

BOARD MEETING MINUTES
Monday 8 August 2022,
Hybrid, Thistle House

Present:

Mr Lindsay Montgomery, CBE, Chairing Member
Ms Neelam Bakshi (virtual)
Mrs Liz Burnley, CBE
Mrs Deirdre Fulton (Virtual)
The Hon. Lady Haldane, QC
Ms Emma Marriott
Ms Morag Ross, QC
Sheriff David Young, QC

In attendance:

Mrs Paula Stevenson, Chief Executive
Mr Stuart Scott, Interim Head of Operations
Ms Nicole Dickson, Business Support Officer

Apologises:

Sheriff Principal Aisha Anwar
Mrs May Dunsmuir
Ms Cat Maclean
Professor Stephen Tierney

Informal meeting between the CE and Board Members

The CE had a private meeting with Board members to discuss staffing capacity and well-being. It was agreed that it would be helpful to circulate a document setting out the new roles and responsibilities of the various members of the BMU.

AP1- CE to prepare a document for the board to set out BMU responsibilities.

1. Welcome & Apologises / Declarations of Interest

Ms Bakshi made her standard declaration regarding membership of the social security and employment tribunals.

Apologises were received ahead of the meeting from Sheriff Principal Anwar, Mrs May Dunsmuir, Professor Stephen Tierney and Ms Cat Maclean.

2. Business from previous meeting

2.1 Minutes of previous Board Meeting

Minutes of the June Board meeting were agreed subject to minor amendments.

It was noted that Item 7.3.1 (sharing application information from previous rounds) would require consideration regarding it's applicability in relation to Tribunal appointments.

2.2 Matters Arising

No matters arising.

2.3 Action Tracker

The Chairing Member provided an update to the Board on matters completed and outstanding.

The action tracker was agreed by the Board.

2.4 Reserve Candidates Policy Options

The Interim Head of Operations gave an overview of the paper and referenced issues arising from recent recruitment rounds.

A discussion followed.

It was agreed a structured policy should be developed based on the general outline in the paper, but which will be unique for each role and should also consider the needs of the Justice system. It was noted that discussions are ongoing with regards to the development of annualised recruitment rounds which needs to be considered in any policy developed.

It was noted that the paper dealt only with Court appointments. Further discussion relating to Tribunal appointments will be held at the September Board meeting.

[AP2 - the position on reserve candidates for tribunals to be considered as an Agenda item at the September Board meeting to inform the final policy paper.](#)

3. Chairing Member's updates

The Chairing Member summarised his activities over the past month and meetings which had taken place.

The Chairing Member confirmed that the final 1-2-1 with Board Members would be concluded shortly.

4. Chief Executive Update

The Chief Executive gave an update to the Board on staffing of the BMU.

Advertising for the vacant C1 position closed on Wednesday 3 August, once this exercise is concluded, recruitment will begin for remaining posts within the BMU.

Two FOI requests have been received both relating to procurement issues. The first was received in May however it wasn't brought to our attention until late June, as a result we did not respond within the statutory period. New guidance and a procedure have been implemented to ensure this does not reoccur. The second FOIR was responded to within the statutory period.

The Board noted and agreed to all matters within the Chief Executive update paper.

5. Operational Plan

The revised Operational Plan was agreed by the Board. The Chairing Member confirmed he is looking into Diversity matters and the role of the Diversity Steering Group.

6. Risk Register

The Chief Executive suggested that the identified risk relating to staffing should be downgraded, which the Board agreed. The Risk Register will be considered in more detail at the September Board meeting.

7. Policy Paper

The Board noted progress in a number areas but there were no matters to discuss.

8. Current Competitions

LTC Member (Valuation Experience)

8.1.1 The interviews for LTC Ordinary Members with Valuation experience, commenced on 3 August 2022 and will conclude on Monday 15 August.

8.1.2 The panel will meet on Wednesday 17 August to discuss all applicants and then provide a recommendation report to the Board at the September meeting.

Parole Board for Scotland

8.1.3 An update on the Parole Board for Scotland (PBS) round was shared. The Panel Chair also provided an oral update.

8.1.4 The Board agreed that the Vice President of the PBS could be invited to the Board Decision meeting for this round, but that due to the JABS legislation he could not have a vote on the decisions made.

Sheriff Principal

8.1.5 An overview of the current position for this round was provided.

AP3 - CE to reach out to JO about the confirmation of vacancies in time for the outreach event.

Land Court Chair

8.1.6 It was noted that Lord Minginish has agreed to assist with the development of the application pack in support of this competition. It was confirmed that a Role Profile and draft advertisement had been received.

9. Future Rounds

9.1 The IHoO provided an update on future planning.

AP4 - CE to reach out to JO to confirm dates for next year's rounds and annualised rounds.

10. Reform Programme Plan

10.1 The Chairing Member provided an overview of progress to date - no further matters raised.

11. Compare and Contrast

11.1 The final version of the Compare and Contrast Report was discussed.

12. Learning from JAC Induction

12.1 The IHoO provided an oral update on the paper provided and noted learning which could be of assistance for future JABS planning.

13. Planning For Future Board meetings

13.1 The Board agreed that as of April 2023, there will be a Board meeting every second month, on the third Monday of the month, and there will be two half day for strategy meetings. Decision meetings need not coincide with Board Meetings and can be done virtually.

13.2 The BMU will share meeting dates taking into account school holidays in July and August with a preference for the 3rd week in August.

AP5 - BMU to confirm Board meeting days for 2023.

14. AOB

No other business.

15. Meeting Closed

The Meeting closed at 12 pm. The next meeting is Monday 12 September 2022.