

**BOARD MEETING MINUTES**  
**Monday 19th October 2020, videoconference**

**Present**

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  
Finance 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
- 2.2 Action Tracker
- 2.3 BMU Task Tracker
- 2.4 ICE Update report
- 2.5 Assurance of Governance
- 2.6 Operational Plan / Risk
- 2.7 JABS Risk Register
- 2.8 JABS Budget Monitoring 2020-21 Q2
- 2.9 JABS Policy Update October 2020
- 2.10 2021 Board meeting dates – updated
- 2.11 JABS ROI – Updated October 2020

**3. General Summary – Updates**

**3.1. Chairing Member**

- The Chair and ICE met with the incoming and outgoing Presidents and the Chief Executive of the Law Society for Scotland on Tuesday 22 September to

discuss co-operation particularly with regard to improving the diversity and calibre of applicants to judicial roles.

- The Chair and ICE met with the President of the Society for Solicitor Advocates on Thursday 1 October and provided an update on the Senator 2020 information meeting.
- The Chair and ICE met with the new Dean and Vice Dean of the Faculty of Advocates on Monday 5 October.
- Applications for the JABS Chief Executive vacancy have closed. Interviews of shortlisted applicants will take place in the afternoon of Monday 19 October.
- The JABS and Scottish Government five year planning meeting will be held week beginning 02 November.
- The Chair noted that Ms Wiseman's appointment on the JABS Board will end in March 2021. The Chair thanked Ms Wiseman for her support on the Board. The Chair has started the process with Scottish Government to recruit a new solicitor member of the Board.

#### **4. Appointment Round Updates**

##### **4.1. Senator 2020 Updates**

- 4.1.1. Applications for the post of Senator closed on Tuesday 13 October. 22 qualified applications were received and shortlisting has commenced. Interview dates are scheduled and recommendations will be presented at the December Board Meeting.

#### **5. Quality Assurance**

##### **5.1. Lay Assistant Induction update**

- 5.1.1. Mrs Fulton has created an induction plan for the Lay Assistants including a number of Board members. There will be three session two hour sessions over a 4-6 week period. Mrs Fulton will circulate the Assistants Induction pack for information.

**Board Action (1):** Mrs Fulton to circulate the Assistants Induction pack to the Board for information.

##### **5.2. Amendments to Feedback Policy**

- 5.2.1. As part of the 2020 shrieval competition quality review at their August meeting, the Board considered whether further adjustments were required to the approach to feedback taken for those not shortlisted.
- 5.2.2. The Board discussed the feedback provided to the Board by applicants to the 2020 Sheriff and Summary sheriff competitions. The board agreed that feedback should continue to be made available upon request for those not shortlisted.

**5.2.3.** It was agreed that the Chair and ICE will consider the areas discussed by the Board and work on possible options for providing feedback to Sheriff and Summary Sheriff candidates after shortlisting.

**Board Action (2):** Chair and ICE to work on the feedback policy in order to provide useful feedback to Sheriff and Summary Sheriff candidates unsuccessful at shortlist and bring this back to the Board for the November workshop.

### **5.3. Assessment of Legal Competence – Policy & Practical considerations**

**5.3.1.** On 20 July 2020 the Board reviewed the recommendations in relation to the assessment of legal competence proposed by the Judicial and Legal Members.

### **5.4. Candidates suitable for Summary Sheriff Options**

**5.4.1.** The Board discussed the issue of a small number of candidates who were unsuccessful at interview for the role of Sheriff, but who the Panel felt may be a suitable candidate for the role of Summary Sheriff.

**5.4.2.** The Board decided to allow the possibility for those not successful at Sheriff interviews to be invited to interview for Summary Sheriff.

**5.4.3.** Specific feedback will be provided to any unsuccessful Sheriff applicant assessed to have the potential to be a successful Summary Sheriff.

### **5.5. Challenges for 2021 Sheriff & Summary Sheriff schedule and panel composition**

**5.5.1.** The Board discussed the Sheriff and Summary Sheriff schedule and panel composition. It was agreed that this would be explored further and finalised at the November Board workshop.

**BMU Action (1):** Challenges for 2021 Sheriff & Summary Sheriff schedule and panel composition to be explored further and finalised at the November Board workshop.

## **6. Any Other Business**

**6.1.** There were no items covered under any other business.

**7. Meeting closed at 12:40.**