



## MINUTES

### SCS ESTATES, HEALTH, SAFETY, FIRE AND SECURITY COMMITTEE MEETING: THURSDAY 28 JULY 2011 AT 2.30 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)  
John Mark Di Ciacca, Non-Executive Member (JMDC)  
Neil Rennick, Executive Director Strategy and Infrastructure, SCS (NR)  
Gillian Jewell, Director Property and Services, SCS (GJ)

#### Apologies:

Norman Fiddes, Non-Executive Member (NF)  
Trevor Warne, Non-Executive Member (TW)  
David Forrester, Director Field Services (Development), SCS (DF)

#### Also Attended:

Eric McQueen, Executive Director Field Services (EMcQ)  
Lorna Souter, Secretariat Support Team, SCS, (Minutes) (LS)

#### 1. Minutes of the Meeting of 28 April 2011

1.1 The minutes of the meeting held on Thursday 28 April were approved.

#### 2. Matters Arising

#### 3. Charitable Status:

(1) *GJ to scope out the Charitable Status application for submission.* – GJ had had a meeting with Glasgow Life, who had successfully been granted charitable status. Further work was required on the financial implications, for SCS and wider public funds, and legal issues. It was agreed that advice should be sought from solicitors on the legal requirements for charitable status and to determine whether the SCS estate might qualify and the associated obligations and restrictions.

**ACTION: GJ to arrange a meeting with solicitors and report back further at the November Estates Committee meeting.**

(2) *JMDC to supply GJ with contact details of those in other organisations who could provide guidance on making a charitable status application (eg Edinburgh Leisure).* – **Completed**

#### 4. Estate Strategy

*GJ to arrange meeting to discuss the Estate Strategy further with DF, TW, JMDC and Craig McCorkindale.* – **Considered under Item 4 on Agenda**

5. Finance Paper

- (1) *GJ to devise a list of possible actions to be undertaken as a contingency plan should SCS not receive the budget for PH Phase 3. – **Item 6 on Agenda***
- (2) *NR to notify the SCS Audit Committee of the red risk attached to the PH Phase 3 budget requirements. – **NR will inform the Audit Committee at its next meeting on 24 August.***

6. Additional Sources of Finance

*The record of the discussion under this agenda item is considered confidential and exempt from publication.*

8. Shared Services Papers

*DP and GJ to review the Shared Services Agreement and draw up a final draft. – **See below.***

10. Dates for future meetings

*LS to arrange end July and November Estates Committee meetings. – **Completed; dates for 2012 also now set.***

11. Any Other Business

Declaration of Interest:

*NF, TW and JMDC to notify LS of any interests that might impact on their service to the Estates Committee. - **Completed***

Induction for New Members:

*(1): GJ to arrange a visit to PH for Norman Fiddes. - **Completed***

*(2): LS to provide new members with Estates Committee members' contacts list. - **Completed***

*(3): LS to send electronic T&S Claim Form to new members. - **Completed***

### **3. Annual Health and Safety Report**

- 3.1 Alan Swift (AS), Director Human Resources and Development introduced Dusty Miller (DM), Corporate Health & Safety Manager and DSO and John McMillan (JM), Security Manager, from the SCS Health & Safety and Security Works (H&SSW) Committee. Paul McClintock, Fire Safety Manager, was unfortunately not able to be present.
- 3.2 The Annual Health and Safety Report reviewed the work carried out in 2010, and the cover note also highlighted some of the positive items implemented in recent years. Policies and procedures had been greatly modernised and information gathering systems improved. Information Management and Data Handling training had been provided to improve staff knowledge of classifying and handling documents. It was noted that under the Shared Service Agreement with the Crown Office, the SCS H&S team were now addressing COPFS compliance with H&S policies, for which a great deal of work required to be done.
- 3.3 From the report, one recommendation that the members of the H&SSW Committee wished to make was for a further mobile team to be implemented. Despite the reduction in the estate, levels of confiscations and aggression towards members of staff would make this additional facility very beneficial.

- 3.4 JMDC asked whether there was a parallel H&S strategy for construction sites across the estate. DM advised that it was the responsibility of each contractor to look after H&S issues. Where incidents occurred, SCS would, however, be involved in the investigation. The H&S team regularly monitored and checked sites to ensure policies were being adhered to and the H&SSW Committee was the forum at which any issues and incidents were raised. It was also noted that the SCS Chief Executive had delegated responsibilities from the SCS Board for overseeing H&S matters.
- 3.5 The Committee thanked the H&SSW Committee members present and endorsed the excellent work carried out. DM also highlighted that it would not have been possible to have achieved the progress made without the ongoing support of sheriff clerks and their court staff across the organisation.

#### **4. Court Structures Presentation**

- 4.1 *The record of the discussion under this agenda item is considered confidential and exempt from publication.*

#### **5. PSU Bids for Corporate Reserve**

- 5.1 NR reported that the issue of allocating funding from the corporate reserve had been discussed at the Executive Team Meeting on 26 July, and it was decided to endorse the recommended funding options, including for priority estates projects, with some adjustments to the headline totals, to the SCS Board.
- 5.2 The Committee noted the need to balance different investment options, in particular between estates and IT. They supported the proposed bid for additional estates funding, for urgent compliance issues and energy saving initiatives to the SCS Board.

#### **6. Phase 3 Parliament House Tender Report**

- 6.1 GJ outlined the current position with the Parliament House project and plans to proceed now with the contract for Phase 3 renovation of the Elliot wing. The contracted was being established on a basis that would allow the SCS to stop work if continuing funding for 2012/13 was not provided from the Spending Review. The Committee endorsed the proposal. However, given the requirement to close 6 of the 12 Court of Session courts during the renovation process (with 4 temporary alternative courts being made available) the Committee recommended the matter to the SCS Board for their final acceptance of the proposal.

#### **7. Shared Service Update**

- 7.1 The estates shared service agreement between the SCS and COPFS is now completed and signed and began on 14 July 2011. The identified staff and other savings were being shared between the SCS and COPFS. The allocation of further contract savings was being discussed. SCS would also take over responsibility for COPFS H&S support later in the year.

#### **8. Any Other Business**

- 8.1 There was no other competent business.

Date of next meeting: 30 November 2011 at 10.00 am, 1A Parliament Square