

JUDICIAL APPOINTMENTS COMMISSION (JAC) MEETING
8 September 2016
Minutes of Meeting

Present	
Commissioners	Staff
Ian Burnett (Vice Chairman) Martin Forde Emily Jackson Usha Karu Noel Lloyd Alexandra Marks Katharine Rainsford Andrew Ridgway Lucy Scott-Moncrieff Christopher Simmonds Valerie Strachan Phillip Sycamore Debra van Gene	Chief Executive Head of Operations Head of Policy and Change Head of Selection Policy and Process Head of Equality and Diversity Senior Communications Manager Policy Officer, Operational Policy Private Secretary to the Chairman Board Secretary

1. Apologies and matters arising

1.1 Apologies were received from Alan Wilkie.

1.2 All Commissioners confirmed that they had no personal interest in any matters to be discussed on the agenda.

1.3 The minutes of the 7 July 2016 meeting were agreed, subject to a minor amendment.

1.4 The Board Action Register was noted.

2. Recorder Exercise 2016/17 – outline selection process

2.1 The Head of Selection Policy presented a paper inviting the Commission to note the outline of the proposed selection process for the Recorder exercise 2016/17.

2.2 The Commission noted:

- that the selection tools under consideration would be designed in such a way that candidates whose professional background was not in criminal practice would not be disadvantaged, in line with the expectation that only a proportion of the roles would require a crime background.
- the importance of setting candidates' expectations of the exercise through clear communications as early as possible.
- the proposed high level process for the Recorder exercise.

3. Evaluation of ‘Am I Ready?’ tools for potential candidates.

3.1 The Policy Officer presented a paper requesting that the Commission note the results of the evaluation of the ‘Am I Ready’ self-evaluation tools, through which potential candidates considering their first judicial appointment can anonymously evaluate their own readiness and suitability to apply.

3.2 The Commission welcomed the results that indicated that the tools were being used as intended by a range of candidates, and noted further improvements that would be made in order to maintain their effectiveness.

4. Vice-Chairman’s Report

4.1 The Vice-Chairman provided an update on his activities since the last Commission meeting on 7 July. He reported that he had met with the Senior President of Tribunals and the Director of Law, Rights, International and Judicial Policy in July.

4.2 The Vice-Chairman then invited Commissioners to comment on relevant activities of particular interest with which they had been involved.

4.3 Noel Lloyd reported on his presentation at the National Eisteddfod for Wales in relation to the Welsh Language Scheme and on his monthly JARS update meeting with the Head of Digital and IT systems.

5. Report of the Governance Group

5.1 The Vice-Chairman provided the Commission with an update on the meeting of the JAC interim Governance Group, held earlier that day. He summarised the key issues which had been discussed across the range of core areas with which the group was concerned. Amongst the areas discussed, there was discussion on the future accommodation of the JAC, the BAME progression research and progress of the appointment of the new Chairman.

6. Chief Executive’s Report and Management Information Pack

6.1 The Chief Executive:

- provided an oral update on the JAC’s financial position;
- reported on staffing levels at the JAC, and made reference to the Ministry of Justice’s Voluntary Early Departure Scheme (VEDS) which was due to be completed at the end of the month when five staff members of the JAC are being released under the scheme;
- reported on the organisational arrangements following VEDS, which would take effect from 1 October 2016 to ensure effective deployment of remaining staff;
- reported that the 2016 staff survey was to be launched in October;
- reported on the panellist recruitment campaign to refresh the current cadre;

- provided an update on the selection exercise programme for the current year, 2016/17.

6.2 The Commission considered the monthly Management Information Pack. The pack provided an overview of JAC activity up to the end of August 2016.

7. Report Back from Working Groups

7.1 Valerie Strachan, Chair of the Audit and Risk Committee, provided the Commission with an update of the Committee's meeting of 21 July 2016. She informed the Commission that the Committee considered the Management Information Pack, Quarterly Accounts, Internal Audit Programme and the Corporate Risk Register. The Committee had also discussed, JAC staffing levels following VEDS, the scope of the selection exercise programme for the current year and future changes to the membership of the Commission.

Date of next meeting

The Vice Chairman confirmed that the next Board meeting would be held on **Thursday 6 October 2016**.