

## **MINUTES OF THE MEETING OF THE JOINT MANAGEMENT BOARD**

**Meeting held in Dover House, on 16 July 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  
Colin Faulkner  
Ruaraidh Macniven  
John Aldridge  
Edward Adams (by telephone)

### **Item 1: Introduction & apologies**

1. There were no apologies for absence.

### **Item 2: Minutes of the meeting of 5 March 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. Alun Evans reported that the Offices' annual report and accounts had been laid before Parliament on 1 July. The UK Government was making good progress in communicating its analysis in the constitutional debate.
4. Michael Chalmers described the role of OAG in supporting the work of the Advocate General on constitutional matters while maintaining its core business on legislation, and devolution and other litigation.
5. The Secretary of State expressed his gratitude for the high quality work undertaken by staff in both Offices.

### **Item 4: Business planning and monitoring performance**

6. The Board considered the Scotland Office's monitoring of objectives.  
Monitoring should be proportionate to the Scotland Office's size and based on the measurement of outcomes rather than outputs.

7. The Secretary of State thanked staff for their work in processing ministerial correspondence, PQs and FOI requests. He was determined that the Office should be among the top performing departments in these areas.
8. Michael Chalmers invited the Board's comments on the revised OAG business plan prior to its submission to the Advocate General. The plan had been reviewed and updated and a new section had been added on ways of working.
9. The non-executive board members emphasised the importance of business plans functioning as living documents.

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

10. The Board considered a paper reviewing the Offices' financial provision in 2013-14, 2014-15 and 2015
11. The Board agreed that it would keep the Offices' provision under review at future meeting of the Board.
12. The Secretary of State expressed his appreciation of the work of the SO Finance Team and OAG Business Management Team in administering the Offices' resources and in enabling the annual report and accounts to be laid to timetable.

**Item 6: Any other business and date of next meeting**

13. John Aldridge reported that he and the two other members of the Audit Committee had briefed staff in Edinburgh about the Offices' corporate governance, the work of the Committee, and the Offices' new whistleblowing procedures and that he would be briefing London staff later that day.
14. The next meeting would be held in the autumn.