



## BOARD MEETING

### MINUTES OF THE MEETING HELD ON MONDAY 15<sup>TH</sup> JANUARY 2018 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  
Sheriff Principal Pyle  
Sheriff O'Grady QC  
The Hon Lord Minginish

In attendance: Mrs Erica Clarkson, 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  
Miss Katy Mitchell, Administrator

#### **1 Welcome and apologies**

- 1.1 The Chairing Member welcomed the Board Members to the meeting.
- 1.2 The Chairing Member welcomed Mrs Clarkson as new JABS Chief Executive.

#### **2 Minutes of the Board Meeting held on 18<sup>th</sup> December 2017**

- 2.1 It was noted that there were slight amendments to be made to the December Board Minutes. Subject to these changes being made, the minutes were approved.

**Action: December Board meeting 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 There were no updates from the Chairing Member.

### **For Discussion**

## **5 Agreement of Recommendation for Sherifffdom of GH&I (JABS 2018 52)**

5.1 On 28<sup>th</sup> December 2017, the Board received a formal request from the Scottish Ministers, for recommendation of two further individuals for appointment as Sheriff in the Sherifffdom of GH&I.

5.2 The Board discussed the expressions of interest from candidates on the Sheriff reserve list and agreed the two candidates for recommendation.

## **6 Summary Sheriff Competition – Timetable & Overview (JABS 2018 53)**

6.1 The Board discussed the vacancies, assessment process and timetable for the upcoming Summary Sheriff competition. The Board agreed the advert would go live on Monday 12<sup>th</sup> February 2018.

### Vacancies

6.2 The Board agreed that it will hold a reserve list lasting up to 6 months to deal with any vacancies that may arise once the appointment round is concluded.

## **7 Project Updates**

### **7.1 Board Development Plan & Skills Matrix Update (JABS 2018 54)**

7.1.1 Mrs Bakshi collated and summarised the discussion of the board development plan that took place at the November Board Workshop to create a set of up to date skills and competencies to inform the Boards skills matrix.

7.1.2 The Board agreed the list of skills and competencies is very comprehensive and captures the needs of the Board. The Board discussed and agreed slight amendments to be made.

7.1.3 The finalised skills matrix for Board Members will help inform a skills matrix for the Board's Lay Assistants with input from the Lay Assistants in the creation of this.

7.1.4 The Board thanked Mrs Bakshi for her ongoing work on this project.

**Action Point: Mrs Bakshi to amend the skills and competencies list as agreed.**

### **7.2 Selection Round Programming**

7.2.1 The Board are moving forward with the planned Summary Sheriff competition and discussed streamlining the process.

### **7.3 Public Face of JABS**

7.3.1 Mrs Fulton will present a paper at the February Board.

## **8 Monthly Budget Report (JABS 2018 56)**

8.1 The Board noted its financial position as of 31<sup>st</sup> December 2017.

## **9 Any other business**

### **9.1 Action Point Tracker (JABS 2018 57)**

9.1.1 The secretariat are trialling an action tracker to better capture action points from each Board meeting going forward. The action tracker will be refined as necessary to ensure it is fit for the Boards purpose.

**Action Point: Mrs Bakshi to circulate to the secretariat the action tracker employed by the Ambulance Board and discuss any refinements to the JABS action tracker as required.**

### **9.2 Video Conferencing**

9.2.1 The Board agreed that a VC facility would be a useful tool for facilitating the work of the Board. The system must be responsive and fit for the Boards purpose.

**Action Point: Mr Wallace to speak with iTECS regarding options and pricing of VC equipment and feedback to the February Board.**

### **9.3 Data Protection**

9.3.1 New legislation for Data Protection will come into effect this year, 25<sup>th</sup> May 2018. Mr Wallace and Mrs Clarkson will be looking at the impact on the Board and what the Board need to do going forward to remain compliant.

### **9.4 Cloud based storage system**

9.4.1 The Board agreed that it would like to move forward to identify a secure cloud based storage system for document storage and information exchange.

**Action Point: Mr Wallace to lead on research to identify cloud-based information sharing programmes and feedback to the February Board.**