

BOARD MEETING MINUTES
Monday 28 March 2022,
Thistle House, Hybrid

Present:

Mr Lindsay Montgomery, CBE, Chairing Member
Sheriff Principal Aisha Anwar
Ms Neelam Bakshi (Virtual)
Mrs Deirdre Fulton
Ms Morag Ross, QC
Professor Stephen Tierney
The Hon. Lady Wise, QC
Sheriff David Young, QC
The Hon. Lord Minginish, QC
Mrs Liz Burnley, CBE (Virtual)

In attendance:

Mr Stuart Scott, Interim Head of Operations
Mrs Julie Tarbet, Appointments Manager (Virtual and item 7 only)
Mr Andrew Cairns, Business Support Officer

Apologies:

Ms Emma Marriott

1. Welcome & Apologies / Declarations of Interest

1.1 The Chairing Member welcomed all and Liz Burnley and Neelam Bakshi joined virtually. Apologies were received from Ms Emma Marriott.

1.2 Ms Bakshi made her standard declaration on social security.

2. Business from previous meeting

2.1 Minutes of Previous Meeting

2.1.1 Minutes of the February Board meeting were agreed.

2.2 Action Tracker

2.2.1 The action tracker was agreed by the Board.

2.2.2 The Chairing Member advised that he hoped to meet with the President of the Scottish Tribunals in early course to discuss various matters.

2.2.3 Neelam Bakshi and the interim Head of Operations to have a conversation regarding wellbeing principles for Board members in the short term.

BMU Action (1) – IHoO to have a conversation to confirm wellbeing principles.

3. Chairing Member's updates

3.1 The CM provided an update on various meetings he has attended since the last Board meeting.

3.2 Shortlisting for Chief Executive has concluded and interviews will take place w/c 28 March

3.3 The advertising window for the role of Head of Operations has closed and shortlisting will commence w/c 28 March.

3.4 The CM updated the Board regarding the Tripartite meeting was held in Belfast on 3 and 4 March 2022, with colleagues in JAC and NIJAC. The CM and IHoO attended in person.

3.4.1 The CM outlined that both JAC and NIJAC have recently undertaken change journeys, understanding which could be useful as JABS embark on their own programme of change.

3.4.2 JABS should work with colleagues in JAC and NIJAC to identify the lessons learned and see how these could assist JABS moving forward.

3.5 The CM has been involved in shortlisting for the current Legal Board member vacancy and is hopeful that the vacancy will be filled.

3.6 The IHoO updated the Board on other staff changes and vacancies.

4. Risk Register

4.1 The Board noted the content of the risk register and agreed the assessments and scoring contained within it.

5. Sheriff Principal Board Decision

5.1 Board Decision

5.1.1 The request from Judicial Office sought recommendations for two Sheriff Principal's. Four applications were received for these posts and one candidate was invited to interview.

5.1.2 The Board agreed with the Panel's recommendation on the outcome of this exercise.

6. Senator Recommendations

6.1 Board Decision

6.1.1 The request from Judicial Office sought recommendations for five individuals to the Office of Senator of the College of Justice. 16 eligible applications were received and 12 candidates were invited to interview. The panel interviewed 11 candidates with one withdrawing during the interview stage.

6.1.2 The Board was content that the decision to have 6 members sit on the interview panel was the correct one and should be carried out for future Senator vacancies.

7. Current Competitions

7.1 Sheriff 2022

7.1.1 The application window for this competition closed on Tuesday 1 March. The Longlisting process will be used for this competition as per Board policy. Longlisting commenced on Friday 4 March and will conclude on Tuesday 29 March. Shortlisting is due to commence on Friday 1 April.

7.1.2 The longlisting process to be followed for this competition was discussed, and a moderator appointed for the decision meeting.

7.2 LTC Legal Members

7.2.1 Interviews for this competition commenced on Friday 25 March and will conclude in April, with the panel decision meeting due to be held on Wednesday 13 April. These interviews are being held face-to-face at Scottish Tribunal Centre in Glasgow with a contingency plan of virtual interviews if required.

7.2.2 A virtual mock interview was held on Monday 7 March.

7.3 LTC Surveyor Members

7.3.1 Interviews took place between 18 and 22 March at the Scottish Tribunal Centre in Glasgow.

7.3.2 The Panel decision meeting for this round will be held on 1 April 2022.

7.3.3 Decision meetings for LTC Surveyor and Legal will be held in April. As there is no Board meeting in April, consideration should be given to convening a Board Decision Meeting to confirm the decisions made in respect of these rounds. The BMU will issue a doodle poll to confirm dates with Board members.

BMU Action (7) – BMU to issue doodle poll to Board members to confirm dates for a decision meeting for LTC Legal and Surveyor recommendations.

7.4 LTC Ordinary Members

7.4.1 There will be vacancies for 39 ordinary members, and two panels will be convened to support this round. Nominees for tribunal/specialist members have been received. The panels will be chaired by JABS Lay Assistants (Paul Gray and Marieke Dwarshuis).

7.4.2 JABS held a meeting with the Head of Devolved Tribunals and the Head of Non Domestic Rates Policy to discuss this competition, specifically the advertising and notification strategy and the specific requirements particular to this round, such as the need for applicants to have local knowledge related to valuations.

8. Future Rounds

8.1 Parole Board for Scotland

8.1.1 The official request has been received for PBS members and the PBS representative on the Panel has been identified as Mr Ian Bryce, PBS Legal Vice Chair.

8.1.2 The competition has been confirmed as being for 6 Ordinary and 6 Legal members. It is proposed that the Panel convened to conduct this competition is, Neelam Bakshi (Panel Chair, Lay Member) Ian Bryce (Legal, PBS Nominee), Sheriff David Young (Judicial Member) and Emma Marriott (Lay Member)

8.1.3 The competition model proposed for this competition was discussed. It was noted that whilst JABS had a model to be used for large Tribunal rounds, there was not an agreed model for smaller rounds such as this.

[BMU Action \(8\) to propose a model for smaller tribunal rounds.](#)

8.2 Social Security Chamber

8.2.1 The Board discussed the upcoming SSC competition.

8.3 Summary Sheriff 2022

8.3.1 The Board discussed the possibility of an upcoming Summary Sheriff Round.

8.4 Chairman of the Land Court

8.4.1 The Board discussed the possibility of an upcoming Chairman of the Land Court round.

8.5 Sheriff Principal

8.5.1 The Board discussed the possibility of an upcoming Sheriff Principal Competition.

8.6 Sheriff

8.6.1 The Board discussed the possibility for further Sheriff Vacancies.

9. Legal Assistants

9.1 The Board agreed the approach set out in the paper provided.

9.2 The Board agreed the name of the role 'Legal Assistants' should be altered to better reflect the importance of the role.

9.3 The Board confirmed full time judiciary would not be eligible to apply however part time office holders would. Their contract would stipulate they would not be allowed to apply for any positions we advertise while working for JABS.

10. Expansion of Board

10.1 The Board discussed the possible expansion of the Board to meet the high level of workload

11. Strategy Day

11.1 The Board to find a suitable half day for further discussion on this, BMU to find a suitable date for the Board.

BMU Action (11) – BMU to circulate possible dates to the Board.

12. Any other Business

12.1 No other business was discussed

13. Meeting Closed

Meeting closed at 13:25

The next Board meeting will be Monday 16 May at Thistle House.