

JUDICIAL APPOINTMENTS COMMISSION (JAC) MEETING

14 May 2020

Minutes of Board Meeting

Present	
Commissioners	Staff
Ajay Kakkar (Chairman) Anne Rafferty (Vice Chairman) Jane Furniss Brie Stevens-Hoare Andrew Kennon Sarah Lee Philip Sycamore Anuja Dhir Sarah Falk Sue Hoyle Emir Feisal Mathangi Asokan	Chief Executive Deputy Chief Executive Head of Operations and Digital Head of Operational Delivery Head of Selection Policy Head of Secretariat/Board Secretary Head of Diversity and Engagement Policy and Secretariat Manager
Apologies: Simon Wessely	

1. Apologies and matters arising

- 1.1 The Chairman welcomed Joanne Dixon's appointment as the new Policy and Secretariat Manager.
- 1.2 The minutes of the 9 April 2020 meeting were agreed.
- 1.3 No interests were declared by any Commissioner in respect of any matter under discussion on the agenda.

2. Chief Executive's Report and Management Information Pack

2.1 The Chief Executive:

- reported on the agreed two-year programme with HMCTS and the work conducted to date;
- provided an update on JAC's business continuity plans in response to the COVID 19 outbreak;

- provided an update on the JAC's financial position;
- reminded the Commission of their responsibilities as data information holders particularly during this remote working period;
- confirmed that all JAC staff have received written guidance on secure working remotely and that Commissioners would also receive updated guidance on handling secure information.
- provided an assurance that the JAC is using secure platforms which have been approved for use at government level and is part of a government-wide alert system for any security issues that may arise; and
- provided an update on a successful remote outreach event that was undertaken with CILEx.

3. Report back from Committees and Working Groups

3.1 The Chairman asked Commissioners to report back on recent meetings of committees and working groups.

Advisory Group

3.2 Jane Furniss (JF) reported the Advisory Group (AG) have continued to review selection material remotely over this period to ensure as many exercises can progress as planned.

3.3 The AG considered the situational questioning and online scenario tests for a number of upcoming exercises.

Audit and Risk Committee

3.4 Jane Furniss (JF) reported back on the work of the Audit and Risk Committee (ARC) during the year 2019/20.

3.5 The report covered JAC's risk management, internal and external audit, quarterly accounts, internal control and governance arrangements.

3.6 ARC also carried out its regular review of the corporate risk register.

4. Chairman's Report

4.1 The Chairman briefed the Board on the remote process of the High Court exercise following the conclusion of the interview stage; having observed every interview the

Chairman is satisfied that the JAC's high standards of assessment and service to candidates have been upheld during these unprecedented times.

4.2 The Chairman thanked the Senior Appointments Team for the exceptional work they did to transfer this exercise at short notice to remote interviewing.

4.3 Commissioners Andrew Kennon (AK) and Sarah Falk(SF) shared their observations of the High Court exercise and thanked the staff for their efforts highlighting the significant staff resource that was required.

4.4 The Chairman thanked AK and SF for the time they gave to the High Court exercise.

4.5 The Chairman provided an update on Commissioner recruitment.

4.6 The Chairman reported back on his meeting with the Ministry of Justice Permanent Secretary, Sir Richard Heaton.

4.7 The Chairman also updated the Board on the progress of the Senior Judicial Appointment competitions.

5. JAC Business Recovery Plan

5.1 The Chief Executive presented the JAC Business Recovery Plan, which addresses those exercises for which selection days h

5.2 ave not been able to progress remotely and have been paused as set out in the Emergency Business Plan (EBP) agreed by the Board in April.

5.3 The business recovery plan will be adjusted and/or extended as necessary, and brought back to the Commission for review as necessary.

5.4 The EBP agreed at the last meeting covers the period until the end of June and provides for the delivery of the programme remotely.

5.5 Following discussion, the Board endorsed the proposed JAC Business Recovery Plan.

6. Key Dates 2021

6.1 The Head of Secretariat presented the proposed Selection and Character Committee (SCC) and Board Meeting dates for 2021.

6.2 The 2021 plan includes three additional dates for SCC, one in January and two in August. These extra SCC meetings will be light touch and held remotely.

6.3 The Board endorsed the proposed 2021 key dates.

7. JAC People Plan 2020-23

7.1 The Chief Executive presented the refreshed JAC People Plan for 2020-23 which was published internally on 1 May.

7.2 This follows the results of the 2019 People Survey; the plan reflects the suggestions made in responses to the Survey and in subsequent consultation with staff for new, revised and ongoing actions to meet our “People” aims.

7.3 The Commission noted the contents of the paper.

8. Forward Look and AOB

8.1 The Board noted the Forward Look and the Chairman confirmed the next Board meeting would be held on 11 June 2020.

8.2 The Chairman offered the gratitude and appreciation of the Board to HHJ Phillip Sycamore for his professional contribution and personal support to the JAC during his tenure as a Senior Judicial Commissioner since 2014.

8.3 Mathangi Asokan (MA) noted her thanks to Charlene Gordon for her presentation at a CILEx event, where she stepped in at short notice.

8.4 This concluded the business of the Board.