been made to cover the Finance Manager post. The post would be advertised in June to find a permanent member of staff to fill the vacancy.
- Interviews for the Non-Executive Director post would be held on the 12 May.
- JA interviews would be held on 19-21 May. The sift of applicants would be completed on 1 May.
- CM has asked MyCSP to give a quote for someone to assist with the data cleansing exercise that needed to be completed. Priority would be given to those members of staff born between April 1962 and October 1965 as they would be affected by the options exercise.

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

10.1 The Board noted that 2 FOI requests had been received in March, both from people conducting academic research. No PQs had been received.

## **11. Case update**

- 11.1 The updated listings for Trinity term had been finalised and published. Cases of note included the Welsh reference to be heard this term. The case involving correspondence from the Prince of Wales was now likely to be heard in Michaelmas term. The judgment in the Assisted Suicide case was expected this term.
- 11.2 Cases were now being listed for 2015.

## **12. Health and Safety**

- 12.1 The Board noted the contents of paper MB14/21.
- 12.2 MT reported that there had been no H&S incidents since January 2014. The recommendations arising from the independent audit exercise that had been carried out in October 2013 were now being worked through and implemented.
- 12.3 The Board noted that the H&S Committee had met on the 3 April 2014.

## **13. Energy Consumption**

- 13.1 The Board noted the contents of paper MB14/22.
- 13.2 MT reported that the cost per tonne payable under the CRC scheme had risen.
- 13.3 A complaint about the effectiveness of the CRC scheme had been registered with the Department of Energy and Climate Change, who administered the scheme.
- 13.3 It was thought that the spike in water consumption was due to the water used to clean the light wells.

## **14. Equality and Diversity**

- 14.1 The Board noted the contents of paper MB14/23.

14.2 CM pointed out that 18 members of staff had not defined their ethnic origin. AJ said it was important that staff understood why this data was collected and how it impacted on management decision making and monitoring.

14.3 It was decided that the figures should be published on the intranet.

**Action point: CM to publish figures on the intranet.**

## **15. Cyber security**

15.1 The Board noted the contents of paper MB14/24.

15.2 It was agreed that the questionnaire issued by the Cabinet Office had been completed correctly and that it was an accurate reflection of the Boards level of awareness and the level of data the Court was handling.

15.3 The Board requested that a report be provided every 6 months.

**Action point: PB to provide the MB with a bi-annual report.**

## **16. Proposed H&S Corporate Plan for 2014/**

16.1 The Board noted the contents of paper MB14/25.

16.2 The Board considered how any potential risks or accidents to people visiting the Court would be handled. The need for a separate events based H&S plan was discussed. The Board discussed what responsibility for H&S should be borne by event organisers using the Court building.

**Action point: MT, BW and AO to consider the viability of an events based H&S plan.**

## **17. AOB**

17.1 The Board received a brief oral update on how the new catering contract was bedding in.

UKSC  
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