



OFFICIAL: SENSITIVE

BOARD MEETING

**MINUTES OF THE MEETING HELD ON
MONDAY 11th SEPTEMBER 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
Sheriff O'Grady QC
Mr James McNeill QC
Mr Alistair Morris
Sheriff Principal Pyle
- In attendance: Mr Michael Garden, Chief Executive
Miss Ashleigh Meikle, Board Secretary and Court
Appointments Manager
Mr John Wallace, Tribunal Appointments and
Governance Manager
Miss Rachel Craig, Appointments Team Leader
- Apologies: The Hon Lady Wise
The Hon Lord Minginish

1 Welcome and apologies

1.1 Mrs Gordon welcomed the Board Members to the meeting. Apologies were received from Lady Wise and Lord Minginish.

2 Minutes of the Board Meeting held on 21st August 17

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

3 Matters arising from the minutes

3.1 Secretariat to check with Mrs Gordon that the JAC Judicial Skills and Abilities Framework (2014) is the correct version and circulate to Members.

3.2 It was noted by Mrs Bakshi that there is also a framework for Tribunal Appointments which may be useful to circulate.

4 Chairing Member and Chief Executive Updates

Chairing Member

4.1 The Chairing Member updated the Board about meetings she had been to with the Lord Advocate, several Sheriffs Principal, the Law Society CBI Annual Dinner and a Scottish Government Board Chair induction workshop.

4.2 The Chairing Member brought it to the Board's attention that she had requested a meeting with Minister for Community Safety and Legal Affairs Annabelle Ewing to discuss what form of pen pictures would be required for future Tribunal exercises.

Action: Secretariat to contact Public Appointments to review the level of detail they provide in their recommendation of appointment template to Ministers.

Chief Executive

4.3 The Chief Executive updated the Board on the Diversity Steering Group meeting which took place on the 30th August 2017.

4.4 The Chief Executive informed the Board that Miss Craig has been successful in open competition to become the new Appointments Team Leader. A process to recruit a new Modern Apprentice to fill the Administrator role is underway.

5 Health and Education Chamber - Initial Planning Meeting

5.1 Mr Wallace provided the Board with the following updates:

- There are 12 vacancies (six Legal and six Ordinary) instead of the original ten. (Updated: final number is now six Legal and seven Ordinary).

6 Housing and Property Chamber Update

6.1 Miss Meikle informed the Board that a letter had been received from the Minister accepting the Board's recommendations. This concludes the exercise.

7 Feedback from Supreme Court

7.1 Mrs Fulton presented feedback from her involvement in recruitment for the UK Supreme Court. Discussions focussed on the challenges faced by the commission, the process itself and lessons learned.

8 Project Updates

8.1 **Developing Competency Framework (JABS 2017 36)**

8.1.1 Mrs Burnley provided a paper inviting the Board to consider a proposed approach to developing an updated competency framework for judicial appointments.

8.1.2 The Board discussed and agreed the approach and which key stakeholders Mrs Burnley should hold structured meetings with.

Action: Mrs Gordon and Mrs Burnley to work together to produce a list of stakeholders who will be invited for a meeting, along with the questions which will be asked and circulate to the Board to gain feedback.

8.2 Vacancy and Competition Planning (JABS 2017 37)

8.2.1 Mr Morris presented a paper in relation to competition planning. The objective of this is, in conjunction with relevant stakeholders to develop a method whereby, in the main, the appointment of Judicial and Tribunal members is done proactively rather than reactively by the creation of a rolling three-year programme of appointments.

8.2.2 Mrs Fulton noted that it would be helpful to source data on existing Sheriffs and their potential retirement dates. The Board could then apply intelligence to this forecast.

Action: Mr Morris to liaise with Secretariat to gather information he requires to move forward with his project.

8.3 Public Face of JABS (JABS 2017 38)

8.3.1 Mrs Fulton presented a paper in relation to her Public Face of JABS project. The scope, as outlined in the paper, is as follows:

To refresh the external face of JABS, with two main aims:

1. To provide clear consistent user-friendly information to potential applicants
2. The message delivered via the website and other channels is consistent with what is communicated in face to face meetings, and at interactions the Chairing Member and Board Members have with key stakeholders.

Action: Board to discuss and agree the tone going forward at the Board workshop on 8 November 2017.

9 Commissioner for Ethical Standards and Public Life - Diversity on Boards Research (JABS 2017 35)

9.1 Mr Wallace presented a paper inviting the Board to consider contributing to the research project by the Commissioner for Ethical Standards in Public Life into diversity on Boards.

Action: All Board Members to complete self-assessment part of questionnaire and send to Secretariat by Wednesday 1st November 2017. Responses will be discussed at the Board Workshop on the 8th of November 2017.

10 Any other business

10.1 Forward Look

Action: Miss Craig to confirm 2018 Board Meeting dates and circulate to Board Members and Board Assistants.

10.2 IT Security

Action: Secretariat to research cloud-based information sharing programmes and feed back to Mrs Gordon.

10.3 Board Christmas Lunch

Action: Miss Craig to research potential suitable venues.

10.4 Board Budget 2017/18

10.4.1 Miss Meikle confirmed that she had again sought confirmation of the Board's 2017/18 budget from the Scottish Government and is still awaiting confirmation.