**Judicial Appointments Board for Scotland**

**Meeting: Monday 20 May 2019, Thistle House, Edinburgh**

**MINUTES**

**Present**

Mrs Nicola Gordon, *Chairing Member*

Mrs Deirdre Fulton, *Acting Chair*

Mrs Alison Mitchell

Ms Neelam Bakshi

Professor Stephen Tierney

Mrs Liz Burnley, CBE

The Hon Lady Wise

The Hon Lord Minginish, QC

Sheriff Principal Marysia Lewis

Ms Eilidh Wiseman

**Apologies**

Sheriff Michael O’Grady, QC

Ms. Morag Ross, QC

**In Attenance**

Mr John Craig, *Chief Executive*

Mrs Angela Simpson, *Head of Business Management Unit (BMU)*

Miss Aimee Law, *Court Appointments Manager and Board Secretary*

Miss Katy Mitchell, *Appointments Administrator*

# Welcome and Apologies

## Mrs Fulton welcomed members as Acting Chair, noting that Mrs Gordon and Mrs Burnley would be joining the meeting today remotely. It was noted that apologies had been received from both Sheriff O’Grady and Ms. Ross.

# Minutes of the Previous Meeting

## **March Minutes - Paper JABS 19/22**

### The Board reviewed the March Board minutes, which had been amended to better reflect discussions regarding governance. Subject to further minor changes made by the Chief Executive and cleared by the Acting Chair, the minutes were approved by the Board for publication.

## **April Minutes & Matters Arising - Paper JABS 19/33**

### The Board reviewed the minutes of the previous Board Meeting. Subject to minor amendments, the minutes were approved by the Board for publication.

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## **Action Tracker - Paper JABS 19/03**

### It was agreed that the BMU would update the Action Tracker to reflect JABS contacting our Scottish Government Sponsor Team about proposed governance changes to JABS audit and risk procedures.

### The Board agreed that the trial of the new approach to managing governance will be reviewed after the July meeting. A review of the new approach to quality assurance will be undertaken after the current shrieval rounds.

# General Summary – Oral Updates

## **Chairing Member**

### The Chairing Member informed the Board that any updates she had would be covered within the agenda.

## **Chief Executive**

### The Chief Executive informed the Board that the main focus of the BMU over the last two weeks had been the current shrieval rounds. The Chief Executive and the Board thanked the BMU for their efforts and for getting all papers out in time.

### The Chief Executive informed the Board that he and the Head of BMU had recently visited the Northern Ireland Judicial Appointments Commission. This meeting was largely focused on their current online recruitment software with the aims of finding out if this would be a helpful tool for JABS. The Chief Executive will share more information about this once further research can be done into alternative solutions and a way forward has been identified.

# Current Recruitment Update – Oral Update

## **Sheriff Recruitment**

### As Sheriff Panel Chair, Professor Tierney updated the Board as follows:

* The Panel had received a total of 46 applicants, of which 21 have been selected for interview stage.

## **Summary Sheriff Recruitment**

### As Summary Sheriff Panel Chair, Mrs Fulton updated the Board as follows:

* The Panel had received a total of 96 applicants, of which 20 have been selected for interview stage.

## **Senator Recruitment**

### As Senator Panel Chair, the Chairing Member updated the Board on the forthcoming Senator recruitment round and informed the Board that a schedule has been agreed between the panels with further planning still underway. A mock interviewee has been identified and was currently working with the panel to find a suitable date for the mock interview.

# Future Recruitment Planning

## The Board discussed possible future recruitment rounds. The Board agreed that joint planning by the BMU/Scottish Government/Judicial Office would need to start now to ensure cohesive thinking and smooth planning. The Board noted that an update on future recruitment planning would be provided to the next meeting. The Board noted that Mrs Burnley would be developing a framework of qualities for Tribunal Presidents, Sheriffs Principal and other senior roles with the assistance of Lord Minginish and Mrs Mitchell.

# Continuous Improvement

## The Chief Executive informed the Board that this paper had been updated to include lessons identified from the recent GRC round. The GRC Panel Chair and members agreed that the document accurately reflects the round. The Board agreed that the Chief Executive would provide recommendations from these lessons identified and a forward looking Action Plan to the next meeting.

## Board Members and the Chief Executive took the opportunity to have a “Board Only Discussion” to reflect on the lessons identified. The Board agreed that it was important that the Chairing Member should write to the Rt. Hon. Lady Smith to update her on the work of the Board and to add that the Board welcomed her kind offer of a presentation to develop their understanding of the tribunals landscape and its judiciary. The Board were pleased to note that the Chairing Member would meet with the Rt. Hon Lady Smith to discuss these matters next week.

# Remuneration, Allowances and Expenses Policy

## The Board reviewed the redraft of the policy. Following discussion and suggested amendments it was agreed that the Chief Executive would make these changes before recirculating it in early June to Board members for final approval.

# AOB

## The Board agreed that all routine Board meetings would start at 10 am.

## The Board were updated on the JABS 10th Anniversary Event on 30th May.

## The Board reviewed the draft Shrieval Outcome Letters; following discussion and amendments the draft letters were approved by the Board.

# Meeting Closed at 12:30 pm