



BOARD MEETING

MINUTES OF THE MEETING HELD ON MONDAY 20TH NOVEMBER 2017 AT 10:00 AM FIRST FLOOR, 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
Mr Alistair Morris
Mr James McNeill QC
Mrs Elizabeth Burnley (from 1 pm onwards)

Apologies: Sheriff Principal Pyle
Sheriff O'Grady QC
The Hon Lord Minginish
Miss Ashleigh Meikle

In attendance: Mr John Wallace, Tribunal Appointments and
Governance Manager
Miss Rachel Craig, Appointments Team Leader

1. **Welcome and apologies**

1.1 The Chairing Member welcomed the Board Members to the meeting. Apologies were received from Sheriff Principal Pyle, Sheriff O'Grady, Lord Minginish and Ashleigh Meikle. Lay Assistant, Mrs Burnley, joined the meeting at the end to deliver the Judicial Skills and Abilities piece.

2. **Minutes of the Board Meeting held on 8th September 2017**

2.1 The minutes of the Board meeting were discussed by the Board. It was noted that the style and tone of the minutes had slightly differed from the norm and there were amendments to be made. Subject to the amendments being made, the minutes were approved.

Action: September Board minutes to be amended as discussed.

3. **Matters arising from the minutes**

3.1 There were no matters arising from the minutes.

4. **Chairing Member Updates**

4.1 The Chairing Member provided the Board with the following updates:

- The advert for the Chief Executive job closed on 15th November. It is expected that the successful candidate will be in post by early January 2018.
- The Chairing Member visited the Judicial Appointments Commission (JAC) and Supreme Courts of the United Kingdom on the 26th and 27th October which formed the latter part of her induction to the Board.
- The Chairing Member met with the Lord President on the 31st October and with Annabelle Ewing, Minister for Community Safety and Legal Affairs on Thursday 2nd November.
- The Chairing Member and Lord Minginish met with the Senior Salaries Review Body (SSRB) on 2nd November.

For Discussion

5. **Health and Education Chamber Benchmark Meeting and Mock Interview**

5.1 To avoid any conflict of interest, Dr Ewart excused himself from the meeting for this agenda item.

5.2 Mr Wallace provided the Board with the following updates in relation to the Health and Education Chamber recruitment:

- The benchmarking meeting and mock interviews for both Ordinary and Legal panels took place on Tuesday 7th November. With Legal in the morning and Ordinary in the afternoon. The use of the projector to show scores was well received by Panel Members who also found the calibration useful. It was noted that although the day went without incident, there was no slack in the timetable if there had been any issues.

6. **Project Updates**

6.1 **Board Development Proposal (JABS 2017 39)**

6.1.1 The Board approved Ms Bakshi's proposed approach to the Board Development plan. It was noted that the Lay Assistants development should also be taken in to account as part of this development plan.

6.1.2 It was agreed that it would be useful for all Board Members to undertake unconscious bias training at some stage.

Action: Ms Bakshi to produce a skills matrix for the January Board Meeting.

6.2 Public Face of JABS – Verbal Update Mrs Fulton

6.2.1 This project is still in the research phase. The Board discussed different approaches to engagement and considered the use of blogs and sharing papers via social media on relevant topics such as diversity issues.

Action: Mrs Gordon to share contact details for Social Media/Comms contact at the Judicial Appointments Commission (JAC) with Mrs Fulton.

Action: Secretariat to source contact details for Social Media/Comms contact at the Law Society for Scotland.

Action: Mrs Fulton to provide project update at January Board meeting.

7. Monthly Budget Report (JABS 2017 44)

7.1 The Board noted its financial position as of 31st October 2017. The Board also noted that the Scottish Government had confirmed the budget of £436,000 for 2017/18.

For Information

8. Minutes of the Quality Assurance Group Meeting (JABS 2017 45)

8.1 The Board noted the minutes of the meeting.

9. Minutes of the Diversity Steering Group Meeting (Draft) (JABS 2017 46)

9.1 The Board noted the minutes of the meeting.

10. Minutes of November Board Workshop (Draft) (JABS 2017 47)

10.1 The Board noted the minutes of the workshop.