

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

## **Management Board**

### **Minutes of the meeting held on 17 December 2015**

Attending: Mark Ormerod (Chair)

William Arnold  
Louise di Mambro  
Chris Maile  
Olufemi Oguntunde  
Martin Thompson  
Ben Wilson  
Stephen Barrett (Non-Executive Director)  
Kenneth Ludlam (Non-Executive Director)

Paul Brigland (Secretary)

Chinonso Orekie (for item 1 only)  
Dan Money (for item 1 only)

#### **1. Special item – The National Archives presentation and briefing on Cyber Security**

1.1 Wendy Barnes delivered the presentation on behalf of TNA. This was followed by a Q&A session.

**Action point: PB to provide twice yearly reports to the Board on cyber security.**

**Action point: Cyber-attack to be considered as a possible theme for a future BCP test.**

#### **2. Apologies for absence**

2.1 No apologies were received.

#### **3. Approval of the minutes of the meeting of 23 November 2015**

3.1 The minutes were approved.

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

4.1 The Board noted that the Justices had agreed the proposed governance changes. From January 2016 the Board would meet every other month (starting in January). A Strategic Advisory Board would be established that would meet in February, June and October each year.

#### **5. Declaration of conflicts of interests**

5.1 No declarations of conflicts of interest were made.

#### **6. Monthly Information Dashboard**

6.1 The Board noted the contents of paper MB15/69, and in particular the following point –

- 11 JCPC PTAs had gone over the 12 working week target. 9 of these were linked cases where the relevant bench memo had needed redrafting and the papers submitted were not complete. The other 2 were also linked cases where the parties had not submitted all of the papers within time.

#### **7. Risk Register**

7.1 The Board noted paper MB15/63, and in particular the following points –

Risk 1 (*Disruption from breach of physical security*) – This had been reviewed following the Paris attacks. A full test of the lock-down bolt system would be carried out in January 2016. Staff would then be briefed in teams on procedures to be followed in the event of an incident occurring. The ‘Stay Safe’ video would be shown at the All Staff meeting in January and it would be made available to all staff and Justices via the intranet. A security briefing had been provided to the Justices at their last meeting.

Risk 2 (*Loss of/ decline in infrastructure performance*) – PB reported that he would be meeting the Director of Facilities from the House of Lords on 11 January 2016 to view the potential BCP relocation site in the parliamentary offices at Millbank. If this was satisfactory a test to ensure access to our IT system would be arranged before a full BCP test was carried out later in 2016.

Risk 3 (*Damage to reputation*) – BW updated the Board on plans to ensure that any key trends that emerge from the feedback forms are considered and, where appropriate, acted upon or built into future plans. MO reported that there had been a case that had been delayed because the Court had changed its mind. He had written to the parties and would be conducting a ‘lessons learned’ exercise in the New Year. KL said he was reassured by the ‘*Scrutinise carefully venue hire and event requests*’ bullet point that was now included in the risk description.

Risk 4 (*Financial challenge*) – OO reported that the SR2015 settlement had now been published so that we know what income we can expect over the next four years. The board discussed adding a point to the risk description covering ‘*future contributions from the jurisdictions*’. OO said he would consider this further.

Risk 5 (*Staff resilience*) – CM said that several measures had been put in place to increase resilience, but there were further possible actions that could be considered. The amount of training carried out had increased, but he was reviewing if it was the right sort of training to support the Court’s business needs. MO said that he was keen to see the work shadowing proposal pursued. The Board considered if this risk should stay at ‘amber’ in the light of the measures that had been put in place

Risk 7 (*Breakdown of relationships with either the Executive or Parliament*) – MO reported on mitigating actions carried out or planned. The Board noted that the review, and any subsequent report, by the Independent Commission on Freedom of Information, or any changes in human rights legislation could affect the scoring of this risk. MO pointed out that this risk was not about preventing actions by others, rather it was considering how we would handle any fall out.

## **8. Finance and fees**

8.1 The Board considered paper MB15/71 and noted the following points -

- The Board noted that there was a possible underspend of around 2% predicted for the end of the financial year based on current figures. The underspend could be reduced if the redecoration project went ahead. OO said he would not want to go much lower.
- Invoices for the fourth quarter were due to be sent out.

## **9. Press and communications**

9.1 The Board noted the contents of paper MB15/72, and the following points –

- There had been substantial coverage of the parking fines and the Baronetcy – admissibility of DNA evidence cases.
- Lord Sumption’s lecture on Article 6 of the ECHR had received measured coverage.
- A successful pilot trialling evening tours had been run in November. Dates for further evening tours were being considered for 2016.

## **10. Human Resources**

10.1 The Board noted the following points –

- The recruitment campaign for next year’s JAs was on course to be launched in January.
- The Librarian (a specialist role) was retiring in April 2016 and the post would be advertised in the New Year.
- A new Registry Support Officer was being sought to allow relevant posts in the Registry to flex between ushering and registry duties.
- Following an evaluation exercise the three ICT posts had been upgraded.
- MyCSP had sent out some annual pension statements. Some were not fit for purpose as they contained errors. CM would

be talking to MyCSP and also to other departments to check how they would be handling.

- A temporary JA from Germany would be commencing work in January.

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

11.1 The Board noted that 9 FOI requests had been received in November. This continued the recent trend for a higher than average number of FOI requests being received. No PQs had been tabled.

## **12. Case update**

12.1 There was nothing significant to report for this item.

## **13. Staff Engagement Survey**

13.1 The Board noted the contents of paper MB15/73. CM said that the survey had produced a good score and showed improvement in most areas over the previous year.

13.2 SB said that the outcome of the survey was excellent and we should be very pleased. There were still issues to be worked on, but overall it was a positive result.

## **14. Accommodation quarterly report**

14.1 The Board noted paper MB15/74.

14.2 MT reported that he was confident that the lighting projects could be carried out in the current financial year.

14.3 Further cabling work would be carried out in Court Room 1.

14.4 The extension to the security guarding contract had been agreed and signed by Carlisle Security.

## **15. Review of the Business Plan 2015/16**

- 15.1 The Board noted the content of paper MB15/75.
- 15.2 WA said he would be start drafting the 2016/17 Business Plan in January, but sought any comments from Board members.
- 15.3 KL noted that point 53 in section 4 would need re-drafting to reflect the change in Governance arrangements.
- 15.4 SB said it would be useful to have summary of how we were performing against the current plan.

**Action point: Report to be prepared for the January Board meeting showing performance against KPIs in 2015/16 so far.**

UKSC  
20 January 2016