



MINUTES

SCS ESTATES, HEALTH, SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Friday 1 October 2010 in 1A Parliament Square

Present:

Sheriff Derek Pyle, Non Executive Member, SCS Board (Chair)
Sheriff Iona McDonald, Non Executive Member, SCS Board (IMcD)
Gordon Wales, Executive Director Corporate Services, SCS (GW)
Gillian Jewell, Director Property & Services, SCS (GJ)
David Forrester, Director Field Services (Delivery) SCS (DF)

Also Attended:

Lorna Souter, Secretariat Support Team, SCS, (Minutes)

Apologies:

Robert Milligan QC, Non Executive Member, SCS Board

1. Welcome and Introductions

- 1.1 Committee members briefly introduced themselves at the start of the meeting.
- 1.2 GW advised that 'Declarations of Interest' should have been placed on the agenda for the meeting and would be made a standing item for future agendas. No declarations were made.

2. Remit and membership

- 2.1 The Committee Remit had been revised at the last SCS Board. The Board clarified that it would authorise all capital projects over £1m, while the Estates Committee would approve projects under £1m and recommend to the Board those over £1m. The Board had also offered suggestions for recruiting additional members with experience. GW noted that procurement, with a view to obtaining value for money, was of significant importance and worth considering in recruiting further members with experience in this area. The Committee agreed to look for one or two further members with procurement/estates experience in both the public and private sector.

ACTION (1): GW to check with the Chief Executive regarding the nominee with both public and private sector procurement/estates experience.

ACTION (2): DP and GJ to also check past contacts as source of potential members with further procurement/estates experience.

- 2.2 The Committee agreed that a quorum would be four members, one of whom would need to be a Non-Executive Director. The Committee would meet quarterly each year with meetings arranged three weeks prior to an SCS Board meeting to allow reports to be prepared for the Board. Business requiring attention between meetings would be dealt with by email or by teleconference meetings as required.

2.3 Further standing items for each meeting would be:

- Health, Safety and Security Performance (a report provided by Alan Swift, based on the bi-monthly report from the Corporate Health, Safety and Security Committee, to be sent to the SCS Board on a quarterly basis);
- Carbon Reduction
- Performance on ongoing projects;
- Budget Performance.

2.4 The Committee agreed that Minutes and Restricted Minutes would be required if all Committee Minutes are to be published.

ACTION: GW to check the rules regarding publication of minutes to ascertain whether, and at what stage, the Estates Committee minutes would be published.

3. Estates Strategy

3.1 The Committee could not approve the Estates Strategy as the current version is not likely to be consistent with proposals for the future business strategy that will shortly be put to the Board. It would be the responsibility of the SCS Board to make decisions on overall strategic direction and for the Committee to develop a new strategy for buildings and related property services thereafter.

4. Budget

4.1 The Committee approved the current spend profile for 2010/11 and provided authority to proceed £950k of capital projects aimed at reducing energy consumption and carbon emissions, subject to the Scottish Prison Service confirming that they have no requirement to transfer £2m reserved in the 2010/11 budget..

5. Responsibility for Health, Safety and Security

5.1 The Committee was content with the arrangements set out in a paper that provided an overview of the statutory functions placed on SCS for managing Health and Safety in the workplace. As noted above, a quarterly report would be prepared for the SCS Board.

6. Status of the Estates Management Function

6.1 It was agreed that gaining charitable status for the Estates Management function concerned with the upkeep of the historical estate would be a helpful cost-saving move for SCS if it was feasible. The Committee agreed that the next step would be to gauge the attitude of the SG towards such an application.

ACTION (1): GJ to explore what the SG response would be to an application by SCS for charitable status.

6.2 The Committee also approved further investigation into Joint Venture arrangements.

ACTION (2): GJ to check with joint-venture companies ACCESS and the Edinburgh Development Initiative (EDI) Group regarding pitfalls in charitable status.

7. Date of Next Meeting

- 7.1 A teleconference meeting may be arranged to consider the Facilities Management Contract in November, however, the date for the next full Committee meeting will be confirmed after the next SCS Board on 18 October.