

**Minutes of Meeting of the Courts Service Board 28th February 2022 @ 8a.m.
held via the Zoom platform**

A Quorum was reached.

1. Minutes & Redacted minutes of meeting of 17th January 2021

The minutes and redacted minutes were approved.

2. Matters arising

No matters arising.

3. Authentication of the Seal of the Courts Service Board – Report 4/2022

Ms. Denning outlined the protocol around the authentication of the Seal of the Courts Service and explained the names of the officers of the Service designated to sign and authenticate the Seal required a change from Michelle Johnston and Linda Memery to Maura Howe and Deirdre Doyle to reflect that Maura Howe has now replaced Michelle Johnston as Secretary to the Board. Ms. Doyle will act as Secretary to the Board in the absence of Ms. Howe.

The Board approved the proposed change.

4. Report of ARC – Report 5/2022

Ms. Kiely spoke on this report which relates to the last meeting of the ARC where the Work Programme for 2022 was agreed and due to the heavy workload and length of some of the agendas the Committee agreed to increase the number of meetings held in the year.

The Board noted the Report

2021 Annual Report of the ARC – Report 6/2022

Ms. Kiely also spoke on this report and outlined the Highlights which included inviting the Assistant Secretaries in charge of Directorates to the ARC to talk on risks in their area, and how these risks dovetail into the Corporate Risk Register.

The Board noted the content of the Report.

5. Financial Report – Report 8/2022

Mr. Cleere presented this report which outlines the financial outturn for 2021. Gross expenditure of €154.164m represented an underspend of €9.246m (6%) made up of Pay, non-Pay and Capital expenditure. This underspend was in line with the projected outturn reported to the Board in October 2021. Mr. Cleere then went through the highlights contained in the Report from page 2, which outlines in more detail the areas with both under and overspends.

The Board noted the report.

7. Corporate Business Plan (Report 10/2022)

Ms. Denning presented the Plan and went through the main highlights. She outlined how the Goals come from the Courts Service Statutory obligations, the 2030 Vision and the 3-year Strategic Plan. The Plan represents the priority actions for 2022 and as indicated in the introduction doesn't include core business as usual which is taken as a given. Ms. Denning went through the Goals and told the Board that progress on the Plan would be reviewed quarterly and brought to the Board.

It was agreed that a special meeting to discuss backlogs in the system and effects on service delivery would be held. It was accepted that up to date data for all areas may not be available for that meeting and the Board would work with whatever information was already available.

6. Corporate Risk Register – Report 10/2022

Mr. Cleere presented this report which he took as read and outlined the main highlights including that it represented the risks that could impede achieving the targets in the Corporate Business Plan in addition to the risks associated with Business as Usual. He spoke on the Risk Universe presented on page 2 of the Report where 6 Risks are identified as high and 15 as medium and asked the Board to review this for any gaps. He also said the document should be viewed as agile and can be changed as necessary over the course of the year.

The Board noted the Report.

8. Modernisation Committee- Reports 11/2022, 12/2022 and 13/2022

Ms. Denning, in taking the reports presented to the Board as read, gave an update on the work of the Committee to the Board where she said there had been 2 meetings since the last update at which the Committee had looked at the Programme status and key deliverables. Some of the issues discussed were the Plain English programme with the possibility of applying Plain English to the ADM rules and forms, the budget allocation, and risks to the Programme. She spoke on the work being done around ADM and enduring power of attorney which she said was a good example of customer focused service.

AOB

- Ms. Denning informed the Board that she met with the Minister for Justice on the 26th January with another meeting planned for the 10th March to discuss the Family Law Bill.
- President Birmingham said that he would update the Board with the work on the Working Group formed to look at Induction to the Board and Purpose of the Board at the next full meeting on the 28th March.
- The next meeting of the Board will be on 14th March 2022 at 8 a.m.