

The Supreme Court of the United Kingdom

Management Board

Minutes of the meeting held on 30 June 2014

Attending: Jenny Rowe (Chair)

William Arnold

Chris Maile

Louise di Mambro

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 22 May 2014.

2.1 The minutes were approved.

3. Matters arising not covered elsewhere on the agenda

3.1 There were no matters arising.

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 MB14/31.
- 5.2 The Board noted that the dashboard now contained details of calls raised with the ICT team. PB pointed out that over 90% of the calls made by users had been resolved within 24 hours of being raised. The Board noted that PB would be analysing the statistics in September of the sorts of issues raised and would report to the Management Board in October.
- 5.3 The Board noted the figures for litigants-in-person. It was agreed that a paper on LiPs would be prepared for a Board meeting in the autumn.

Action point: LiP paper to be prepared for the November 2014 Management Board meeting (LdiM)

6. Risk Register

- 6.1 The Board noted paper MB14/32 and noted the following points –
 - Risk 2 - The score had increased in May and was being kept under review.
 - Risk 7 - MT had attended a meeting hosted by the Metropolitan Police earlier in the month.
 - Risk 15 - JR said this risk might need to be re-scored to take account of the rise in the number of LiPs.

7. Finance and fees

- 7.1 The Board noted paper MB14/33 and in particular the following points -

- The Annual Report and Accounts had been laid before Parliament on 9 June, following the delay caused by the early prorogation of Parliament.
- Annual spend was still in line with expectations. Fees income for both the UKSC and the JCPC was higher than expected.
- Contributions for the first quarter had been received from all the jurisdictions. There had been an issue with the contribution from the MoJ, but this had been resolved.
- Income from the Wider Market Initiatives had been lower than predicted, but the figures did not yet include any income from the sale of gift items. Figures for this were due from Zafferanos at the end of the first quarter.

7.2 PR said that a push to increase income generated from WMIs should be considered as this income could contribute to any shortfall.

8. Press and communications

8.1 The Board noted the contents of paper MB14/34, and the following points -

- There continued to be positive feedback following the Radio 5 Live broadcast from the Court on 1 May.
- There had been no high profiles cases attracting attention in May.
- Visitor numbers continued to be high, supported by Open Days which had seen over 800 visitors through the doors. There had also been a high proportion of visitors from overseas.
- 30 paid for guided tours had been booked for August.
- The Museums at Night event had been successful. 300 ticket holders attended. A survey of those attending had generated positive feedback. The net cost of running the event was £400 higher than expected, which was in part due to higher than

anticipated security costs. BW would look at the ticket price charged for any such future events.

- BW reported that we had moved forward in resolving the issues with recording accurate statistics for the number of visits to the websites and hoped that the issue was now resolved.

9. Human Resources

9.1 The Board noted the following points –

- 7 new Judicial Assistants had accepted the offer of a post and would start on 1 September. They would be coming in to meet the Justices and existing JAs on 1 July.
- Two vacancies had arisen in the Judicial Support team owing to staff leaving to take up posts elsewhere. The vacancies had been advertised. JR explained that it had provided the opportunity to restructure the responsibilities attached to posts within the team.
- There was one other current vacancy – the Finance Manager post. This was being covered by a very good member of agency staff.
- The data cleansing exercise for the 6 members of staff born between April 1962 and October 1965 had been completed.
- The Board approved the Remuneration Committee's recommendation for a 1% increase on basic salary for all staff. CM would be posting details on the intranet.
- The Remuneration Committee had discussed the Performance Management Strategy. The Annual Staff Performance Record form had been amended and would now include a section for staff to complete an initial self-assessment at both mid-year and end-year review stages. CM would be arranging further training for line managers later in the year.
- PR and AJ made the point that performance management only worked if management took responsibility for implementing it. The Board agreed that minutes of the Remuneration Committee should, in future, be circulated to Board members.

Action point: Remuneration Committee minutes to be circulated to Management Board members (CM).

10. Parliamentary Questions and Freedom of Information

10.1 The Board noted that 3 FOI requests had been received in May. No PQs had been tabled.

11. Case update

11.1 The listings for the next term had been finalised. Cases were now being listed for 2015.

11.2 The judgment in the Assisted Suicide case had been given in June.

11.3 The judgment from the Scottish Courts in the prisoner voting case was expected in June. Contingency plans had been made in the event any appeal had to be heard during the summer vacation.

12. Welsh language version of the UKSC logo

12.1 The Board noted the contents of paper MB14/35.

12.2 The Board noted that we do currently produce a Welsh language version of the visitor guide.

12.3 The Board noted that courts covered by HMCTS did translate key literature and logos into Welsh and could also hear cases in Welsh if required. The Board also noted that there was an increasing body of Welsh legislation coming out of the Welsh Assembly.

12.4 PR was concerned about proactively producing a Welsh language version at this point in time, which might raise expectations about what other material we would routinely make available in Welsh language.

12.5 The Board agreed to the production of a Welsh language version of the logo. It was, however, agreed to defer doing this until after the Scottish referendum on 18 September.

13. Fees review

13.1 The Board noted the contents of paper MB14/36. It was noted that the fees structure had been introduced when the UKSC was created. In the light of almost 5 years of operational experience it was considered that fees covering some areas should be amended.

13.3 Following discussion the Board agreed that -

- a) the review of UKSC fees should be carried out in preparation for the 2015 Spending Review strategy;
- b) the changes proposed were reasonable and should be used for consultation, provided separate consideration could be given to LiPs where required;
- c) the proposals should be worked up into a Consultation Paper to be issued to Court users in the first instance in the autumn (probably early October via the Court Users Group) for responses by Christmas; and
- d) agreed that thereafter, at the most appropriate point in the run up to the Spending Review, the Ministry of Justice (MoJ) should be invited to carry out the statutory consultation process the Lord Chancellor was required to undertake (under Section 52 (4) (5) and (6) of the Constitutional Reform Act), in order to have a new Supreme Court Fees Order in force by 1 April 2016.

14. AOB

14.1 No points were raised

UKSC
July 2014