

**MINUTE OF A MEETING OF THE MEMBERS OF THE SCOTTISH LEGAL COMPLAINTS
COMMISSION: 11.35 AM TUESDAY 23RD JULY 2013**

Venue: The Stamp Office, 10 – 14 Waterloo Place, Edinburgh, EH1 3EG

PRESENT:

LAY:

Bill Brackenridge (Chair)
Iain McGrory (Vice Chair)
Kevin Dunion
Ian Gibson
Sam Jones
Fiona Smith

LAWYER:

George Clark
Ian Leitch
Maurice O'Carroll

In attendance:

Matthew Vickers (CEO) (for items 1-17)
[REDACTED] (HRM) (items 18 & 19)
[REDACTED] (F&CSM) (item 11)
[REDACTED] (Secretariat, minutes)
Margaret Williamson (observing)

Abbreviations used:

LSS – Law Society of Scotland	RPOs – Relevant Professional Organisations
SGvt – Scottish Government	RC – Remuneration Committee
OD – Operations Director	F&CSM – Finance and Corporate Services Manager
HO – Head of Oversight	OM – Oversight Manager
HI – Head of Investigations	CIM – Communication & Information Manager

1. Welcome

- 1.1 The Chair opened the meeting and welcomed everyone and advised that the CEO would give a brief overview of the presentation that was given to all staff regarding how the SLCC has performed in the past year and how it is hoping to perform over the coming year ahead.
- 1.2 Members thanked the CEO and the Chair for their update and acknowledged the hard work of staff in the various stages of the processes within the SLCC.

2. Apologies

- 2.1 No apologies were recorded as all Members were present.

3. Declaration of Interests

- 3.1 It was noted the standard Declarations of interest was declared by George Clark, Ian Leitch and Maurice O'Carroll in relation to any pecuniary interest with regards to budget discussions.

4. Minutes of Meetings from 28 May 2013 and 20 June 2013

- 4.1 28 May 2013
 - 4.1.1 The Minutes of the Board Meeting were approved subject to a typographical change on page 3 at point 15.2 and page 5 at point 28.1.
- 4.2 20 June 2013
 - 4.2.1 The Minutes of the Performance Management Meeting were approved as read.

5. Notes on Discussion Session

5.1 The Notes of the Discussion Session were approved subject to a typographical change.

6. Board Actions Registers

6.1 The CEO provided Members on an update on the actions register and advised that the actions on: Judicial Reasoning Training that a meeting has been arranged to take place between the HRM and the Trainer during August 2013. Members agreed that the action in relation to Oral Hearings was being addressed through the Rules revision and the Working Group and was now cleared in its current format and removed from the Actions Register.

6.2 Following discussion Members also asked that an additional long standing action be re-added to the Actions Register in relation to – the setting up of a precedent database and gathering information that could be used for back referencing and learning purposes and it was agreed that this would be done.

Action	Owner	Due Date
Long standing action to be re-added to the Actions Register in relation to - the setting up of a precedent database to be set up to aid Members and staff.	CEO/OD	ASAP

7. Matters Arising from 28 May 2013

7.1 Members also sought an update on to point 18.1 from the Chair, who advised that the sub-group had met, but were meeting again next month, and an update will be provided at the next Board meeting.

8. Chairman's Report

8.1 The Chair expanded on his meeting with the new Sponsor Department Representative from SGvt and also gave a brief synopsis of the meeting regarding the 2007 Act Review Group. It was noted that the Police Complaints Commissioner for Scotland was now titled the Police Investigations & Review Commissioner for Scotland.

9. Chief Executive's Report

9.1 Members noted the CEO's report and the CEO advised Members that the meeting on the 2007 Act Review Group was a positive one and that all the points agreed from the meeting would be circulated to all stakeholders involved in the process. These points would be circulated to Board Members for approval and sign off before a paper would be submitted to SGvt.

10. Management Information

10.1 Members thanked the CEO for this paper and Members suggested that it would be useful if the paper included more bullet point explanations within the paper. The Chair and Members were interested to note the figures in relation to specific areas within the processes. The Chair suggested that 1 or 2 Members might like to attend the next Quarterly Mediators meeting which is on 11th September 2013, in order for them to introduce themselves and explain the role that Members have in the SLCC.

Action	Owner	Due Date
OD to advise Members of the date of the next Quarterly meeting of the Mediators.	OD	ASAP

11. Finance Reports

- 11.1 The F&CSM explained that the reports presented today were in a draft format as they are in the process of being finalising the End of Year information for the External Auditors KPMG, who were due in later this week.
- 11.2 Members noted the position in the papers presented and thanked F&CSM for this information and looked forward to seeing the finalised Annual Accounts.

12. KPIs

- 12.1 Members noted the paper presented by the CEO and advised Members that 3 sets of data were not yet available and would need to be gathered for a Quarter so it was agreed that Members would be updated again at the next full Board meeting.

Action	Owner	Due Date
CEO to revise KPI Matrix for next full Board Meeting.	CEO	24 September 2013

13. Rules Review

- 13.1 The CEO gave an update in the absence of the OD. Members advised that the next meeting was due to take place at 1pm on the 5 August 2013, and that the changes would be linked to the 2007 Act revision.

Action	Owner	Due Date
Member to email points to Working Group Members direct before the next meeting.	IMcG	ASAP

14. 2007 Act Improvements

- 14.1 Members noted that this item had been discussed earlier within the Chair and CEO updates.

15. Appeals

- 15.1 Members noted the contents on the paper and that there were no new Appeals, but advised of a typographical change to page 7 of the paper. Members agreed following discussion that they would like information separated into a Trend report which would be presented quarterly to Board meetings and a Learnings report to be utilised at Board Member Development sessions. It was agreed that a small Working Group including: Bill Brackenridge, Ian Leitch and Kevin Dunion would meet with the HI, [REDACTED], to develop this information to include benchmarking/learnings and trends on Appeals.

Action	Owner	Due Date
Advise the HI of the typographical change to the paper.	Secretariat	ASAP
Working group to be set up to develop trends, benchmarking and learnings on Appeals with [REDACTED], IL, KD and BB.	HI	ASAP

16. Reporters

- 16.1 The CEO gave an update in the absence of the OD, and advised Members that there were a number of cases which were now being determined by committee. Members wondered whether there was any trend information available regarding report revisions etc. The CEO stated unfortunately it was too early to gather this information but it was being monitored by the HI.

17. Next Meeting

17.1 The Chair reminded Members that the next meeting on the 20th August 2013 would take the format of a Performance Management Conference Call meeting and Members would be able to dial into the Boardroom via a dedicated phone and pin numbering system, which the F&CSM and Facilities Officer were currently looking into this for the Chair and Secretariat. It was acknowledged that when this had been previously trialled there were some IT issues which have now been resolved in the Boardroom. It was also stressed to Members that they could still participate in person should they so wish to do so.

Action	Owner	Due Date
F&CSM and the Facilities Officer to ensure that telephone conferencing facilities are in place for the next meeting on 20 th August 2013.	F&CSM & Secretariat	16 August 2013

17.2 The performance management meeting will take place on Thursday 20th August 2013, with the next full Board meeting taking place on Tuesday 24th September 2013, with both meetings commencing at 10.15 am at the Stamp Office 10 – 14 Waterloo Place, Edinburgh, EH1 3EG.

18. Chief Executive’s Contract and Remuneration

18.1 Members discussed, agreed and confirmed the proposal presented by the Chair.

19. Chief Executive’s Performance Targets to December 2013

19.1 Members discussed, agreed and confirmed the proposed targets presented by the Chair.

Board Meeting ends with Lunch at 12.15pm