

BOARD MEETING MINUTES
Monday 17 August 2020, videoconference

Present

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| Mrs Nicola Gordon, Chairing Member | Mrs Alison Mitchell |
| Ms Neelam Bakshi | Ms Morag Ross, QC |
| Mrs Liz Burnley, CBE | Professor Stephen Tierney |
| Mrs Deirdre Fulton | The Hon. Lady Wise, QC |
| Sheriff Principal Marysia Lewis | Ms Eilidh Wiseman |
| The Hon. Lord Minginish | Sheriff David Young, QC |

Business Management Unit in Attendance

Angela Simpson, Interim Chief Executive (ICE)
Board Secretary
Appointments Administrator

1. Welcome & Apologies / Declarations of Interest

The Chairing Member (the Chair) welcomed all attendees to the meeting with everybody attending remotely. There was a standard declaration of interest from Ms Bakshi in relation to the Social Security Tribunals.

2. Consent Agenda Items

The following items were covered under the consent agenda and approved by the Board:

2.1. Minutes of Previous Meeting

There was one amendment to item 5.1.4 of the Minutes of the Previous Meeting.

BMU Action (1): Amend item 5.1.4 of the Minutes of the Previous Meeting that consultation with the Lord President will take place at application stage for Senator competitions.

2.2. Board Action Tracker

There was one amendment to item 44 on the Board Action Tracker. The end date for this has been extended to 19 October 2020.

BMU Action (2): Amend end date to 19 October 2020 for item 44.

3. General Summary – updates

3.1. Chairing Member

3.1.1. The Chair gave an oral update to the Board:

- The Chair met with Mr Neil Rennick, the SG Director of Justice for the annual meeting. The discussion focused on the budget and the future direction of JABS. Mr Rennick thanked the Board for their work.
- The Chair will circulate a consultation paper from the Ethical Standards Commission to Board Members.

3.2. Interim Chief Executive

3.2.1. The ICE gave an oral update to the Board:

- JABS have started the process of recruiting for an Appointments Administrator and a Business Support Officer.
- The PAMS system Penetration test has taken place. The Scottish Government will now make the required changes to deliver the full functionality of the JABS system for judicial applications.
- The changes to the JABS Annual Report 2019 - 2020 have been completed and will be uploaded to Huddle for Board Members final review prior to issue.

[BMU Action \(3\): Upload Annual Report 2019 2020 to Huddle for Board Members to review.](#)

4. Appointment Rounds Updates

4.1. Senator

4.1.1. The Board reviewed the Senator 2020 timetable. The details will now be finalised with the panel.

4.1.2. The Board agreed that an Information Meeting should be held via videoconference. The ICE will engage with the Judicial Office to make arrangements for the event.

4.1.3. The Board agreed that it was likely interviews would be held via videoconference due to COVID-19 however, the Board will continue to monitor Scottish Government guidance.

[BMU Action \(4\): Amendments to be made to the timetable.](#)

[BMU Action \(5\): ICE to engage with Judicial Office to make arrangements for the Senator Information Meeting.](#)

5. Quality Assurance

5.1. Forward Look

5.1.1. The Board welcomed the proposed Forward Look of business managed with ten Board Meetings per year. This will be used as a foundation for planning Board Meetings in order to utilise Board Meeting time effectively.

5.1.2. It was agreed that Board Members with childcare commitments would provide the ICE with school term dates.

Board Action (1): Board Members with childcare commitments would provide the ICE with school term dates.

6. Any Other Business

6.1. Board Members Appraisals

6.1.1. The Board reviewed the proposed Board Member Appraisal process. It was agreed that the Chair would make changes and circulate to Board Members for final agreement.

6.2. Summary Sheriff Additional Vacancies

6.2.1. There has been a request from Scottish Government to fill additional Summary Sheriff Vacancies from the reserve list. It was agreed that the BMU would communicate with those on the reserve list and the Judicial Office.

6.3. Annual Report

6.3.1. The financial figures for the Annual Report 2019 – 2020 have been approved by Scottish Government.

7. Board Meeting closed at 12:00.