



JUDICIAL
APPOINTMENTS
BOARD FOR
SCOTLAND

BOARD MEETING MINUTES
Monday 20 February 2023
09.15 am to 12.10 pm
Hybrid, Thistle House

Present:

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

Attendees:

Ms Paula Stevenson, Chief Executive
Mr Billy Love, Head of Operations
Mr Stuart Scott, Digital and Continuous Improvement Manager
Miss Vanessa Inman, Appointments Manager
Miss Sarah Thomson, Appointments Manager (by VC)
Mr Andrew Cairns, Business Support Officer (by VC)

1. Welcome and Apologies / Declaration of Interest

- Neelam Bakshi made her standard declaration regarding membership of the Social Entitlement and Employment tribunals. She excused herself from agenda item 7.1 when the Board discussed the current Social Security Chamber competition.
- No apologies were received.

2. Business from previous meeting

2.1 Minutes of January Board meeting

- The Board were content to approve the minutes of the January meeting.

2.2 Action Tracker

- The Chief Executive (CE) updated the Board on the Action Tracker.
- The CE also confirmed that early notification of upcoming competitions later in 2023 had been added to the JABS website and a tweet sent.
-

3. Chairing Member's updates

- The Chairing Member (CM) summarised meetings and work carried out over the past month and informed the Board of meetings due to be held in the next month.

- The CM noted that SG officials are actively looking at the issue of diversity within the legal profession and he was keen for JABS to contribute to this work which would tie into the JABS diversity work underway. The issue of diversity was also discussed in a meeting with the Scottish Ethnic Minorities Lawyers Association
- The CM stated that JABS' framework agreement with the Scottish Government is under review. He noted that initial discussions have been positive.
- The CM advised that following meetings with the Governance Advisor and the Governance Review Subgroup he hoped to bring documentation to the April meeting for the Board to consider.
- The CM and CE had discussions with office-bearers of the Sheriff and Summary Sheriff Association which was helpful in informing JABS feedback policy.
- The CM confirmed the advertising for Board Member positions closes on 22 Feb 23.

4. Chief Executive update

- The CE confirmed all Board members should have the Board meeting dates in their calendars up to April 2024. These meetings are for the full day as from April meetings will take place every two months.
- A request has been received from the Chief Executive of the UK Supreme Court (UKSC) regarding a forthcoming retirement. The Board is asked to nominate someone to sit on the recruitment panel. The CE will have further discussions with the UKSC CE and advise the Board.

Action Point 1: BMU to check meeting invites have been sent to all Board members and send a list of the dates as some members have had tech issues on their side.

Action Point 2: CE to chat to UKSC CE and report back to the Board.

5. Policy

5.1 Climate Change Policy

- The CE advised that she has discussed the policy with the Sustainable Scotland Network (SSN) who are authorised by SG to provide public bodies with support for this area of work. They confirmed that JABS is not subject to mandatory reporting and that the existing templates are not appropriate to our needs. The CE will work with SSN to produce a tailored report, proportionate to our size.

5.2 Records Management Policy

- The Head of Operations (HoO) provided an update on the records management policy following a meeting with the Keeper of the National Records of Scotland. A plan is in place to ensure the necessary work is completed by June 2023. It was noted that a number of associated policies need to be created or reviewed and presented to the Board for agreement, in the interim.

6. Operations

6.1 Operations oral update

- The HoO provided an oral update on his first four months in office, making particular note of the work the BMU had undertaken to ensure business continuity. He thanked the Board for all its support during this time. The HoO also provided an update on staffing levels. He outlined his plans moving forward, including changes being made to BMU processes and noted that he would seek to have increased engagement with the Board.

6.2 Applicant Tracking System (ATS) and Presentation

- The Digital and Continuous Improvement Manager (DCIM) provided an overview of the ATS system being considered for adoption. A discussion on this system followed. After this discussion the Board confirmed that they were content for the BMU to submit a business case to the Scottish Government for the adoption and implementation of the ATS.

Action Point 3: DCIM will provide feedback to the provider on comments raised by the Board on the workings of the system and will arrange training and guidance for Board members in due course.

7. Current and Future Competitions

7.1 Current and Upcoming rounds

- The HoO 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 HoO outlined the recharge costs associated with the Social Security Chamber round and the intended approach to the 'light touch' round. A discussion on the light touch round followed.

Action Point 4: CE to engage with the Scottish Government on the extent of the light touch recruitment round.

7.2 Reserve Candidates Policy

- The HoO presented the latest iteration of the above policy. Further discussions were held in regard to the length of time any reserve candidate would be held, and suggestions were made on areas for further development. It was agreed that the HoO would distribute a clean copy incorporating the changes discussed and that any further discussion on this policy would be by correspondence.

Action Point 5: HoO to issue revised and clean version of the reserves policy.

8. Programme for Change

- The CM summarised meetings and work carried out for the Programme for Change, confirming that the programme would continue into the next reporting year.

9. Any Other Competent Business

None

10. Date of Next Meeting

The next Board meeting is on Monday 20 March 2023