

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

**Meeting held in Dover House, on 4 March 2014 commencing at 13.00**

Secretary of State (Chair)  
Parliamentary Under Secretary  
Advocate General

Alun Evans (Principal Accounting Officer)  
Michael Chalmers  
Chris Flatt  
Glenn Preston  
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 12 November 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.
3. The board asked that its appreciation of the heavy workload successfully carried by staff should be communicated to all staff.

### **Item 3: Offices' strategy and current policy**

4. Alun Evans reported that since the board last met the Scottish Government had published its White Paper, the number of Scotland analysis papers published had increased to eleven, and the currency debate had assumed growing significance.
5. Michael Chalmers reported that OAG had been supporting the Government's constitutional work, while maintaining its core business in supporting the Advocate General as a Law Officer, providing advice on an increasing numbers of bills, and supporting other departments in litigation in the Scottish courts. 77% of judicial reviews in the Court of Session related to HMG.

### **Item 4: Monitoring Scotland Office performance**

6. The board reviewed a streamlined set of performance measures that had developed since the November meeting. I

7. The board reviewed the Scotland Office's performance in processing those matter that are reported routinely in the annual report relating to ministerial correspondence, PQs, FOI requests and invoices.

**Item 5: Finance**

8. The Board considered a paper reviewing the Offices' financial provision in 2014-15 and 2015-16. The Board approved the proposed administration budget for 2014-15.

**Item 6: Review of board effectiveness**

9. John Aldridge, the lead non-executive member, led the review. His general judgement was that the board functioned effectively with high quality involvement of ministers.
10. Edward Adams emphasised the role of the Audit Committee in assuring risk management in the Offices. It was agreed that board papers should address risk explicitly and as a matter of routine in their consideration of all issues.
11. The board agreed that it would be desirable to increase the diversity of its membership.

**Item 7: Any other business and date of next meeting**

12. There was no other business.
13. The board agreed to hold its next meeting before the summer recess.