



## SCS ESTATES, HEALTH, SAFETY, FIRE AND SECURITY COMMITTEE INTERIM TELEKIT MEETING: THURSDAY 20 JANUARY 2011 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)

### Apologies:

David Forrester, Director Field Services (Development), SCS (DF)  
(comments forwarded prior to the meeting incorporated below)

### Also Attended:

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

## 1. FM Contract Retender

- 1.1 *Part of the record of the discussion under this agenda item is considered confidential and exempt from publication.*
- 1.2 The purpose of the meeting was to seek the Committee's approval of the methodology for reducing the cost of the contract through savings and that this should be limited to the Low Risk options.
- 1.3 GJ reported that, having completed a review of the SCS estate, the preferred bidder now seemed willing to make a guaranteed commitment to the level of energy savings which SCS had outlined in the contract. Savings would be made on cleaning and low risk security items. The contractor had produced an Operations Manual that SCS will be required to sign up to. All aspects of normal use of court buildings were covered in the contract, and anything occurring beyond this norm will be part of the mitigation protocol. Any significant changes that might occur owing to different ways of carrying out court business in the future, can be accommodated through increasing baselines. There was a penalty clause in the contract, whereby an increase of 1% in energy levels, measured in carbon, will require the contractor to pay SCS back £19,000 to £20,000 approx at current prices.
- 1.4 It was agreed that SCS should confirm progress on reviewing the rest of the medium and high risk issues which created further cleaning savings. These savings aimed at increasing performance on the cleaning contract. Progress on this should be confirmed within a 6 month test phase.
- 1.5 Subject to the issues in 1.3 and 1.4 being reviewed, the Committee were content to agree the methodology proposed for reducing the cost of the contract and that this be limited to the Low Risk options on security, cleaning and reductions on software investment and building surveying costs proposed in the paper. It also agreed that the Committee would recommend to the main Board that savings made should be reinvested in the Estate as the only source of funding to meet ongoing statutory compliance.

## **2. Any Other Business**

- 2.1 Estates Strategy:  
**Action: GJ to finalise Estates Strategy for presentation to the March SCS Board.**
  
- 2.2 Charitable Status:  
**Action: GJ to finalise report on Charitable Status and other forms of funding for presentation to the March SCS Board.**
  
- 2.2 Interviews of New Estates Committee Members:  
**Action: DP would report further on Tuesday 25 January regarding his mobility, and subject to this, would provide possible dates in the next few weeks when he would be available to commence the interviews.**