

BOARD MEETING MINUTES
Monday 14 September 2020, videoconference

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

Angela Simpson, Interim Chief Executive (ICE)
Board Secretary

1. Welcome & Apologies / Declarations of Interest

The Chairing Member (the Chair) welcomed all attendees to the meeting with everybody attending remotely. There was a standard declaration of interest from Ms Bakshi in relation to the Social Security Tribunals. It was agreed that all Board Meetings held by videoconference will start at 09:30 in future.

2. 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. Board Action Tracker**
- 2.3. Interim Chief Executive written update**
- 2.4. JABS Board Member Annual Review – amended**
- 2.5. 2021 Meeting Dates**
- 2.6. Shrieval 2020 - Response to Cabinet Secretary for Justice**
 - 2.6.1.** The Board discussed the response and suggested changes.
- 2.7. Letter from First Minister – Summary Sheriff recommendations**
- 2.8. Ethical Standards Commissioner for Scotland – consultation**

Board Action (1): Chair to work with ICE to amend response to Cabinet Secretary for Justice.

3. General Summary – Updates

3.1. Chairing Member

3.1.1. The Chair gave an oral update to the Board:

- Mrs Fulton, Mrs Burnley and the Chair held a meeting on Tuesday 8 September to discuss the Induction of Lay Assistants to the Board. Mrs Fulton will lead on this and prepare a further induction plan.
- The Chair informed the Board that the Appointments Administrator, Mr Eastop, had been successful in securing a place at university and would now work at JABS on a part-time basis. The Board thanked Mr Eastop for his continued support within the BMU.
- The ICE and Chair will meet with the incoming and outgoing Presidents of the Law Society for Scotland on Tuesday 22 September to discuss co-operation particularly with regard to improving the diversity and calibre of applicants to judicial roles.
- The Board will hold a Board Workshop at the November Board Meeting. The Chair encouraged Board Members to highlight areas of interest for the Workshop.
- The Chair and ICE will meet with the new Dean and Vice Dean of the Faculty of Advocates on Monday 5 October.
- The Chair has requested a meeting with the new President of Tribunals.
- A meeting with the Scottish Government, Judicial Office and JABS to discuss a five year forward look was postponed in April and is expected to be re-scheduled for October.
- JABS have been formally notified of their responsibility for Parole Board Recruitment as of 1 October 2020.
- The ICE and Chair met with the Lord President, Lord Carloway and Mr McKinlay from Judicial Office on Thursday 3 September for a regular liaison meeting this time focused on the upcoming Senator 2020 recruitment.

4. Appointment Rounds Updates

4.1. Senator 2020

- 4.1.1.** The Senator 2020 recruitment initial timetable has been agreed by the panel. The Initial Planning Meeting will be held on Tuesday 15 September.
- 4.1.2.** The Judicial Office will be holding a virtual Senator Information Event on Tuesday 22 September at 16:30. The Senator Panel will be present and all Board Members are encouraged to attend.

5. Quality Assurance

5.1. Sheriff Principal 2020 - Engagement Exercise

- 5.1.1.** The Board discussed the outcomes of the meeting held in November 2019 with the Sheriffs Principal group. The Board agreed that the findings should be considered during the discussions at the November workshop. The Chair will discuss further work on a proposal with those Board members not involved in current Senator recruitment.

Board Action (2): Chair to discuss further work/proposal for November workshop with those not involved in current Senator recruitment.

5.2. Shrieval Recruitment 2020 follow up

5.2.1. The Board reviewed the Shrieval 2020 recruitment process.

5.2.2. The Board discussed a number of areas from the shrieval wash up meetings. It was agreed that further work needed to take place on:

- Proposals for Pre-sift/Qualifying tests
- The use of lay and legal assistants in the preparation of interview material
- Feedback at sift (note: the Board agreed that limited feedback to candidates should be provided to unsuccessful applicants at shortlisting stage. The Board also agreed that feedback should be separated from outcome letters).
- The format of the application form and interview in order to move away from mechanical/formulaic responses and create an opportunity for spontaneity and a deeper discussion with the candidate.
- How predictive shortlisting scores are for interview/role performance.

The Chair agreed to explore these workstreams with the members of the Board not involved in the Senator recruitment round to consider how these workstreams can be addressed and what will form part of the November Board workshop.

Board Action (4): Chair to discuss workstreams from shrieval 20 wash up with Board members not involved in the Senator round and consider these for the November workshop.

5.3. Meeting closed 14:00.