

MINUTES OF THE MEETING OF THE JOINT MANAGEMENT BOARD

Meeting by Video Conference, Dover House and Melville on 19 May 2009

Present: Alisdair McIntosh (Chair)
John Henderson
Jillian Kay
Robert Marshall
Charles Mullin
John Ward



Item 1: Introduction & apologies

1. Alisdair welcomed everyone to the meeting and advised the Board that Kate Richards passes on her apologies but she may be able to attend at some point of the meeting. [REDACTED] is on leave.
2. Alisdair apologised for the late change of venue.

Item 2: Minutes of the last meeting & matters arising

3. The minutes of the last meeting were approved as a correct record. Only matter arising is that Robert Marshall noticed that the action against point 26 should be for David Middleton and not himself. Alisdair McIntosh confirmed that no necessary action had taken place.

Item 3: Context/current priorities and role of JMB – verbal update by Alisdair McIntosh, and discussion

4. Members discussed the issue of taking stock of where the Scotland Office (SO) and the Office of the Advocate General (OAG) are at the present time and where we would be in 18 months time, taking into consideration that this was the final year of the UK Government. It would be of great benefit to both offices to communicate with all staff and for the organisation to be best placed at time of possible change. Discussion also included a post summer event being held including all staff from the SO and the OAG.

Action: Alisdair McIntosh

- (a) Discuss JMB with members of JMB and staff
- (b) Circulate Terms of Reference to JMB
- (c) Include Kate Richards in the process of JMB
- (d) Enquire about someone from MoJ becoming a member of JMB
- (e) Initiate a discussion on the size of the office – post election

Item 4: Budget

5. Members expressed their major concerns about the worrying position which the SO and the OAG find themselves in relation to the 2009/10 and more importantly, the 2010/11 budgets. There are plans to hold discussions with Treasury to find out where common ground can be found, regarding financial assistance between the offices. Significant uncertainty is extremely high and work may be necessary to adjust the budget in the coming 12 months.

Action: [REDACTED]

- (a) To write to budget managers with breakdown of more detail regarding future budgets.

Action: Alisdair McIntosh

- (a) To send Robert Marshall relevant papers regarding the Boundary Commissions' expenditure control

Item 5: Staffing

6. It was reported that there had been major action taken on filling all of the vacant posts and thanks was given to [REDACTED] for all his work for the significant improvement regarding the staff compliment. It was also noted that GLSS need to recruit annually as there is a significant outflow from GLSS.

Item 6: Information Assurance

7. The module has been completed by everyone apart from two members of staff in the SO.

Action: Alisdair McIntosh

- (a) To take this matter up with the person involved

Action: [REDACTED]

- (a) To hold meetings to discuss Corporate issues and Information Assurance within the Ministry of Justice programme.

Item 7: Health & Safety

8. [REDACTED] reported that the first half day session Training Exercise "Safety for Senior Executives" had taken place in Dover House and positive feedback was received. Plans to hold a similar Training Exercise for Senior Executives in Melville were being put together.

Action: [REDACTED]

- (a) To oversee that all Senior Executives carry out this Training Course.

Item 8: Risk Register

9. Contingency plans in the office were well on the way of being prepared for an increase in the flu pandemic. Discussions are to be held at a later date regarding the risk registers of the SO, OAG and LSAG.

Action: [REDACTED]

- (a) To place Risk Register – Flu on the agenda for the next JMB meeting.

Item 9: Future Meetings

10. Note dates for future meetings as Monday 27 July by Video Conference and Thursday 17 September in Dover House.

In closing the meeting, Alisdair thanked all the members for their attendance and valued contributions.

[REDACTED]
Strategy Branch
X49066
19 May 2009