

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

## **Management Board**

### **Minutes of the meeting held on 29 June 2015**

Attending: Jenny Rowe (Chair)

William Arnold

Chris Maile

Louise di Mambro

Olufemi Oguntunde

Martin Thompson

Ben Wilson

Alex Jablonowski (Non-Executive Director)

Kenneth Ludlam (Non-Executive Director)

Paul Brigland (Secretary)

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

No apologies were received.

#### **2. Approval of the minutes of the meeting of 18 May 2015**

2.1 The minutes were approved subject to two minor textual corrections.

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

3.1 The Board noted the continued coverage in Scotland of the proposed register of judicial interests. This was being kept under review.

3.2 JR would be briefing the Justices on the outcome of the BCP exercise at their meeting on 12 July.

#### **4. Declaration of conflicts of interests**

4.1 No declarations of conflicts of interest were made.

## **5. Monthly Information Dashboard**

- 5.1 The Board noted the contents of paper MB15/34, and in particular the following points –
- The number of invoices received in May was lower than usual, but was picking up throughout June.
  - The ‘actual versus budget performance for year to date’ figure should be 2%, not 1.5% as shown.
- 5.2 WA said that he had already discussed with PB adding description fields to some of the year to date columns as some recorded monthly averages over the year and others showed totals for the year.
- 5.3 BW asked if a column recording any IT system down time would be added, as this had consequences for the availability of websites. PB confirmed that it would.
- 5.4 The figures shown in the Registry section for Appeals – other result were queried.

**Action point: LdiM to clarify and report back to July MB meeting**

## **6. Risk Register**

- 6.1 The Board considered paper MB15/35. JR reminded Board members that the Register was due to be considered in depth at the MB Workshop on 10 July.
- 6.2 The following points were noted -
- Risk 10 – This would be considered in more detail at item 13 (paper MB15/39 refers).
- Risk 12 – there was no sign of any other referral cases at present.
- Risk 13 – Now awaiting SR2015. The Budget statement in July was expected to set out the terms of the review.

Risk 15 – There had been one minor disruption in a Court room, when a lady attempted to speak to the Justices during a hearing. Security had handled the situation well by discreetly escorting her from the room but providing a chair in the exhibition area to allow her to continue to watch the proceedings.

## **7. Finance and fees**

7.1 The Board noted paper MB15/36 and the attached spreadsheet (annex A). The Board noted the following points -

- Expenditure for the first month of the financial year had been broadly in line with estimates. There was a current predicted underspend of around 2%.
- Gross outturn was lower than the corresponding period in the previous year. This was due to the increase in contributions towards judicial pensions up by around 17% which equated to an additional £200k per annum, and library costs which would even out over the remainder of the year.
- Fees income continued to be higher than expected.
- Contributions had been received from the jurisdictions for the first quarter. Invoices for the second quarter were being raised.

7.2 The Board noted the figures from the caterers. BW said he had held a useful review meeting with Zafferanos.

7.3 The Annual Report & Accounts had been laid before Parliament on 11 June.

7.4 The Board noted that the provisional deadline for publishing the SR2015 Settlement was October/November.

## **8. Press and communications**

8.1 The Board noted the contents of paper MB15/37, and the following points –

- The James Rhodes case had attracted significant coverage and had generated a high number of calls to the Communications team.

- The launch of the UKSC video on-demand archive had received positive coverage.
- 8.2 Visitor numbers were high. This had been boosted by the more than 300 visitors who had participated in the Museums at Night event. The Communications team were reviewing the event and would be discussing with JR and WA what was planned for 2016.
- 8.3 The design work for a venue hire brochure was almost complete. This would include a template contract, agreed with the Government Legal Service, to be used by those buildings that referred, or were likely to refer, venue bookings to us. This could include RICS, Parliament, and Central Hall.
- 8.4 The number of on-line visitors had been high during May at 56k. This figure included 17.5k visitors to the video on-demand archive.

## **9. Human Resources**

- 9.1 The Board noted the following points –
- Mark Ormerod had been appointed to succeed JR as Chief Executive. It was expected he would attend the MB Workshop on 10 July, and may attend the MB meeting on 27 July.
  - 7 new JAs had been appointed. They were coming in on 1 July to meet the Justices and the outgoing JAs.
  - There were no vacancies at present. One post in Registry was being covered by a member of staff on secondment from the Scotland Office on a trial basis.
  - All end of year reports had been received and a selection had been reviewed by AJ and KL. The general consensus was that staff and managers had been more engaged in the process and this had led to a general improvement in the consistency of reports
  - The Remuneration Committee had met and had proposed a 1% pay increase for all staff to be paid in August and that all those who had received an ‘outstanding’ box marking would receive a £1500 (gross) bonus payment. The Board approved both of these proposals.
  - The Remuneration Committee had decided that an additional box marking should be added to annual reports between

‘outstanding’ and ‘good’. This box marking would attract a bonus payment, but less than the one for outstanding. CM would update the Board on implementation of this in October.

- Season Ticket loans would be repayable on a more flexible basis than the present system of either 11 or 12 months. The repayment period would not exceed 12 months, but could be done over a shorter period if required, but the repayment period once agreed could not be varied.
- An article would be placed on the intranet reminding staff that paid leave could be given for voluntary service provided the relevant conditions were met.

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

- 10.1 The Board noted that 4 FOI requests had been received in May and no PQs had been tabled.

## **11. Case update**

- 11.1 There was nothing of significance to report.

## **12. Quarterly Accommodation report (including planning of Hard FM projects for 2015/16)**

- 12.1 The Board noted the contents of paper MB15/38.
- 12.2 The Board discussed options, priority and timetabling of various projects.
- 12.2 The Board agreed that MT could proceed with first phase lighting and essential re-carpeting projects up to £185k. Other projects could be brought forward later in the year if money became available.

## **13. JCPC jurisdiction update**

- 13.1 The Board noted the contents of paper MB15/39.

## **14. Courtroom audio system upgrade**

14.1 The Board noted the details outlined in paper MB15/40 and the reasons that the upgrade was required.

14.2 The Board agreed the £65k expenditure required.

## **15. Applications for Permission to Appeal**

15.1 The Board noted the contents of paper MB15/41 and that the grant rate for applications had been broadly consistent with previous years.

15.2 JR said that an update should be provided to the Board annually.

**Action point: PB Applications for Permission to Appeal to the sequencing of MB papers for each June.**

## **16. AOB**

16.1 There was no other business.

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