

BOARD MEETING MINUTES

Monday 16 November 2020, video-conference

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

Business Management Unit in Attendance

Collette Paterson, Chief Executive Designate
Angela Simpson, Interim Chief Executive (ICE)

1. Welcome & Apologies / Declarations of Interest

The Chairing Member (the Chair) welcomed all attendees to the meeting with everybody attending remotely. There were no apologies.

2. Chief Executive Designate Welcome and Introduction

Collette Paterson joined the meeting as CE Designate, due to join JABS on 11 January 2021. Following introductions, Ms Paterson provided a short resume of her career and experience.

3. Consent Agenda Items

The following items were covered under the consent agenda and approved by the Board:

- 2.1 Minutes of Previous Meeting
- 2.2 Action Tracker
- 2.3 BMU Task Tracker
- 2.4 ICE Update report

4. General Summary – Updates

4.1. Chairing Member

- New legal member of the Board – the Chair thanked members for the prompt response in relation to the updated skills for a legal member in terms of the recruitment for a new solicitor member of the Board. The Chair provided an update in relation to the Public Appointments process.

- Leadership & Governance review – the review is now overdue, so work in terms of drafting terms of reference, plans and timelines and the procurement process will restart.
- Five year planning meeting - the Chairing Member, the CE designate and the Head of the BMU met with SG and JO on 5 November 2020 to discuss strategy and planning for the coming five years.
- The Chairing Member met with the new President of Scottish Tribunals, Lord Woolman. Lord Woolman is committed to continuing engagement with JABS.
- The Chairing Member met with the President of the Social Security Chamber, Mrs Anne Scott to discuss upcoming recruitment requirements for the Chamber. Mrs Scott also asked for thanks to be relayed to the Board for the light touch exercise in transferring UK reserved tribunals to the new Scottish Social Security Chamber.
- Summary Sheriff Association – following on from the letter received from the Association in May regarding feedback to disappointed applicants, the Chair provided a factual response noting that JABS had taken their input into consideration. The response will be included in the December papers.
- Shrieval case studies – the Chairing Member thanked Sheriff Young for his substantial work on drafting four case studies for the 2021 shrieval rounds. The case studies will be further developed with support of other board members.
- UK Supreme Court – the Chairing Member has been contributing to feedback to unsuccessful candidates for previous vacancies. Another vacancy has arisen due to the impending retirement of Lady Black.

BMU Action (1): Chair's response to Summary Sheriff Association to be added to December 2020 board papers.

5. Appointment Round Updates

5.1. Senator 2020 Updates

Professor Tierney (Panel Chair) provided the Board with an update on the progress of the Senator 2020 competition.

The shortlisting meeting was held on the morning of Monday 9 November 2020 (the discussion took longer than expected and was completed on the afternoon of Tuesday 10 November 2020). There were 23 applications, and 22 eligible applications.

The mock interview took place on the afternoon of Monday 9 November 2020. Thanks to the judge who participated in the interview and to Lady Wise for securing his support for the work of JABS. It went well and was a good opportunity to test the case studies and questions. Both have been refined and will be finalised this week.

The interviews will take place the week commencing Monday 23 November 2020, and on Wednesday 2 and Thursday 3 December 2020.

The panel decision meeting will take place on Friday 4 December 2020.

6. Quality Assurance

6.1. Lay Assistant Induction update

Mrs Fulton provided an overview of the Lay Assistant induction programme.

7. Shortlisting

Mrs Burnley and Ms Wiseman spoke to Paper 11.03, providing an overview of the research undertaken and invited the Board to discuss the proposals in the paper.

The Board agreed that further modelling work on the recommendations would be helpful and this should be brought to the December board meeting for discussion and final approval.

Board Action (1): The Chair, Mrs Burnley and Ms Wiseman to develop a mechanism for shortlisting recommendations for 2021 and bring to December Board meeting.

BMU Action (2): Ms Paterson to prepare a qualifying test option paper for the February Board meeting.

8. Feedback to candidates

The Chair spoke to paper 11.05, around the feedback provided to applicants for Sheriff and Summary Sheriff who are not shortlisted for interview. The Board discussed the proposal and it was agreed with minor amendments to be signed off at the December meeting. The Board reiterated its earlier decision to continue to provide individualised feedback after interviews.

9. The next five years

The Board discussed the projected number of judicial office holder retirements and the devolved tribunals due over the coming five years. There were a number of plenary and small group sessions where the Board discussed strategic and resource implications. This provided the Board with an oversight and it was agreed that the key areas identified would be captured into a forward plan.

Board Action (2): The Chairing Member, Ms Burnley and Ms Wiseman to capture key themes into a forward plan.

10. Review and close

The Chairing Member carried out a review of the meeting, with input from all Board Members. The meeting closed at 1530.