

## BOARD MEETING MINUTES

Monday 29 March 2021,  
videoconference

### Present:

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

### In attendance:

Ms Collette Paterson, Chief Executive (CE)  
Mrs Angela Simpson, Head of Business Management Unit (BMU)  
Ms Aimee Law, Board Secretary  
Mr Andrew Cairns, Business Support Officer (shadowing)

## 1. Welcome & Apologies / Declarations of Interest

- 1.1 The Interim Chairing Member welcomed all attendees to the meeting with everybody attending remotely.
- 1.2 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:

### 2.1 Minutes of Previous Meeting

### 2.2 CE Update Report

## 3. General Summary – Updates

### 3.1 Interim Chairing Member - reflections

3.1.1 The Interim Chairing Member reflected on the operations of JABS over the last year and commented positively on the BMU growing back to full capacity and the ability of the Board to lean on the leadership of the CE going forward. It was agreed that the approach to panel composition for recruitment rounds should be reviewed and the BMU will take this forward.

*BMU Action (5) BMU to take forward development of proposed mechanism for panel composition.*

#### **4. 2021 Review**

4.1.1 The CE provided the Board with the draft Terms of Reference for the review which were agreed in principle.

4.1.2 The findings of the review will be used by the Board to help shape future plans and priorities. A Report will be produced and Board Workshop has been timetabled for this exercise.

4.1.3 After some discussion about detailed aspects of the focus and weighting of the review, it was agreed that the CE will proceed with the procurement process and use the outcomes of that discussion to provide the Board with the detailed specification that will be the invitation to tender, to be agreed by correspondence.

*BMU Action (6): CE to provide detailed specification for the 2021 Review by correspondence.*

#### **5. Summary Sheriff Competition: panel**

5.1.1 Due to the resignation of the Chairing Member, Mrs Fulton will take over as panel chair. Professor Tierney has agreed to be the additional lay member of the panel, and Mrs Mitchell will act as lay moderator for the longlisting process.

#### **6. Shrieval competition: update**

##### **6.1 Sheriff 2021**

6.1.1 Applications for the office of Sheriff 2021 closed on 16 February 2021 and 114 applications were received. Longlisting took place and 50 applicants were shortlisted. The shortlisting process closes tomorrow and the Mock interview will take place this afternoon. The shortlisting decision meeting will take place on Tuesday 6 April 2021.

##### **6.2 Summary Sheriff 2021**

6.2.1 Applications of the office of Summary Sheriff closed on 23 March 2021 and 92 applications were received. The longlisting process is underway and a mock candidate has been agreed.

#### **7. Any Other Business**

7.1.1 The Interim Chairing Member will meet with Neil Rennick, and Denise Swanson, from the Scottish Government sponsor unit next week.

7.1.2 Mrs Wiseman will end her period on the Board on 31 March 2021 however, in line with the legislation, will continue in her role as legal member in the Sheriff

Recruitment exercise. The Board thanked Mrs Wiseman for her contribution to JABS.

## **8. Close and Review**

8.1 The meeting closed at 11:30.