

BOARD MEETING MINUTES
Monday 20 March 2023
9:15 am to 12:10 pm
Hybrid, Thistle House

Present:

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

Attendees:

Ms Paula Stevenson, Chief Executive
Mr Billy Love, Head of Operations (by VC)
Ms Julie Tarbet, Appointments Manager

Apologies:

Dr Lindsay Montgomery CBE, Chairing Member
Sheriff Principal Aisha Anwar
Ms Cat Maclean

1. Welcome, Apologies and Declaration of Interest

1.1 The CE notified the Board that the Chairing Member had nominated Liz Burnley to stand in for him as Chairing Member during his absence. The Board thanked Liz Burnley for undertaking this role.

1.2. Neelam Bakshi made her standard declaration regarding membership of the Social Entitlement and Employment tribunals and subsequently excused herself from the Social Security Chamber recruitment agenda item 6.1.

2. Business from the previous meeting

2.1 Minutes of the February meeting

2.1.1 The Board asked for one amendment to the minutes of the meeting held on 20 February 2023 but were otherwise content.

2.1.1 Matter Arising: To record the approval of the Board for the nomination of Liz Burnley to sit on a UK Supreme Court selection commission as the JABS representative.

Action Point 1: BMU to amend the minutes of the last Board meeting as agreed and to publish.

2.2 Action Tracker

2.2.1 The Chief Executive updated the Board on the Action Tracker and the HO commented on the amended Reserve List Policy. The Board confirmed they were content with the revised Reserve List Policy.

3. Chairing Member Update

3.1 Liz Burnley provided an update on the absence of two members of the Board. A short discussion was held on contingency plans for Board members' absence.

3.2 The Scottish Government had invited the Chairing Member or a nominee to attend the Future of the Legal Profession in Scotland Working Group which the Chief Executive had accepted on behalf of the Chairing Member.

4. Chief Executive Update

4.1 The Chief Executive confirmed that the BMU was now fully staffed and the focus was to provide training to ensure staff were brought up to speed as quickly as possible. A meeting with the Scottish Government sponsorship team has been arranged to review budget projections for 2023/24. The Chief Executive will provide a further finance update as part of the quarterly governance meeting in April 2023.

4.2 The Chief Executive and Sheriff Principal Anwar participated in the Judicial Institute training event for new Sheriffs Principal on 3 March 2023, providing information about their role in the appointments process and the role of a Sheriff Principal as a Board member on JABS.

4.3 The Board suggested that it would be helpful to discuss with Judicial Office about the number of roles required to be recruited for tribunals in the next few years. The Chief Executive commented that the Reserves Policy would assist with tribunal appointments by allowing for a number of reserves.

Action Point 2. The Chief Executive to contact Judicial Office and the MHTS on future recruitment needs for the Scottish Tribunals and the Mental Health Chamber, once it transfers into the Scottish Tribunals.

5. Policy

5.1 Diversity Policy

5.1.1 The Chief Executive outlined the draft Diversity Policy and the Board shared their initial views on the content. A discussion followed on the current approach to diversity and how this could best be reflected in the paper. An updated version incorporating

20.03.09

the Board's feedback will be brought back to the Board at the April meeting and once agreed will be shared with key partners for their comments.

Action point 3: Board members are asked to provide feedback and comments on the Diversity Action Plan to the Chief Executive who will bring a revised version to the April Board meeting.

5.2 Records Management Policy

5.2.1 The Head of Operations gave a brief overview of the paper. The Board noted the contents of the Records Management Policy and the agreed timeframe for submission of the plan to the Keeper. A further update will be provided at the April Board meeting.

5.3 Corporate Plan

5.3.1 The Chief Executive outlined the draft Corporate Plan which had been updated following the feedback from the last Board meeting. The Board noted the progress to develop the Corporate Plan and a discussion followed on how best to reflect diversity issues.

Action point 4: Board members are asked to send any additional comments on the draft Corporate Plan to the Chief Executive.

5.4 Communications and Engagement Strategy

The Chief Executive provided an overview of the paper which sought feedback from the Board on the direction of travel of the strategy and any additional information that should be included.

5.4.2 There was a discussion on the draft provided and members were asked to provide comments. A revised version of the Strategy will be brought back to the Board at a future meeting.

6. Current and Future Competitions

6.1 Upcoming Rounds

6.1.1 The Head of Operations gave a brief overview of the paper and details on current upcoming competitions.

6.1.2 Liz Burnley (Governance and Oversight Panel Chair) provided a short update about the Social Security Chamber (SSC) recruitment round focusing on progress with the light touch recruitment, outreach and advertising for the main SSC competition and that panel member nominations had been received from Lord Woolman.

6.1.3 Deirdre Fulton (Panel Chair) provided an update about the Sheriff 2023 round including longlisting and preparations for interviews.

7. Programme for Change

7.1 The subgroup chairs provided oral updates on progress with the work of their respective groups.

Action point 5: The subgroup chairs to arrange a meeting to move the work of the Programme for Change project forward.

8. Any Other Competent Business

8.1 No items were raised by Board members.

9. Date of Next Meeting

9.1 The next meeting is on 17 April 2023 and is a full day.