

BOARD MEETING MINUTES
Monday 19 December 2022
09.30am to 12.30pm
Hybrid, Thistle House

Present:

Dr Lindsay Montgomery, CBE, Chairing Member
Sheriff Principal Aisha Anwar
Ms Neelam Bakshi
Mrs Liz Burnley, CBE (by VC)
Mrs Deirdre Fulton
Ms Cat Maclean
Ms Emma Marriott (by VC)
Ms Morag Ross, KC
Sheriff David Young, KC
Professor Stephen Tierney
The Hon. Lady Haldane, KC
Mrs May Dunsmuir
Ian Bryce (by VC) agenda item 6.1 only

Attendees:

Ms Paula Stevenson, Chief Executive
Mr Billy Love, Head of Operations

Secretariat:

Ms Julie Tarbet, Appointments Manager

1. Welcome

1.2 Declarations of interest

- Neelam Bakshi made her standard declaration regarding membership of the Social Entitlement and Employment tribunals. She excused herself from agenda item 6.3.

2. Business from previous meeting

2.1 Minutes of November Board meeting

- The Board requested an amendment to the minutes at section 2 to reflect the discussion about the need to attract a wider pool of candidates for future recruitment rounds.

Action Point 1: BMU to amend minutes and issue to the Board for clearance.

2.2 Action Tracker

- The Board reviewed the Action Tracker and had no comments.

3. Chairing Member's update

- The Chairing Member (CM) summarised meetings and work carried out over the past month; he also informed the Board of meetings due to be held in the next month.
- The CM thanked members for completing the Skills Audit information. He updated the Board that Lord Weir will join the Board in January 2023 and it is likely that the recruitment for new Board members will be complete by June 2023.
- A paper about the Lay Appointment Advisors would be brought to the meeting in January and the Legal Appointment Advisors posts will be advertised in the new year.
- A member suggested that an organogram would be helpful for new members.
- Deirdre Fulton provided a short update about the Judicial Institute course she had attended on behalf of the CM. Judicial Institute were very grateful for JABS' contribution and delegate feedback had been positive.
- The CM confirmed the intention to continue to expand JABS' engagement strategy with a range of stakeholders including the profession. Members suggested a number of additional engagement opportunities, such as delivering talks at tribunal conferences and university sessions.

Action Point 2: A paper concerning the Lay Appointment Advisors contracts will be prepared for the January Board meeting.

Action Point 3: BMU to create a JABS organogram

Action Point 4: Deirdre Fulton to share the presentation for the JI course with the Board.

4. Chief Executive update

- The Board noted the content of the Chief Executive (CE) report and that positive steps had been made with staffing and accommodation.
- The CE thanked members for their comments on the Annual Report which had been updated and confirmed that the complaints section would be reviewed. The Annual Report will go to Scottish Ministers before Christmas, to lay before Parliament. The CE is redrafting the Complaints Policy.
- The Board discussed the finance update and agreed to reduce the ask to the Scottish Government in the recruitment software system budget line, providing a potential saving of £40,000. The CE confirmed that the Board will receive a paper on the development of the new recruitment software system in due course.

Action Point 5: The CE to draft a revised Complaints Policy for consideration at the Board meeting in January 2023.

5. Governance

5.1 Risk Assessment update paper

- The Board noted the contents of the paper and discussed more broadly how and whether a risk appetite might be usefully applied, taking into account the Board's clear understanding of each risk impact and likelihood and the mitigations put in place.

5.2 Risk Register

- The CE explained that the risk dashboard had been updated and that a new risk on 'Reputation' had been added although there is an element of this captured in a number of other risks on the register.
- The Board were content that the risk register reflected the amendments requested by members and thanked the CE for her work on it.

5.3 Diversity Update

- The CE updated the Board on where JABS stood in terms of its diversity obligations. Partner organisations were conducting research into diversity issues, and this will help to inform JABS' approach. The CE and CM are continuing to re-engage with stakeholders.
- The Diversity Policy will be reviewed and a Diversity action plan is being developed.

5.4 Strategic Plan update

- The CE explained that the current Strategic Plan from 2018 to 2023 was still in place. The Board discussed the timeframe for the new Strategic Plan and agreed the plan should be for three years.
- A more substantive discussion about strategic planning and the development of the new Strategic Plan will be held at the Board meeting in February 2023.

6. Current and Future Competitions

6.1 Parole Board Decision

- The Board received a formal request from the Scottish Government, for recommendations for six Legal Members and six General Members for appointment to the Parole Board for Scotland and for a reserve list.

- Neelam Bakshi (Panel Chair) provided an overview of the Parole Board Scotland appointment process and recommendations for appointment and thanked everyone for their sterling work and additional commitment required to meet the deadlines for this competition.
- The Board discussed and accepted the recommendations made by the panel for the six Legal Members and six General Members. Reserve list nominations were also accepted.

6.2 Current and Future Competitions

- Billy Love gave a brief overview of the paper and details on the other current and future competitions. The Board noted the contents of the paper.
- The CM suggested JABS should give as much advance notice as possible of upcoming competitions on the JABS website.

Action point 6: BMU to arrange for forthcoming competitions to be advertised on the website immediately information is available.

6.3 SSC Light touch recruitment Update

- The Board discussed the comparison exercise for the Mental Health Tribunal for Scotland medical members competencies paper and were content that the members had the necessary knowledge, skills and qualities to sit in the Social Security Chamber (SSC).
- The Board approved the “light touch” recruitment approach for the SSC.

7. Programme for Change

- The CM summarised meetings and work carried out for the Programme for Change project.

8 Any Other Competent Business

- The Chairing Member thanked the Board members and BMU for all of their hard work and for what had been achieved this year and looked forward to building on this progress in the new year.
- The next Board meeting is on 16 January 2023.