

BOARD MEETING MINUTES
Monday 21 November 2022
09.30am to 12.30pm
Hybrid, Thistle House

Present:

Dr Lindsay Montgomery, CBE, Chairing Member
Sheriff Principal Aisha Anwar
Ms Neelam Bakshi
Mrs Liz Burnley, CBE
Mrs Deirdre Fulton
Ms Cat Maclean
Ms Emma Marriott
Ms Morag Ross, KC
Sheriff David Young, KC
Professor Stephen Tierney
The Hon. Lady Haldane, KC (by VC)
Mrs May Dunsmuir (by VC)

Attendees:

Ms Paula Stevenson, Chief Executive
Mr Billy Love, Head of Operations

Secretariat:

Ms Julie Tarbet, Appointments Manager

1. Welcome

- The Chairing Member (CM) welcomed all to the meeting.
- Neelam Bakshi made her standard declaration regarding membership of the Social Entitlement and Employment tribunals.
- Cat Maclean declared a conflict of interest with a candidate in the Sheriff Principal round and excused herself from this discussion at agenda item 6.

Action Point 1: BMU - When competition decision papers are issued to Board members not on the recruitment panel, they will be reminded to consider whether they need to make a declaration of interest.

2. Visit from Keith Brown, Cabinet Secretary for Justice and Veterans

- The CM welcomed Keith Brown, the Cabinet Secretary for Justice and Veterans, to the meeting and highlighted JABS' achievements and challenges over the last year and areas for discussion. He thanked the Cabinet Secretary for his support and additional resources for JABS, including the expansion of the Board.
- The Cabinet Secretary spoke about the Justice Vision and how he saw the Board contributing to the delivery of key outcomes. There was a discussion on the issue of tackling inequality and diversity and the need for a suitably diverse pool of

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candidates to apply for judicial office. Separately there is a challenge in ensuring a sufficient number of candidates apply. It was acknowledged that Scottish Ministers and JABS have different roles to play in this process. The Cabinet Secretary thanked the CM and Board members for their dedication to the work of the Board and for the informative discussion and agreed to meet with the CM in the New Year.

Action Point 2: BMU to agree meeting date with CAB secretary for new year.

2. Business from previous meeting

2.1 Review of Minutes

- The Board approved the minutes from the previous meeting held on 31 October and had no comments on the Action Tracker.

2.2 Review of the Action Tracker

- The Board reviewed the Action Tracker and had no comments.

3. Chairing Member Update

- The Chairing Member summarised meetings and work carried out over the past month, he also informed the Board of meetings due to be held in the next month.
- The Public Appointments Team have started planning the recruitment of the new Board members.
- The timetable for the Legal Appointment Advisors recruitment is being finalised.
- The CM thanked Deirdre Fulton for agreeing to speak at the JI's Wellbeing course for Sheriffs.

4. Chief Executive Update

- The Board noted the content of the Chief Executive report.
- The CE confirmed that given the increasing size of the Board, the BMU was in talks with SLAB about larger boardroom facilities for future Board meetings.

5. Current and Future Competitions

- Billy Love gave a brief overview of the paper and details on the other current and future competitions. The Board noted the contents of the paper. The CM updated the Board on the Sheriff Principal and Land Court Chair recommendations. Neelam Bakshi provided an update on the Parole Board Scotland competition.

5.1 Sheriff Principal Decision

- The Board received a formal request from the Scottish Government, for recommendations for appointment of three candidates to the Office of Sheriff Principal.
- The Board discussed and accepted the recommendations made by the panel for the three Sheriff Principal Posts.
- The Board thanked the BMU for the smooth process and running of the appointment round.

Action Point 3– BMU to consider a more user friendly format for consultation responses.

5.2 Land Court Chair Decision

- The Board received a formal request from the Scottish Government, for recommendations of one individual for appointment to the Office of Chair of the Land Court.
- Following the quality assurance discussion, the Board accepted the recommendation made by the Panel.

5.3 Parole Board Scotland and Up and Coming Rounds

- The HO confirmed that PBS interviews start on 22 November 2022 with two Lay Assistants providing interview support.

5.3.1 Upcoming rounds

- Planning had started for the 2023 Programme and as agreed at the last Board meeting a light touch recruitment phase for the Social Security Chamber was being developed.

Action Point 4: BMU to share the 2023 Programme and check Board members' availability at the earliest opportunity.

5.4 Paper on PBS notification process

- The Board noted the PBS notification paper and were content.

6. Annual Report

- The CE explained that the Annual Report tabled was a working draft although it contained all the necessary substantive information.

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Action point 5: The CE asked Board members to let her know of any significant issues with the report by the Wednesday.

7. Programme for Change

The CM provided the following update:

- A meeting with the Subgroup Chairs was held last week and Programme for Change work is progressing.
- Emma Marriott had looked at the overlap between the work of the subgroups to streamline the approach and to avoid any unnecessary duplication. Deirdre Fulton will circulate an update paper to the Subgroups Chairs.
- The CM thanked the Subgroup Chairs and members for their work.

Action Point 6: Deirdre Fulton to circulate the update paper to the Subgroup Chairs.

8. Any other competent business

- Board members requested confirmation of the Board meeting dates for 2023. The BMU were clarifying the meeting dates and will issue the schedule as soon as possible.

Action Point 7: BMU to issue the 2023 Board meeting schedule.

9. Date of Next Meeting

- The next meeting is on 19 December 2022.
- The agenda will include updates on the Risk Register, Diversity, Strategic Plan and an update about the Lay Assistant contracts that are due to end in March 2023.