

MINUTES OF THE MEETING OF THE JOINT MANAGEMENT BOARD

Meeting held by Video Conference on 19 November 2009 commencing at 11:00

Present in Dover House:

Alisdair McIntosh (Chair)
Kate Richards (present for items 1-4)
John Ward
[REDACTED]

Present in Melville Crescent:

John Henderson
[REDACTED]
Robert Marshall
Charles Mullin
[REDACTED]

Item 1: Introduction & apologies

1. Alisdair McIntosh welcomed everyone to the meeting. In particular he welcomed Edward Adams who, as a newly appointed member of the SO/OAG Audit Committee, had been invited to sit in on this meeting. Apologies were received from Jillian Kay.

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

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

Matters arising:-

3. **Current priorities - Para 10** – As the Opposition discussed with senior officials its plans for the territorial offices in the event of a change of administration Alisdair would keep in touch with Charles so that the practical implications for both Offices could be explored. [REDACTED] would act as a practical point of contact.

Action: [REDACTED]

4. **Budget – Para 17** – Alisdair will issue an office notice on travel policy.

Action: Alisdair

5. **JMB IT Group** – the minutes of the JMB IT Group meeting of 29 October 2009 were circulated to members on 16 November for information. Alisdair asked that minutes of future meetings should also be circulated.

Action: Robert / [REDACTED]

6. Robert reported that he was awaiting a response from ISIS on the draft MoU. It was agreed that an update on discussions with ISIS and the key issues should be provided at the next meeting on 18 January 2010. In the meantime Robert said would be happy to answer any questions by email.

Action: Robert / [REDACTED]

Item 3: Context / current priorities / forward look – verbal update from Alisdair McIntosh

7. Alisdair highlighted the publication of the Scotland Office white paper on 25 November in response to the Calman Commission report. This will dominate the work of the Scotland Office over the next few weeks.
8. The economy remains the top priority for Ministers.
9. The Scottish Government white paper on independence is expected to be published on 30 November and is likely to include proposals for a referendum.
10. It is expected that the pace of work will quicken in the run up to the General Election.

Item 4: Budget / Projected Outturn 2009/10 & Payment Performance – verbal update from [REDACTED]

11. **Payment Performance** - [REDACTED] advised the Board that 98.7% of invoices received in September were paid within the Government's target of 10 days and 100% in October. Overall the figure for the year to date is 99% which is the highest ever but is still second to DEFRA. Alisdair congratulated all concerned and asked that [REDACTED] and [REDACTED] explore ways of following up so that the 100% target can be achieved every month.

Action: [REDACTED].

12. **Budget** - [REDACTED] reported that the overall underspend had decreased since the last meeting. Most of the change related to pay costs, one-off finders fees for OAG staff and earlier errors in the Scottish Government pay bill. OAG legal receipts had dropped however training costs and legal outlays had reduced.
13. Alisdair pointed out that the current underspend should not be taken out of context and must be seen in relation to the provision rather than to the baseline budget. He congratulated budget centre managers on their continued effort to remain within budget and asked that they advise the Finance Manager in advance of any forthcoming expenditure.

Item 5: Corporate Issues – verbal update from [REDACTED]

14. [REDACTED] provided the Board with an update on improvements to corporate managements. Management arrangements in OAG had provided a helpful model.
15. The next stage in the process is to liaise with OAG to ensure that corporate changes in SO are also attuned to the needs of OAG. He would review the corporate services programme with Charles and Robert.

Action: [REDACTED]

16. Robert asked the group to note that there were discussions in the GLS (Government Legal Service in E&W) about how legal service delivery to HMG is measured.

Item 6: Risk Registers – discussion of top risks

17. New risks had been added to the SO register since the last meeting of JMB.
18. A discussion followed around the IT aspects of business continuity. Robert advised the Board that the Customer Engagement Plan being developed by ISIS would relate to this issue. The IT Group would look at IT business continuity.

Action: Robert

19. Alisdair noted that all senior managers in OSAG are to undertake the MoJ Health and Safety for Senior Executives Course.

Item 7: Note date of next meeting

20. Monday 18 January 2010.

Item 8: AOB

21. There was no other business.

[REDACTED]
23 November 2009