

# JUDICIAL APPOINTMENTS COMMISSION (JAC) MEETING

11 April 2019

## Minutes of Board Meeting

<b>Present</b>	
<b>Commissioners</b>	<b>Staff</b>
Ajay Kakkar (Chairman) Anne Rafferty (Vice Chairman) Mathangi Asokan Anuja Dhir Jane Furniss Noel Lloyd Fiona Monk Brie Stevens-Hoare Valerie Strachan Simon Wessely	Chief Executive Deputy Chief Executive Head of Operations and Digital Head of Selection Policy Head of Diversity and Engagement Head of Secretariat/Board Secretary
<b>Apologies:</b> Emir Feisal Andrew Kennon Sarah Lee Phillip Sycamore Philippa Whipple	<b>Observers:</b> Selection Exercise Managers Executive Assistant to CEO's Office

### 1. Apologies and matters arising

- 1.1 Apologies were received from Emir Feisal, Andrew Kennon, Sarah Lee, Phillip Sycamore and Philippa Whipple.
- 1.2 The minutes of the 14 March 2019 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
  - an update on the progress of activity in response to the People Survey; and
  - provided an oral update on the JAC's financial position.

### 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.

- 3.2 Jane Furniss reported on the Advisory Group (AG) held on 9 April 2019. JF reported that the summary of the WPG report was shared with AG members and that the members were positive about the progress being made in implementing those recommendations.
- 3.3 JF also reported that the AG considered the following assessment tools: the online scenario tests for the Deputy District Judge and FP Judge of the First-tier Tribunal & Employment Judge exercises; the role-play for Road Users Charging Adjudicators exercise; the situational questioning for the Circuit Judge and Queen's Bench Masters exercise.

#### **4. Chairman's Report**

- 4.1 The Chairman reported on his activities since the last report at the March meeting. He reported that he had observed the High Court selection day panel preparations and that the Vice-Chairman was also undertaking a broader observation of the newly embedded skills and abilities framework. The Chairman reported that he had also recently participated in the Supreme Court recruitment process and participated in the interviews for the current lay Commissioner recruitment process with a view to updating the Board again at the next meeting.
- 4.2 The Chairman updated the Board on the intention to publish the WPG Executive Summary Report on the JAC website as part of a suite of measures being put in place to promote greater diversity across all exercises.

#### **5. Review of the reserve list: 058 Fee-Paid Legal Members, Special Educational Needs Tribunal Wales**

- 5.1 The Programme Office Manager presented a paper outlining the review of the reserve list for the Fee-Paid Legal Member, Special Educational Needs Tribunal Wales which was created in January 2018.
- 5.2 The Board was asked to note that no immediate vacancies had arisen and no vacancies were anticipated in the future.
- 5.3 Following discussion, the Board agreed to the closure of the list in line with its agreed policy, according to which it should be reviewed at the one-year point and closed within two years of creation.

## **6. Terms of Reference Review: Commission Board and Selection and Character Committee**

- 6.1 The Head of Secretariat presented a paper summarising the updated Terms of Reference for both the Commission Board and the Selection and Character Committee.
- 6.2 The Board was asked to note the updated names of members and an additional reference to the regular review of risk management by the Audit and Risk Committee within the section entitled "purpose" of the Commission Board terms of reference.
- 6.3 The Board considered the updated documents and approved the updated content for both the Commission Board and Selection and Character Committee terms of reference.

## **7. Review of Panel Member Support**

- 7.1 The Deputy Chief Executive presented a paper outlining a review of the support provided to JAC panel members. She set out the overall results of a panel member survey as being positive, and reported on the 'quick wins' being taken forward in response to their feedback. The Board noted the scope of the review and that a further paper on its conclusions would be brought to the Board ahead of the summer break.
- 7.2 The Board queried the circumstances where recruited panel members might not be utilised following appointment and were advised that this was largely to do with panel members' availability to commit to several weeks on large exercises alongside their portfolio work in other sectors.
- 7.3 The Chief Executive summarised the updated position in respect of the Panel Executive review. Board members noted that the full report on the role of Panel Executives would be presented to the Board at its next meeting in May.
- 7.4 Following discussion, the Board noted the update on the review as outlined in the paper.

## **8. Complaints and Feedback Report 2018-19**

- 8.1 The Head of Corporate Services presented a paper outlining the complaints and feedback analysis for 2018-19.

8.2 The Board noted that the number of formal complaints had reduced since last year which was significant given the increased volume of work being undertaken in the forward programme.

8.3 Overall results were noted as encouraging in that the level of formal complaints remained low, despite the number of applications received in a year, of which the majority were not upheld as being successful.

8.4 Valerie Strachan reported to the Board as lead Commissioner on responses to Judicial Appointments Complaints Ombudsman (JACO) investigations confirming that a number of complaints were made by single individuals.

8.5 The Board noted the information provided in the paper.

## **9. AOB and Date of Next Meeting**

9.1 The Board noted the Forward Look and the Chairman confirmed the next Board meeting would be held on 9 May 2019.

9.2 This concluded the business of the Board.