

BOARD MEETING MINUTES
Monday 12 September 2022,
Hybrid, Thistle House

Present:

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

In attendance:

Mr Stuart Scott, Interim Head of Operations
Mr Andrew Cairns, Business Support Officer
Ms Jacqui Taylor, LTC President (Item 9 Only)
Mr Geoff Garner, Lay Appointment Advisor (Item 9 Only)

1. Welcome & Apologies / Declarations of Interest

- 1.1 Ms Bakshi made her standard declaration regarding membership of the social security and employment tribunals.
- 1.2 The Chairing Member welcomed Cat Maclean to her first Board Meeting.
- 1.3 Apologies were received from Ms Paula Stevenson, Chief Executive.

2. Business from previous meeting

2.1 Minutes of previous Board Meeting

- 2.1.1 Minutes of the August Board meeting were agreed.

2.2 Matters Arising

- 2.1.2 One matter arising, AP2 of the September Board meeting regarding reserve candidates for Tribunals. Mrs Dunsmuir consulted with Chamber Presidents and the President of the Scottish Tribunals and confirmed they favoured reserved list for tribunal members but these should last no longer than 12 months.

AP 1 – A paper outlining the policy on reserve candidates to be brought to the October Board meeting.

2.2 Action Tracker

2.2.1 The Chairing Member confirmed all completed actions will remain on the action tracker until the next Board meeting following completion and then be removed to ensure tidier documents.

2.2.2 The action tracker was agreed by the Board.

3. Chairing Member's updates

3.1 The Chairing Member noted the impact of the Period of National Mourning following the death of Her Majesty the Queen, as well as the difficulties arising from local road closures and confirmed that some meetings would require to be rescheduled as a result.

3.2 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.

3.3 The Chairing Member and Chief Executive met with the Lay Appointment Advisors and Scheduled 1-2-1s with them all. It has been agreed they will continue to meet every 2 months.

3.4 The Chairing Member advised that he had a productive meeting with the Director of Justice.

4. Chief Executive Update

The Board noted the content of the CE's report , including the proposals for future staffing of the BMU.

5. Operational Plan

5.1 The Board agreed the contents of the operational plan.

6. Risk Register

6.1 The Chief Executive had not recommended any change to the Risk Register. The Board agreed. A review of JABS risk policy and recording metrics will be considered at the October Board meeting.

7. Policy

7.1 The Board noted the contents of the Policy update paper.

7.2 Regarding the Complaints Handling Policy, Mrs Dunsmuir suggested the BMU look at the Judicial Office complaints model.

8. Current Competitions

8.1 Parole Board for Scotland

8.1.1 The Parole Board competition went live on Friday 2 September and will be open for a 3 week period, closing on Friday 23 September. Ms Bakshi, the Panel Chair, confirmed the timetable.

8.1.2 The Interim Head of Operations confirmed to the Board the number of submitted and open applications so far.

8.2 Sheriff Principal

8.2.1 The Sheriff Principal vacancies went live on Friday 2 September and will close Monday 26 September.

8.2.2 The mock interview originally planned for 13 September will now be carried out Tuesday 20 September.

8.2.3 The Interim Head of Operations confirmed to the Board the number of submitted and open applications so far.

8.3 Chairman of the Land Court

8.3.1 This competition went live on Friday 2 September and will run until Monday 26 September.

8.3.2 Interview planning for this competition continues, Lord Minginish has agreed to support this. The BMU will organise meetings as needed.

8.3.3 A mock candidate is still to be identified.

AP2 – To organise an interview planning meeting, with Lord Minginish in attendance.

9. Competition Decisions

Jacqui Taylor, LTC President joined the meeting for the discussion and decision.

9.1 The Board discussed and accepted the recommendations made by the panel for Local Taxation Chamber Ordinary Member with Valuation Experience.

AP3 – BMU will prepare the final recommendation report.

10. Future Rounds

10.1 The Board discussed future rounds for 2023 and 2024 including outreach opportunities.

AP4 – Engage with JO to discuss alternative programming to the 2023 competitions and early outreach events.

10.2 MRA and Reasonable Length of Service

10.2.1 The Board discussed the mandatory retirement age and amending JABS policies. A range of views were expressed, including a belief this would be more relevant in tribunal rounds. It was noted this does not need urgent consideration but will be raised with the Judicial Office.

11. Legal Appointment Advisors recruitment

11.1 The Board agreed the recommendations made in the paper.

12. Reform Programme Plan

12.1 The Reform Programme plan was discussed and it was noted that priorities within the plan were to be identified. The Chairing Member indicated that the governance review is expected to be completed around the end of 2022.

12.2 Board members are conscious that a lot of members are on different work streams. The Chairing member confirmed once sub groups are fully under way the Chair of each group can consider the resource available to that group. Other elements of the programme would continue into 2023 and would substantially be completed into March 2023. The chairing meeting also confirmed the chairs of the subgroups also plan to have regular meetings to ensure the best use of resources and the work of the different subgroups properly dove tailed.

13. AOB

13.1 The Chairing Member confirmed that regulations were laid on Friday 9 September to increase the size of the Board and will come into force on Friday 4 November 2022. The sponsor directorate has been in contact with the Chairing Member about connecting the Board member recruitment process for the additional lay and legal members as well as to replace retiring members.

14. Meeting Closed

The meeting closed at 11.35. The next Board meeting is Monday 17 October 2022.