



## SCS ESTATES, HEALTH, SAFETY, FIRE AND SECURITY COMMITTEE INTERIM TELEKIT MEETING: WEDNESDAY 17 NOVEMBER 2010 AT 12.00 PM

### Present:

Sheriff Derek Pyle, Non Executive Member SCS Board (Chair) (DP)  
Sheriff Iona McDonald, Non Executive Member SCS Board (IM)  
Robert Milligan QC, Non Executive Member SCS Board (RM)  
Gordon Wales, Executive Director Corporate Services, SCS (GW)  
Gillian Jewell, Director Property and Services, SCS (GJ)  
David Forrester, Director Field Services (Development), SCS (DF)

### Also Attended:

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

## 1. FM Contract

- 1.1 After discussion, the Committee confirmed that it was content with the tendering process that had been undertaken.

**ACTION: GJ to email Committee with evidence taken by Finance Team to confirm financial stability of preferred bidder. – Completed.**

- 1.2 A letter would be sent to the preferred bidder following the meeting. Dialogue with them regarding specific aspects of the contract (cleaning; security; building maintenance; energy) would begin immediately, together with discussions on the tender programme timetable. It was anticipated that a Letter of Intent would be issued by the end of January, and that a reduced due diligence period of two months might be feasible.

**ACTION: GJ to make the existing FM contract available to Committee members for their scrutiny regarding assessment of risks. – Completed.**

**ACTION: GJ to circulate the ongoing tender programme timetable to Committee members for information.**

- 1.3 Although 5% of savings has been written into the contract, GW would aim for an overall reduction of 10% by reviewing various service levels. GW and GJ would review the available options with the cost savings and risks attached and bring these back to the Committee for consideration. DP would decide in due course whether this would be done by email or by a further telekit meeting.

**ACTION: GW and GJ to draw up a package of service level saving options to be considered by the Committee, with their financial and risk assessment attached.**

## 2. Recruitment of Additional Committee Members

- 2.1 Following the Committee's decision to extend its membership by up to two new members, there were now four possible candidates under review who could provide the required estates experience from both the private and public sectors. It was agreed that a meeting should be held with each candidate to determine

suitability. GJ would liaise with LS to contact the prospective applicants to arrange a meeting with DP and GJ/GW to consider the relevant skills that each could bring to the work of the Committee. IM would also attend these meetings where possible. DP would then prepare a brief report with views on the applicants for the Committee to consider.

**ACTION: GJ to liaise with LS to arrange dates to meet with applicants who have expressed interest in being recruited to the Estates Committee and to forward confirmed dates to IM. DP to provide a brief outcome report to the Committee for its consideration.**