



OFFICIAL: SENSITIVE

BOARD MEETING

MINUTES OF THE MEETING HELD ON

MONDAY 21st AUGUST 2017 at 10:00AM

THISTLE HOUSE, 91 HAYMARKET TERRACE, EDINBURGH

- Present: Mrs Nicola Gordon, Chairing Member
Dr Michael Ewart
Mrs Alison Mitchell
Mrs Deirdre Fulton
Professor Stephen Tierney
Ms Neelam Bakshi
The Hon Lady Wise
The Hon Lord Minginish
Sheriff O'Grady QC
Mr James McNeill QC
Mr Alistair Morris
- In attendance: Mr Michael Garden, Chief Executive
Miss Kerry Love, Board Secretary and Court
Appointments Manager
Miss Ashleigh Meikle, Appointments Team Leader
Miss Rachel Craig, Administrator
- Apologies: Sheriff Principal Pyle
Mr John Wallace, Tribunal Appointments and
Governance Manager

1. Welcome and Apologies

1.1 Mrs Gordon welcomed the Board Members to the meeting. Apologies were received from Sheriff Principal Pyle and Mr Wallace.

2. Minutes of the Board Meeting held on 19th June 17

2.1 The minutes of the meetings were approved by the Board.

3. Matters arising from the minutes

3.1 The Board's 2016/17 Annual Report is with the Scottish Government, and they are liaising with the Parliament on a suitable date for it to be laid.

4. Chairing Member and Chief Executive Updates

4.1 The Chief Executive updated on his meetings and discussions with the Chief Executive of the Scottish Legal Aid Board, the Chief Executive of the Supreme Courts of the UK administration and the Chief Executive of the Northern Ireland Judicial Appointments Commission.

5. Housing and Property Chamber (HPC) Recruitment Review (JABS 2017 29)

5.1 Professor Tierney and Lord Minginish discussed the lessons learned from the Housing and Property Chamber (HPC) exercise with the Board. The Board were satisfied with the review and the lessons that would be taken forward in the management of the Health and Education Chamber (HEC) exercise commencing in October 2017. The Board also discussed candidate feedback which was on the whole very positive.

5.2 The Board agreed that the HPC review to be carried out with the Board's Lay Assistants in September should be feedback to QAG.

5.3 The Board agreed that as they were satisfied with the current review paper it was not necessary to carry out a fuller review at this time. However the Board agreed that it would be useful for a full joint review to be carried out after the completion of the HEC exercise. This would allow the Board to draw comparisons between the HEC and the HPC exercise, drilling down on core elements to the Tribunal exercises.

5.4 The Board discussed the proposed timetable for the HEC exercise. The Board noted the tight timescale of the exercise. The Board proposed that the Board Decision meeting for the HEC exercise should be pencilled in for Monday 18th December 2017.

Action Point: Secretariat to feedback to QAG on review of HPC with Lay Assistants.

Action Point: Secretariat to carry out a full review to compare and contrast the HEC and HPC Tribunal exercises upon completion of the HEC exercise.

Action Point: Mr Wallace to draft timetable for the HEC exercise taking into account Board Member's availability.

Action Point: December Board Meeting will take place on Monday 18th December 2017.

6. Core Principles (JABS 2017 30)

6.1 The Board considered the second draft of the Core Principles as proposed by the QAG. The Board made some minor amendments. The Board agreed the Core Principles.

Action Point: Secretariat to amend Core Principles as discussed.

7. Future Board Meeting Timing (JABS 2017 31)

7.1 The Board agreed that it would not revisit the timing and regularity of Board Meetings at this time. A decision about whether to proceed with the October meeting in the absence of the Charing Member would be taken closer to the scheduled meeting date.

Action Point: Revisit timing and regularity of Board Meetings once development project work is known.

8. Monthly Budget Report (JABS 2017 32)

8.1 The Board noted its financial position as of 31st August 2017. It also noted that it is still awaiting confirmation of its budget for this financial year from the Scottish Government.

9. Any other business

Fire Escape Routes

9.1 As the Board's membership has changed in recent times Miss Meikle, JABS Fire Safety Officer, took the Board through the evacuation process in the event of a fire.

Law Society Conference

9.2 The Board noted that the Law Society Conference is to be held on the 19th September 2017 which falls on the day of the Sheriff Planning Meeting and Mock Interview. Due to the timing of this event the majority of Board Members cannot attend. Mrs Gordon will attend on behalf of the Board.

Action Point: Secretariat to book attendance for Mrs Gordon.

JABS Staff Changes

9.3 Mrs Gordon thanked Miss Love on behalf of all Board Members for her contribution to the work of the Board over six years and wished her well in her new promoted post. Miss Meikle has been successful in open competition in securing promotion to the role of Board Secretary.