

MINUTES OF THE MEETING OF THE JOINT MANAGEMENT BOARD

Meeting held in Dover House, on 12 November 2013 commencing at 13.00

Secretary of State (Chair)
Parliamentary Under Secretary
Advocate General

Alun Evans (Principal Accounting Officer)
Michael Chalmers
Chris Flatt
Margaret Porteous
Ruaraidh Macniven
John Aldridge
Edward Adams

In attendance
Colin Faulkner

Item 1: Introduction & apologies

1. There were no apologies for absence.

Item 2: Minutes of the meeting of 16 July 2013 and matters arising

2. The minutes were agreed as an accurate record of the previous meeting.
There were no matters arising requiring further action.

Item 3: Offices' strategy and current policy

3. Michael Chalmers reported that OAG had been focusing on constitutional work in support of the Advocate General while maintaining its core business in supporting the Advocate General as a Law Officer, and providing advice on legislation, and supporting other departments in litigation in the Scottish courts.
4. Alun Evans reported that the Scotland Office's recent work had revolved around
 - supporting the transition to a new Secretary of State,
 - contributing to the publication of the Scotland Analysis papers, including most recently the research paper,
 - contributing to the wider debate on Scotland's constitutional future with speeches by the Secretary of State and the Advocate General; and
 - working with the rest of Government to make the case for the union.
5. John Aldridge and Edward Adams said that they were impressed by the large volume of work undertaken by two small offices, and asked that this should be communicated to staff.

6. Work on refurbishing the reception area in Melville Crescent would start once the City Council had granted a building warrant.

Item 4: Monitoring performance

7. The board reviewed approaches to monitoring performance and agreed that any performance measuring regime should be proportionate to the effort required to gather and analyse it, particularly in the light of the Offices' slender resources.

Item 5: Financial resources for the remainder of SR 2010 and for SR 2015-16

8. The Board considered the Offices' financial position for the remainder of 2013-14, and noted that the Offices were on target to live within provision, because of the rigour with which funds had been managed, but margins were very tight.
9. Provision would be tighter in 2014-15 and 2015-16 and it was agreed that officials would maintain close contact with HM Treasury.

Item 6: Any other business and date of next meeting

10. There was no other business.
11. The board agreed to hold its next meeting in the last quarter of 2013-14.