

## MINUTES OF THE MEETING OF THE JOINT MANAGEMENT BOARD

Meeting held by Video Conference on 18 May 2010 commencing at 12:15

### **Present in Dover House:**

Alisdair McIntosh (Chair)

Kate Richards

John Ward

[REDACTED]

### **Present in Melville Crescent:**

Charles Mullin

John Henderson

Robert Marshall

[REDACTED]

### **Item 1: Introduction & apologies**

1. Alisdair welcomed everyone to the meeting. Apologies were received from Edward Adams.

### **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.
3. Matters arising – It was agreed that the board
  - would wait until all machinery of government changes were finalised before embarking on communications about the role of the Board to staff in both offices
  - hold a substantive discussion of the main risks to the Offices at a future meeting.

### **Item 3: SO – Context / current priorities / forward look**

4. Alisdair advised that the Secretary of State will also have a Cabinet Office role in support of the Deputy Prime Minister on the coalition agreement.
5. Following the recent appointment of new Ministers, one of the main priorities will be to establish ways of working and Ministerial preferences. Kate is currently working through the detail.
6. The formal split of portfolio responsibilities will become clearer within the next week but early indications are that the Secretary of State will concentrate on Calman, the economy and constitutional issues. It is likely that the

Parliamentary Under Secretary of State will engage with Civic Scotland and the Scottish Parliament.

7. The Advocate General will provide a supporting role as required to the Secretary of State on Calman and parliamentary issues in addition to his usual responsibilities.
8. It will be particularly important to establish the implications for Scotland of the emergency budget.
9. It is thought that legislation on Calman could be introduced in the Autumn. The question of how the Queen's Speech should be presented to the Scottish Parliament is under consideration.
10. The DPM will lead on constitutional and political reform. This may have implications for the SO and OAG relationship with MoJ.

#### **Item 4: OAG – Context / current priorities / forward look**

11. Charles advised the Board that he will be meeting the Advocate General tomorrow to discuss his priorities for OAG and for working with SO Ministers on Calman implementation and other constitutional business.
12. John and Kate would review the implications for the resourcing of both SO and OAG private offices and would aim to adopt as flexible an approach as possible.

**Action: John, Kate**

#### **Item 5: Finance**

13. ██████████ reported that the accounts for 2009/10 had been finalised and showed a £600k underspend (including capital and Boundary Commission). This amount will be added to the EYF pot.
14. The budget for 2010-11 includes a 5% vacancy assumption which budget holders will have to take account of in their own areas.
15. Charles and Robert report that OSAG were working to reduce fee expenses for counsel.
16. ██████████ pointed out that most of the 2010-11 contingency fund has already been committed. There could also be additional, previously unforeseen, costs.

#### **Item 6: Corporate Issues**

17. **General:** [REDACTED] advised that he has been working on a number of corporate issues including records management, establishment of a common shared drive between Melville Crescent and Dover House, business continuity plans and updating the intranet.
18. Procedures are also being put in place to raise awareness of the importance of learning and development and to take a more systematic approach to fulfilling learning and development needs.
19. Similar projects are being undertaken on the OAG side. There has been useful dialogue between the Offices.
20. i) **IT:** Robert reported that the MOU with ISIS, for the provision of ICT services, had been signed. In future he will meet annually with Anne Moises, Chief Information Officer at the SG, and will continue to engage with ISIS to develop a customer engagement plan. Going forward, he stressed that he has confidence in the relationship with ISIS.
21. ii) **Information Assurance:** Robert referred to the guide on Managing Information Risk (prepared by the National Archives with support from the Cabinet Office) which was circulated and emphasised the importance of this document.
22. OAG have been selected to take part in a pilot project which will allow the author of an email to click a button to select a security marking. Alisdair said he would be interested in feedback on the pilot.

**Action:** Robert

23. It was agreed that discussion about the appointment of a single Senior Information Risk Owner (SIRO), reporting to Alisdair, will take place at a future meeting.

**Action:** Robert / [REDACTED]

24. iii) **Accommodation Strategy:** [REDACTED] referred to the paper which was circulated and which outlined options for the future accommodation of the Scotland Office. The Board agreed that it would keep the matter under review.

**Action:** [REDACTED]

### **Item 7: Risk Registers**

25. Copies of the three risk registers (SO, OSAG & LSAG) were circulated prior to the meeting. Further discussion will take place at the next meeting and will include detailed discussion of one or two risks.

**Action:** [REDACTED]

**Item 8 : AOB**

26. No other business was raised.

**Item 9: Date of next meeting**

27. The date of the next meeting was noted as **26 August 2010**.

28. It was agreed that if any matter of an urgent nature arises in the meantime an extra meeting will be called

  
**Strategy Branch**  
**X 49012**

**20 May 2010**