

## JUDICIAL APPOINTMENTS COMMISSION (JAC) MEETING

06 June 2024

### Minutes of Board Meeting

<b>Present</b>	
<b>Commissioners</b>	<b>Staff</b>
Helen Pitcher (Chairman)	Chief Executive
Mark Warby (Vice Chair)	Deputy Chief Executive/ Head of Strategy and Policy
Noel Arnold	Head of Operations and Digital
Christopher Bones	Head of Selection Policy
Anuja Dhir	Head of Senior Appointments
Uchechi Igbokwe	Head of Digital Delivery and Programme Office
Tanweer Ikram	Head of Corporate Services
Adam Johnson	Head of Secretariat/Board Secretary
Sarah Lee	Secretariat Officer
Clare McGlynn	Strategic Communications Manager
Barry Morgan	
Greg Sinfield	
Brie Stevens-Hoare	
<b>Observers</b>	
	Angela Rafferty
	Nicolina Andall

#### 1. Apologies and matters arising

- 1.1. The minutes of the 25 April 2024 meeting were agreed.
- 1.2. The Chairman welcomed Angela Rafferty KC and Nicolina Andall as observers ahead of their formal terms commencing as Commissioners.
- 1.3. Apologies were received from Anthony Harnden and Sue Hoyle.

#### 2. Chief Executive's Report and Management Information Pack

- 2.1. The Chief Executive provided an update on:
  - progress against 2024/25 business objectives
  - the 2024/25 budget allocation
  - the 2024/25 Judicial recruitment programme
  - diversity statistics
  - a legally privileged update on ongoing litigation
  - current staffing levels.

### **3. Report back from Working Groups**

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

#### **Advisory Group**

3.2. Uche Igbokwe reported back from the Advisory Group meeting which was held on 4 June 2024.

- The Advisory Group reviewed situational questions, and strategic leadership questions for a variety of exercises.

#### **Digital Board**

3.3. Chris Bones reported back from the Digital Board meeting which was held on 23 May 2024. The Digital Board:

- were updated on the current third-party contracts and plans to retender.
- were updated on progress in securing the next IT Heath Check
- were updated on the RAID log
- noted progress against the Digital roadmap
- considered a paper on Digital and Information Management and Risk.

#### **Audit and Risk Committee**

3.4. Sarah Lee reported back from the Audit and Risk Committee meeting which was held on 26 April 2024.

- The Committee had their final 2023-24 meeting in April.
- Annual report is included in the board papers for information.
- The Committee thanked Anuja Dhir for her contributions to the committee.
- The Committee reviewed a variety of registers, financial statements, and Chief Executive's Governance statement.
- The Committee reported back on the Internal Audit and External Audit.

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

4.1. The Chairman reported back on the following:

- The Chairman met with JAC new starters on 30 April.
- The Chairman met with new District Judges at Snaresbrook Court on 1 May.
- The Chairman chaired selection days for the High Court exercises.
- The Chairman met with the Lady Chief Justice on 15 May.
- The Chairman attended an outreach event with the North Eastern Circuit on 16 May.
- The Chairman and the Vice-chairman attended the President of the Family Division's conference on 20 May.

#### Commissioner updates

4.2. Commissioners provided the following updates on their activities:

- Greg Sinfield attended the annual conference for the Council of Employment Judges on 11 May.

#### **5. Annual Report and Accounts 2023/24**

5.1. The Strategic Communications Manager presented the draft Annual Report and Accounts.

5.2. The Board discussed the report and endorsed the draft.

#### **6. Review of Good Character Guidance**

6.1. The Secretariat Officer presented the revised Good Character Guidance.

6.2. The Board discussed the draft guidance and requested that it be brought back to the Board for consideration after further review has taken place.

#### **7. Enhanced Commissioner Induction**

7.1. The Head of Secretariat presented a proposed approach to enhancing Commissioner Induction.

7.2. The Board endorsed the revised approach.

#### **8. S9 (4) Process Paper**

8.1. The Head of Senior Appointments presented the planned selection process for the forthcoming s9(4) Deputy High Court Judge selection process.

8.2. The Board were content with the proposed process and timeline for this exercise.

## **9. Judicial Skills and Abilities Framework Review**

9.1. Mark Warby provided a summary of the work to-date on the Judicial Office-led review of the Judicial Skills and Abilities.

9.2. The Board were content with the summary and recommended approach.

## **10. Complaints and Feedback Report 2023/24**

10.1. The Head of Corporate Services presented the Complaints and Feedback report.

10.2. The Board were content with the report.

## **11. Forward Look and AOB**

11.1. The Board noted the 2024 Forward Look and the Chairman confirmed the next Board meeting would be held on 11 July 2024.

11.2. Helen thanked departing commissioners, Anuja, Brie and Sarah for their contributions.

This concluded the business of the Board.