

BOARD MEETING MINUTES

Monday 18 January 2021,
videoconference

Present:

Mrs Nicola Gordon, Chairing Member	Mrs Alison Mitchell
Ms Neelam Bakshi	Ms Morag Ross, QC
Mrs Liz Burnley, CBE	Professor Stephen Tierney
Mrs Deirdre Fulton	The Hon. Lady Wise, QC
Sheriff Principal Marysia Lewis	Ms Eilidh Wiseman
The Hon. Lord Minginish	Sheriff David Young, QC

In attendance:

Ms Collette Paterson, Chief Executive (CE)
Mrs Angela Simpson, Head of Business Management Unit (BMU)
Miss Aimee Law, Board Secretary
Miss Nicole Dickson, Business Support Administrator
Professor Paul Gray, JABS Lay Assistant (item 3 only)

1. Welcome & Apologies / Declarations of Interest

The Chairing Member welcomed all attendees to the meeting with everybody attending remotely.

There was the standard declaration of interest from Ms Bakshi in relation to Social Security Tribunals.

2. Consent Agenda Items

The following items were covered under the consent agenda and noted and approved as appropriate by the Board, with one exception at item 2.5. The board confirmed that Assurance of Governance papers should be for noting and not for approval.

- 2.1. Minutes of Previous Meeting
- 2.2. Action Tracker
- 2.3. BMU Task Tracker
- 2.4. CE Update report
- 2.5. Assurance of Governance
- 2.6. Operational Plan / Risk
- 2.7. JABS Risk Register
- 2.8. JABS Policy Update 2020

2.5 One Board member noted that they were unable to approve one aspect of this paper as there was information on this which may not be known to all board members. Once the relevant information has been shared with officials, this matter may be brought back to the Board.

2.7 The Head of BMU has offered the position of Business Support Officer (B1) following interview. Filling this vacancy reduces JABS' risk in relation to staff resources.

2.9 The Q3 finance update was not provided to the Board and will be circulated separately.

BMU Action (1): Officials to circulate the Q3 finance update to the Board.

3. Skills & Qualities Review

3.1. Professor Paul Gray (JABS Lay Assistant) joined the meeting to discuss the Board Skills & Qualities Review. A number of minor amendments were proposed. Professor Gray will update the paper and return it to the Chairing Member by 22 January 2021, after which it will be circulated to the Board. Once the matrix is agreed, Board members will be asked to undertake a light touch self-assessment against the skills and qualities.

Board Action (1): Professor Gray to make required changes to the Skills & Qualities Review paper and circulate to the Chairing Member.

Board Action (2): All Board Members will be asked to undertake a light touch self-assessment against the matrix by the end of the week.

4. General Summary – Updates

4.1. Chairing Member

4.1.1. The Chairing Member and CE are undertaking planning for the JABS Leadership and Governance review. They will provide the Board with an update when they have more information on this.

5. SSC Update

5.1.1. The CE updated the Board on the Social Security Chamber and undertook to provide further information next month.

6. Appointment Rounds Updates

6.1. Sheriff 2021 Update

- 6.1.1.** JABS held a Shrieval Information Event with the Faculty of Advocates (FoA) on Thursday 14 January 2021. The Chairing Member thanked Sheriff Principal Lewis and Sheriff Young for participating at this event. Several members of the Faculty of Advocates who attended wished to be anonymous, and there were requests from those who could not attend to be provided with a recording of the event.
- 6.1.2.** The Board noted the anonymity requests and asked officials to contact the Law Society for Scotland and Faculty of Advocates for the number of members who requested to see the recording of the event to gauge an understanding of the importance of this and how it can be considered in future years. Board members who were unable to attend these event also asked officials to check if would be possible to see the recordings.

BMU Action (2): Head of BMU to contact LSS and FOA to request a recording of Shrieval Information Event and to request the number of members who requested a recording of the event.

6.2. Longlisting question

- 6.2.1.** The Board agreed the wording of the new legal longlisting question for the Shreival 2021 recruitment round.
- 6.2.2.** The Board also discussed notification of the outcome of longlisting. It was agreed that those candidates who were not successful at longlisting should be notified after the longlisting decision meeting, and not wait until after the shortlisting decision meeting. Operationally, this will need to be added as a new step to the process.
- 6.2.3.** The Board discussed feedback for this round.

BMU Action (3): Head of BMU to add outcome letters from the longlisting exercise to the operational process.

6.3. Sheriff Advert

- 6.3.1.** The Board considered the method of advertising and the proposal for the wording on the JABS website.
- 6.3.2.** The Board confirmed that applicants can only apply for one office in 2021. either Sheriff or Summary Sheriff.
- 6.3.3.** The wording of the Sheriff 2021 Advert was agreed subject to minor changes.

6.4. Shrieval competition - general

- 6.4.1.** JABS have not yet received formal notification on the number of vacancies required for the Shrieval 2021 recruitment round, but expect to receive this by the end of the week.

7. Any Other Business

7.1.1. The Board discussed the completion of the Senator of the College of Justice rounds, noting that the full lessons identified report will be discussed at the February board meeting.

7.1.2. The Board noted that Judicial Office had confirmed after the December board meeting that they were not requesting a reserve list for the Senator round.

7.2. Senator 2020 Feedback

7.2.1. The Board discussed the management of feedback during Senator of the College of Justice 2020 competition that concluded on 16 December 2020. This topic will be further considered during the lessons identified item on the February agenda.

8. Close and Review

8.1.1. The meeting closed at 12:10.