



# MINUTES

## SCS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE TUESDAY 25 FEBRUARY 2014, 1A, PARLIAMENT SQUARE, EDINBURGH

### Present:

Sheriff Iona McDonald, Non-Executive Member, SCS Board (Chair)  
Sheriff Grant McCulloch, Non-Executive Member, SCS Board (Deputy Chair)  
John Mark Di Ciacca, Non-Executive Member  
Norman Fiddes, Non-Executive Member  
Trevor Warne, Non-Executive Member

### Also Attended:

Richard Maconachie, Chief Finance Officer, SCS  
Noel Rehfisch, Corporate Secretary, SCS  
David Currie, Director Property and Services, SCS  
David Fraser, Director Operations Delivery, SCS  
Elaine Wilson, Secretariat, SCS (Minutes)

### Apologies:

Sheriff Principal Derek Pyle  
Professor Hugh MacDougall

## 1. Welcome & Introductions

1.1 The Chair welcomed Sheriff Grant McCulloch, who was appointed Deputy Chair to succeed Robert Milligan, and Richard Maconachie, Chief Finance Officer, and Noel Rehfisch, Corporate Secretary, who had joined SCS since the last Committee meeting.

## 2. Minutes of the Meeting on 14 November 2013

2.1 The Minutes of the last meeting were approved.

## 3. Matters Arising (including feedback from SCS Board)

3.1 Outstanding action points were cleared or updated.

### *Matters Arising*

3.2 David Currie provided an update on proposals for a re-structure of the Property and Services Unit. A recruitment exercise was underway to fill the vacancy of Head of Service Delivery.

3.3 The Chair reported that Scottish Government had announced the merger of the SCS and Scottish Tribunals Service and that the project was underway.

3.4 The Committee agreed that Craig McCorkindale be invited to the next meeting in May to provide an update on the Courts Reform Bill.

3.5 The Executive would arrange for Trevor Warne and Norman Fiddes to visit Edinburgh Sheriff Court and Parliament House.

**Action: Secretariat to liaise with external members to arrange visits to Edinburgh Sheriff Court and Parliament House.**

#### **Update on Estates Matters from the SCS Board**

3.6 The Chair reported on estates matters considered by the SCS Board at its meetings in December and February. It had approved the Committee's annual report and agreed the proposal to appoint an external Committee member to succeed John Mark Di Ciacca. The Board received an update on the People Strategy 2012-15 and Health, Safety and Security matters and agreed the outline for the new SCS Corporate Plan 2014-17 and proposals for the Financial and Business plan.

3.7 Noel Rehfisch, Corporate Secretary delivered a short presentation on the new SCS Corporate Plan 2014-2017 and proposals for the Financial and Business plan. . He confirmed that "A well-managed Estate" would remain as one of the SCS's 9 strategic priorities and shared with Committee members the relevant section from the draft Corporate Plan.

#### **4. Review of Risk RAG report (SCS/EST/Fen 14/01)**

4.1 The Project RAG report was reviewed and the Committee received an update on progress of the planned programme of work. There were no issues arising.

4.2 David Fraser reported that he had attended a multi- agency strategic meeting hosted by Police Scotland regarding custody arrangements and how they intend to use the holding facilities within Police Scotland. It was anticipated that future meetings would discuss future modelling for custody arrangements and the Executive would provide a note on developments at the next meeting.

4.3 The Committee discussed the Carbon Management Plan (CMP). The Executive expected to continue to meet the agreed targets. It was explained that the CMP was highlighted in the draft Corporate Business plan and it was **agreed** that the Committee would be updated on the CMP at their next meeting. The Committee agreed that Trevor Warne would arrange a meeting between the Glasgow City Management and the Executive to discuss how it had approached the development of its own Carbon Management Plan.

**Action: David Fraser to arrange for a copy of the Custody Review Planning to be available for the next meeting.**

**Action: Trevor Warne to arrange a meeting between Glasgow City Management and David Currie.**

#### **5. Budget Report (SCS/EST/Feb14/02)**

5.1 The Committee received a report on budget performance to the end of January 2014. The Executive confirmed that they expected to utilise the remaining budget by the end of March 2014.

5.2 The Scottish Government had been approached regarding late release funding of £600k which could be utilised in this financial year.

5.3 The Committee then discussed the future budget plans for 2014-2015 and 2015-16 noting the downward pressure on resources resulting in reduced funds for capital and maintenance. The Executive would bring more developed proposals to the next Committee meeting.

***Action: The Executive to prepare more developed budget proposals for discussion at the next meeting.***

## **6. Court Structures**

6.1 The Committee received an update on Court Structures implementation. The first phase of court closures was now complete. The second stage is due to be implemented by 31 May and the Transitional Arrangement Groups had reported that plans were progressing.

## **7. New Business Cases**

7.1 No new business cases were presented for consideration.

7.2 David Currie provided an oral update on the court estate in Inverness area and agreed to provide the Committee with further details at their next meeting.

***Action: David Currie to provide update on the court estates in Inverness at the next meeting.***

## **8. Audit of Estates Shared Service Arrangements (SCS/EST/Feb14/03)**

8.1 The Committee received a report on the recent audit by Scottish Government Internal Audit of the SCS and Crown Office and Procurator Fiscal Service (COPFS) estates shared service agreement.

8.2 David Currie advised that the Executive had received a draft report from Internal Audit and expected to receive the final version by 31 March. The Committee invited the Executive to review the Audit report and agreed to seek a six month extension of the current agreement to build in the recommendations to the shared services proposals before coming back to the Committee in September.

***Action: David Currie to arrange six month extension of the Estates Shared Service Agreement with COPFS.***

## **9. Scottish Government Waste Disposal Contract (SCS/EST/Feb14/04)**

9.1 The Committee received a report on the SCS and COPFS extension of the current Scottish Government waste management contract with MITIE. The Committee considered the proposal and discussed the longer term solution on waste management. The Committee **approved** the recommendation that the contract should be extended for another two years and asked for a report to be provided in a year's time to look at future tendering.

## **10. Committee Membership**

10.1 The appointment of a new external member was discussed by the Committee. The Committee **agreed** to the recruitment by a selection panel of a new Committee member with a skill set majoring in portfolio management and property rationalisation. The selection panel would comprise the Committee Chair, Sheriff Iona McDonald, Director of Property and Services, David Currie and lay member, Norman Fiddes.

***Action: David Currie to take forward arrangements for the recruitment exercise to appoint an external member of the Committee.***

## **11. Any Other Business**

11.1 None

11.2 In closing, the chair noted that this would be John Mark Di Ciacca's last meeting and thanked him for his valuable contribution to the work of the Committee over the last three years.

## **12. Date of the Next Meeting**

12.1 Wednesday 28 May 2014 at 3.00 pm in, Parliament House.

Scottish Court Service  
February 2014