

## BOARD MEETING MINUTES

**Monday 2 August 2021  
(videoconference)**

### **Present:**

Mrs Deirdre Fulton, Interim Chairing Member (CM)  
Ms Neelam Bakshi  
Sheriff Principal Marysia Lewis (part meeting)  
Ms Morag Ross, QC  
The Hon. Lady Wise, QC  
Sheriff David Young, QC

### **In attendance:**

Ms Collette Paterson, Chief Executive (CE)  
Mrs Sarah Webster, Appointments Manager  
Mr Andrew Cairns, Business Support Officer

### **Apologies:**

Mrs Liz Burnley, CBE  
The Hon. Lord Minginish  
Sheriff Principal Marysia Lewis (9.50 – 11.30)  
Professor Stephen Tierney

## **1. Welcome & Apologies / Declarations of Interest**

1.1 Ms Bakshi made the standard declaration in relation to Social Security. As agreed by the Board, comments in advance of the meeting were uploaded to Huddle from those who were unable to attend, with the exception of Professor Tierney. These were taken into account during discussions and the proposed decisions of this meeting were ratified by the full Board after the meeting.

## **2. Consent Agenda Items**

### **2.1 Minutes of Previous Meeting**

2.1.1 The minutes were approved.

2.1.2 The Chief Executive (CE) noted part of Business Management Unit (BMU) Action 6 from previous meeting is outstanding as the decisions of this meeting are required in order to be able to revisit financial plans. This was also stated in the Assurance of Governance report.

*BMU Action (1) – CE to complete financial plans following decisions of this meeting.*

## **2.2 Chief Executive Report**

2.2.1 The CE and current Appointments Manager confirmed new Appointment Managers are Sandip Mahajan and Stuart Scott, with both starting on August 9<sup>th</sup>.

2.2.2 Whilst it was understood that interviews require to be virtual interviews to the end of 2021, it was agreed that planning should start early for 2022 in line with restrictions and developing guidance.

*BMU Action (2) – To add an item to the agenda for return to physical premises for the September meeting.*

## **2.3 Assurance of Governance**

2.3.1 The CE thanked those who attended the Risk Workshop and Finance drop in sessions.

*BMU Action (3) – Relink the pipeline planner to Assurance of Governance Paper.*

## **2.4 Risk Register**

2.4.1 The Assurance of Governance report for Quarter 1 was approved.

2.4.2 The broader strategic themes arising from the workshop, around risk appetite and controls going forward, will be ingathered and will be sent to the full Board and placed on the September agenda.

*BMU Action (4) to add a risk item to the agenda for the September meeting and issue themes arising from the risk workshop.*

## **2.5 Policy Update**

2.5.1 The policy update for Quarter 1 was approved.

## **3. Interim Chairing Member (CM)**

### **3.1 CM Update**

3.1.1 The CM and CE met with the Lord President and Paul McKinlay from Judicial Office for Scotland on July 6<sup>th</sup> and had discussed matters relating to the current and future competitions as part of the quarterly schedule of meetings.

## **4. Programme and Project Plans to 2023**

### **4.1 Programme Plan to March 2023**

4.1.1 The programme plan to March 2023 was approved, subject to discussions on items 4.2, the Sheriff Principal official request received and matters relating to upcoming senator recruitment. A number of matters relating to these remained outstanding at the end of the meeting and will require further discussion with Judicial Office for Scotland (JO) and the Scottish Government (SG) before the project plans for those competitions can be drafted.

*BMU Action (5) - Financial plans will now be concluded based on the programme plan.*

*BMU Action (6) - CE to share draft programme with the tripartite group to facilitate detailed planning of upcoming competitions.*

*BMU Action (7) - CE to advise JO and SG of JABS position and remaining issues.*

### **4.2 Shrieval (Dumfries and Dunoon) project plan**

4.2.1 The Board has concluded that the only viable option was option 4. Detailed project planning and modelling on that will now take place so that we can revert to the full Board with a proposed launch date and project plan.

*BMU Action (8) - CE to advise JO and SG of JABS' position and remaining issues.*

### **4.3 Local Taxation Chamber (formerly Valuation Appeal Committee) Project Plan**

4.3.1 Approved as part of the programme plan.

### **4.4 Social Security Chamber Project Plan**

4.4.1 Approved as part of the programme plan.

## **5. Legal Assistants Recruitment Pack and Terms & Conditions**

5.1.1 This matter was to be considered at a later date.

## **6. Diversity Steering Group**

### **6.1 Oral Update**

6.1.1 Lady Wise confirmed this is to be added to the agenda at a later meeting date, as she is working with Kay McCorquodale from Judicial Office to identify some potential projects.

*BMU Action (11) – to add DSG to the October agenda.*

**7. 2021 Review of JABS**

**7.1 2021 Review**

7.1.1 JABS received no bids from the tender exercise and will review next steps as a priority.

*BMU Action (12) – to provide an update on this at the September Board meeting.*

**8. Any Other Business**

8.1.1 The CE confirmed the draft scope of a new appointments policy which had been intended to be presented at this meeting will be presented at a future date.

**9. Close and Review**

9.1 The meeting closed at 13.25.