**Judicial Appointments Board for Scotland**

**Meeting: Monday 18 February 2019, Thistle House, Edinburgh**

**MINUTES**

**Present**

Mrs Nicola Gordon (Chairing Member)

Mrs Deirdre Fulton

Professor Stephen Tierney

Mrs Liz Burnley, CBE

Mrs Alison Mitchell

Ms Neelam Bakshi

The Hon Lord Minginish, QC

The Hon Lady Wise, QC

Ms Morag Ross, QC

Sheriff Michael O’Grady, QC

Sheriff Principal Marysia Lewis\*

\*Sheriff Principal Lewis joined the meeting via telephone.

**Apologies**

Ms Eilidh Wiseman

**In Attendance**

Mr John Craig, Chief Executive

Mrs Angela Simpson, Head of BMU

Miss Katy Mitchell, Administrator

Mr Gavin Henderson, Deputy Director for Civil Law & Legal Systems, Scottish Government *(for agenda item 10)*

Welcome and Apologies

1. The Chairing Member welcomed everyone to the meeting, noting that apologies had been received from Ms Wiseman.

Minutes of the Previous Meeting and Matters Arising

1. Subject to requested amendments, the minutes of the previous meeting were approved by the Board.
2. Sheriff Principal Lewis updated the Board that she and the other Sheriffs Principal have made arrangements to achieve the proposed timeline for Sheriff and Summary Sherriff recruitment.
3. The Board noted the newly created BMU Action Tracker and that it would support the Board in maintaining its focus on strategic Board business through providing appropriate oversight of BMU executive/operational actions.

Monthly Financial Update

1. The Board noted their current financial position within this year’s budget.

General Summary – Oral Updates

1. The Chairing Member updated the Board on the joint outreach event held with JABS and the Trainee and Newly Qualified Society of Solicitors (TANQ) in Glasgow last month. She informed the Board that there was a great turnout with a very engaged audience. The Chairing Member thanked Sheriff O’Grady for his contribution to the evening.
2. The Chairing Member updated the Board that she and the Chief Executive met with the Scottish Government’s Head of Internal Audit. Discussions included the Board’s set up, new ways of working and proportional governance. The Chairing Member will bring a paper to the next Board Meeting.

*Action Point (1): Chairing Member to bring a paper to the March Board Meeting about findings from her meeting with the Scottish Government Head of Audit.*

1. The Chairing Member updated the Board that recruitment for justices of the Supreme Court had begun and that although those stepping down were from England and Wales, it has been made clear in the adverts that applications from Scotland are welcome.
2. The Chief Executive updated the Board that the Court Appointments Manager and Board Secretary departed JABS on 7 February on promotion to a Scottish Government post. The advert to fill this role is currently live and due to close towards the end of this month; we hope to have a replacement in post in early April.
3. The Chief Executive updated the Board on ongoing meetings with Judicial Office. Regular contact has been maintained and communication has been enhanced. Bi-monthly meetings will continue with unit head meetings held on the alternative months.
4. The Chief Executive updated the Board that a Tripartite meeting between JABS, Scottish Government and Judicial Office (including Judicial Institute) will be held on 20 February and that the Northern Irish Judicial Appointments Commission (NIJAC) are due to visit JABS on 21 February; the Chairing Member, Mrs Fulton, Mrs Mitchell and Ms Ross were thanked for agreeing to participate in the NIJAC visit.

Diversity Policy (JABS 19/05)

1. Lady Wise presented the Board with the amended Diversity Policy following discussions at the previous Board Meeting. The Board reviewed the draft and suggested minor further amendments. It was agreed that the BMU would make these amendments and share with Lady Wise for her comments, then bring the amended document to the March Board Meeting for final approval.

***Action Point (2): BMU to make suggested amendments to the draft Diversity Policy and bring to the March Board Meeting for approval.***

Progressive Research Report (JABS 19/06)

1. The Chairing Member introduced the research report. The Board requested a minor change to the report. Subject to this change, the research was approved for publication by the Board.

***Action Point (3): Chief Executive to request a minor change to the report. Subject to this change, BMU to publish the report.***

Draft Annual Operational Plan for 2019/2020 (JABS 19/07)

1. The Chief Executive introduced the newly drafted Annual Operational Plan for 2019/2020. After Board review, it was agreed that strategic goals and operational tasks should be more clearly split within the document and ensure all tasks are measurable. The Chief Executive will work with two board members and submit a redrafted plan to the next Board meeting.

***Action Point (4): Chief Executive to submit a redrafted plan to the next Board meeting.***

GRC Tribunal President – Oral Update

1. Mrs Mitchell provided the Board with an update on the ongoing recruitment for a President of the General Regulatory Chamber. All elements of the round were on target and the Board agreed that they were content with proceedings.

Any Other Business

JABS 10th Anniversary Event (JABS 19/08)

1. The Chairing Member offered the Board an update on plans for the upcoming 10th Anniversary of JABS. A venue of Parliament Hall has been offered to the Board by the Lord President. The event will consist of three speakers – the Chairing Member, Lord President and a final speaker to be confirmed. The Board discussed invitations and it was agreed that the BMU should collate a list of invitees for consideration by the Board, based on our stakeholder list and past contributors to the work of JABS. It was agreed that further tickets would be put on Eventbrite so that anyone with an interest could attend. It was agreed that for this celebration of the work of JABS, all costs of catering will be covered by JABS. The Board agreed that an advert for the event should be launched as soon as all speakers have been confirmed.

*Action Point (5): BMU to collate a list of personal invitations base on ideas given by the Board. This should be shared on Huddle for consideration by the Board.*

Letters Received (JABS 19/9a & 19/9b)

1. The Board discussed letters received from the Summary Sheriff Association. The Board noted that this was a decision for the Lord President but we remain a party to the discussion.

Sheriff and Summary Sheriff Reserve List 2019

1. The Board agreed to have a six month reserve list which will close following the date of the December Board meeting.

“Am I Ready?”

1. The Board noted the online publication of “Am I Ready” and requested a minor amendment to the online and recruitment text.

SG Sponsorship of JABS – Oral Update

1. The Board welcomed Mr Gavin Henderson, Deputy Director for Civil Law & Legal Affairs from the Scottish Government, to the meeting. Mr Henderson updated the Board on the Scottish Government National Performance Framework. The Board and Mr Henderson discussed the past, present and future work of JABS; the statutory obligations of JABS including to encourage diversity; the future use of IT recruitment tools and staff turnover.

**Meeting Closed: 12:40**