

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

## **Management Board**

### **Minutes of the meeting held on 24 July 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)

Kenneth Ludlam (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 30 June 2014.**

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

#### **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 MB14/37.

- 5.2 The Board noted that line flagged as red highlighted a PTA that had gone over the 12 working week target. However, this was a result of the parties requesting a delay in putting the application before the Justices.
- 5.3 OO suggested one amendment to the Finance quadrant, which he would discuss with MT outside of the meeting.
- 5.4 The Board considered how complaints were logged on the dashboard and discussed the complaints handling process and the time allowed to respond to a complaint.

**Action point: WA/BW/PB to review complaints handling procedure and how statistics are recorded.**

## **6. Risk Register**

- 6.1 The Board noted the contents of paper MB14/38.
- 6.2 The Board noted the new format and agreed they were content with this, subject to some amendments.
- 6.3 WA said that he would be adding an entry covering 'Resilience and Staff Continuity'.
- 6.4 The Board discussed the amended 'IT Failure' entry. PB said that he anticipated the score for this would come down after the off-site testing had been carried out during the summer vacation.
- 6.5 MT said that he had amended the score for Risk 10, as there had been no incidents since the Court became operational and he had amended the score to reflect this.

## **7. Finance and fees**

7.1 The Board noted paper MB14/39 and in particular the following points -

- Spend was broadly in line with the profiled budget.
- Contributions from the jurisdictions for the first two quarters had all been received.
- Fee income for both the UKSC and JCPC continued to be higher than expected.

7.2 The Night Subsistence Allowance (NSA) payable to staff and Justices absent overnight from home when on official business had been reviewed. The allowance had not changed since the Court opened in October 2009 and was now out of kilter with other departments and also did not reflect the price now charged for decent overnight hotel accommodation.

7.3 The Board agreed the proposed increase in the NSA rates as set out in the paper.

## **8. Press and communications**

8.1 The Board noted the contents of paper MB14/40, and the following points –

- Judgment in Nicklinson had generated considerable media interest.
- TripAdvisor’s rating from visitors had led to positive coverage in the Times and coinciding with this, BW reported increased visitor numbers particularly from foreign tourists.
- Preparations were ongoing for the launch of the temporary summer exhibition on the history of the JCPC.

## **9. Human Resources**

9.1 The Board noted the following points –

- The new JAs were due to start on 1 September, which was slightly earlier than in previous years.
- The recruitment process was underway to fill vacancies that had arisen within the Judicial Support team following the departure of

three members of staff. This had also provided the opportunity to consider the structure of the team and it had been decided to re-assign some duties and to replace one of the secretarial roles with a Judgments Clerk.

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

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

## **11. Case update**

11.1 The Board noted that the listings for the next term were now complete and cases were being listed for 2015. (The list subsequently had to be revised).

## **12. Equality and Diversity**

12.1 The Board noted the contents of paper MB14/41.

12.2 No concerns or grievances regarding equality and diversity had been raised during the last quarter, either from staff, visitors or contractors.

12.2 The staff gender split was 25 female and 25 male.

12.4 All managers had been asked to complete the Civil Service on-line training course covering unconscious bias by 31 October 2014. This would be an annual requirement for all UKSC/JCPC managers.

## **13. Health and Safety report**

13.1 The Board noted the contents of paper MB14/42.

13.2 The Board also noted the progress made in implementing the recommendations arising from the independent H&S audit in 2013.

## **14 Cyber Security Risk update**

14.1 The Board noted the contents of paper MB14/43.

- 14.2 PB reminded the Board that the UKSC IT network did not form part of the Critical National Infrastructure. However, he had requested details from the Cabinet Office of the Core Brief they had prepared for all departments and would be assessing these.
- 14.3 The IT team was assessing out arrangements and policies against the “10 Steps for Cyber Security” document that had been produced by GCHQ.
- 14.4 Any actions or recommendations arising from these considerations would be detailed in a paper at the November 2014 MB meeting.

## **15 JCPC potential secession**

- 15.1 The Board noted the contents of paper MB14/44.

## **16. AOB**

- 16.1 JR noted that this would be the last Board Meeting attended by PR. She offered thanks on behalf of herself and all Board members for all of the effort and support he had provided since being appointed.

UKSC  
July 2014