

MINUTES OF THE MEETING OF THE JOINT MANAGEMENT BOARD

Meeting held by Video Conference on 18 January 2010 commencing at 12:00

Present in Melville Crescent:

Alisdair McIntosh (Chair)

John Henderson

██████████

Robert Marshall

████████████████████

Present in Dover House:

Jillian Kay

Charles Mullin

John Ward

Edward Adams (MoJ)

Item 1: Introduction & apologies

1. Alisdair welcomed everyone to the meeting and noted apologies from Kate Richards.

Item 2: Minutes of the last meeting & matters arising (other than those dealt with as separate items)

Minutes

2. The minutes of the last meeting were approved as a correct record.

Matters Arising

3. **Para 4 – issue of official notice on travel policy** – Alisdair advised that the notice was being revised to take account of the recent MoJ guidance on hotel accommodation and would be issued soon. The notice will only apply to SO staff, although the principles were of general application.
4. Charles confirmed that OAG staff have recently been reminded of the need to use the most economical method of travel.
5. Alisdair asked ██████████ to send a copy of the SO travel policy notice to John Ward and also to send him a copy of a general message on budgets which will be issued first.

Item 3: SO – Context , current priorities, forward look

6. Alisdair advised the Board that Ministerial priorities continue to be the economy and patriotism.
7. Ministers are keen to maintain momentum on the SO White Paper on the Calman Commission report.
8. The exact date on which the Scottish Government will bring forward their Referendum Bill is not known.

Item 4: OAG – Context, current priorities, forward look

9. Charles advised the Board that OAG's current priorities include the Walker Report on the potential impact of the UK Supreme Court on the Scottish legal system. There is also keen interest in the forthcoming Scottish Government Referendum Bill, the Commonwealth Games Order and the appeal against the Pleural Plaques Ruling in the Court of Session.

Item 5: Budget / Projected Outturn 2009-10 / Payment Performance

10. ██████ reported that during October and November 2009 the Offices paid 100% of invoices within the agreed timescale. The figure for December was slightly lower at 98.8% which was due in part to the seasonal closure of the accounting system. Alisdair thanked the Finance Team for their continuing hard work.
11. The total underspend across the Offices, in relation to allocated budget, is currently £235k and it is not anticipated that this figure will change significantly before the end of the financial year.
12. The EYF claim will be finalised this week following confirmation from budget holders of their requirements.
13. ██████ advised that the delay in issuing the monthly budget reports was largely due to pay figures not being provided in time by SG and MoJ. He also emphasised the importance of flagging up any inaccuracies in the report as soon as possible particularly at this stage of the financial year.
14. Alisdair advised that he would remain in close touch with HMT and keep the Board informed of any developments.
15. Guidance on filling vacant posts will be provided following discussion between Alisdair and ██████. The guidance will also be copied to OAG colleagues.

16. Guidance on the process for 2010/11 budget setting will also be provided shortly.

Item 6: Corporate Issues

17. [REDACTED] reported that work was underway to revise the SO Mission Statement and develop the objectives and business plan for 2010/11. Drafts will be made available to teams across the SO for discussion and will also be shared with OAG. [REDACTED] (OSAG) will be kept informed of the process.

18. John Henderson confirmed that planning had started on the production of the 2010 Annual Report. [REDACTED] has been asked to convene a meeting to which [REDACTED] will also be invited.

Item 7: JMB IT Group

19. Robert reported that there had been no meetings of the IT Group since the last JMB. He was still awaiting a response from ISIS on the draft MoU although he hoped that the matter would be resolved by the end of January.

20. Portcullis Security have been authorised to undertake a second security review. The last review looked at internal mechanisms and included a firewall health check following which ISIS made any corrections necessary. It is felt that it might be more useful to do different checks this time round – possibly a 'host check' and a 'resilience check'.

21. Alisdair asked that a scoping paper be circulated as soon as possible to provide members with a sense of the relative importance of the available options. The decision on which option to take will be made in correspondence prior to the next meeting.

22. When discussed with ISIS at the last meeting they had not rejected the suggestion that sharing the cost might be explored given the potential benefit to them.

Item 8: Risk Registers

23. Up to date copies of the three risk registers (SO, OSAG & LSAG) were circulated prior to the meeting.

Item 9 : Date of Next Meeting

24. The date of the next meeting was noted as 10 March 2010.

Item 10: Any Other Business

25. The future focus of JMB and the Terms of Reference will be discussed at the next meeting. Alisdair asked [REDACTED] to identify a volunteer from the SO and Robert to identify a volunteer from OAG to prepare a paper to inform discussion.

26. Alisdair informed members of [REDACTED] forthcoming move from MoJ to the NHS which will provide different insights in his continued association with Audit Committee and JMB.

27. Alisdair also informed the Board that this was Jillian Kay's last meeting as she is leaving the SO at the end of January. He thanked Jillian for her valuable contribution to the work of the office.

**Strategy Branch
20 January 2010**