

**BOARD MEETING MINUTES**  
**Monday 18 May 2020, video / teleconference**

**Present**

Mrs Nicola Gordon, Chairing Member

Mrs Alison Mitchell

Ms Neelam Bakshi

Sheriff Michael O'Grady, QC

Mrs Liz Burnley, CBE

Ms Morag Ross, QC

Mrs Deirdre Fulton

Professor Stephen Tierney

Sheriff Principal Marysia Lewis

The Hon. Lady Wise, QC

The Hon. Lord Minginish, QC

Ms Eilidh Wiseman

**Business Management Unit in Attendance**

Angela Simpson, Interim Chief Executive (ICE)

Board Secretary

Business Support Officer

Appointments Administrator

**1. Welcome & Apologies / Declarations of Interest**

The Chairing Member (the Chair) welcomed all attendees to the meeting with everybody attending remotely. There was a standard declaration of interest from Ms Bakshi in relation to Social Security Tribunals.

**2. Consent Agenda Items**

The Minutes of the previous meeting, Board meeting preparation guidelines and the Interim CE update were covered under the consent agenda. There was a request to move Matters Arising from the consent agenda to the main agenda.

**2.1. Minutes of the previous Meeting**

The Minutes of the previous Meeting were approved.

**2.2. Matters arising**

**2.2.1.** It was highlighted that it may be useful to produce guidance for conducting virtual Board Meetings and the use of email and Huddle in dealing with a consent agenda.

**2.2.2.** It was agreed that the Chair and the ICE will prepare these with input from Ms Bakshi.

[Board Action \(1\): Ms Bakshi to provide input and Chair/ICE to create a list of 'good practice' items on the use of email and Huddle for the purpose of a consent agenda.](#)

## **2.3. Board Action Tracker**

The Board Action Tracker was covered under the consent agenda and approved by the Board subject to minor formatting amendments. Ms Bakshi will email required *amendments to the BMU*.

*BMU Action (1): Minor amendments to the Board Action Tracker provided by Ms Bakshi. Board Secretary to update accordingly.*

## **2.4. Board meeting preparation guidelines**

The Board meeting preparation guidelines paper was covered under the consent agenda and approved by the Board.

## **2.5. Interim CE Update**

The Interim CE provided a written update to the board in advance of the meeting. There were no questions or comments from Board members.

## **2.6. Social Security Transfer (SST) exercise update**

2.6.1. Ms Bakshi recused herself for this item.

2.6.2. The Board received a large number of applications to the SST exercise. Consultation letters will be sent by Friday 22 May.

## **3. General Updates**

### **3.1. The Chair gave an oral update to the Board:**

- The Chair thanked the Interim CE and the BMU for managing business very well.
- The Chair and Interim CE have a meeting with the Lord President on Thursday 28 May which will be conducted through video conference. The Chair will provide an update of this meeting at the next Board Meeting in June.

## **4. Appointment Rounds Updates**

### **4.1. Shrieval Competitions Progress**

4.1.1. The current Shrieval recruitment round is underway and both panels have completed the process of shortlisting applications.

4.1.2. The Summary Sheriff shortlisting meeting was held on Monday 4 May. Of the 58 applications, 13 applicants were shortlisted for interview.

4.1.3. The Sheriff Sift Meeting was held on Tuesday 5 May. Of the 88 applications, 22 applicants were shortlisted to interview.

4.1.4. Both panels are continuing to work on the interview material.

BMU Action (2): BMU to add the list of Shrieval applicants being shortlisted to interview to Huddle for the Board to review.

## 4.2. Interview Options

4.2.1. The Board fully considered and discussed the Paper prepared by the Panel Chairs and the ICE in relation to options for the shrieval interviews during the COVID-19 pandemic.

4.2.2. Although face-to-face interviews are the preferred method, the Board acknowledged the current position of the Scottish Government guidelines and agreed that they would proceed with the Shrieval interviews using video conferencing.

4.2.3. The Board agreed that Zoom would be the platform for the interviews. The Board discussed the security issues that had been reported in the media, but were content that the risks were manageable, and acknowledged that the NIJAC had successfully completed interviews using this platform. The security options outlined in the paper would be followed. The Board acknowledged that there is always a potential for technical difficulties and requested that the BMU have a contingency platform.

4.2.4. The Board agreed that interviews should not be recorded and this should be made clear to candidates.

4.2.5. The BMU will create a revised interview timetable and guidance on video interviews for applicants and the panels.

4.2.6. The Panels would proceed with the mock interviews using Zoom. It was also agreed that Panel members would meet using Zoom in order to familiarize themselves with the platform.

BMU Action (3): Create a revised interview timetable and guidance on video interviews for applicants and the panels. Prepare vc platform contingency.

## 5. Quality Assurance

### 5.1. Diversity Action Plan

5.1.1. The Board reviewed and approved the Diversity Action Plan with one amendment to the Diversity Steering Group (DSG) report to the Board. It was agreed that Lady Wise would provide an update from the DSG biannually.

### 5.2. Assessment of Legal Competence update

5.2.1. The Legal and Judicial Members met to discuss the assessment of legal competence of applicants throughout the shortlisting process. They will meet

again on Tuesday 19 May. An update will be provided at the next Board Meeting.

Board Action (2): Lord Minginish to provide an update paper for the June Board Meeting on the assessment of legal competence.

**6. Any Other Business**

6.1.1. There were no items covered under Any Other Business.

**7. Board meeting closed at 11:35.**