



MINUTES

SCS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE WEDNESDAY 19 FEBRUARY 2015, PARLIAMENT HOUSE, EDINBURGH

Present:

Sheriff Iona McDonald, Non-Executive Member, SCS Board (Chair)
Sheriff Grant McCulloch, Non-Executive Member, SCS Board
Professor Hugh MacDougall, Non-Executive Member, SCS Board
Norman Fiddes, Non-Executive Member (External)
Tom Gorman, Non-Executive Member (External)

Also Attended:

Richard Maconachie, Chief Finance Officer, SCS
David Currie, Director Property and Services, SCS
Elaine Wilson, Secretariat, SCS (Minutes)

Apologies:

Trevor Warne
David Fraser

1. Welcome & Introductions

1.1 The Chair welcomed those present and introduced Aileen Gomes and Donald Wooley, who would take up appointment as non-executive external members from 1 April 2015. The Committee agreed that they should sit in as observers at this meeting as part of their induction.

2. Minutes of the Meeting of 19 November 2014

2.1 The Minutes of the last meeting were approved.

3. Matters Arising (including feedback from SCS Board)

3.1 There were no matters arising which would not be discussed elsewhere on the agenda.

3.2 Outstanding action points were cleared or updated.

Glasgow City Management

David Currie reported that Glasgow City Management would visit a number of SCS buildings, in particular Glasgow Sheriff Court, and that PSU had made arrangements to visit various sites managed by Glasgow City Management.

Court Access at Greenock

Proposed options for changes to Greenock Sheriff Court would be complex because of the layout of court 1 and the adjacent service area. Financial constraints meant that this work could not be undertaken in the short term. The Committee expressed concern over the risk aspect and discussed the possible use of CCTV within the public corridors. The Committee agreed that if funding became available this upgrade should be undertaken.

Update on Estates Matters from the SCS Board

3.3 The Chair reported that in December the Board had received and approved the Committee's Annual Report. The Board had also received a draft of the Scottish Courts and Tribunals Service (SCTS) Business Plan and Budget for 2015-16 and the final draft would be submitted to it for approval in March.

3.4 In February the Board had heard that Scottish Government expected to launch its public consultation on court fees later this month. An initial report on the recent completion of the court closure programme had been received.

4. Review of Risk RAG Report (SCS/EST/Feb15/01)

4.1 The Project RAG report was reviewed. The Committee confirmed that it was content with the progress and management of estates projects and was satisfied that there were no areas which required immediate action or decision.

5. Budget Report (SCS/EST/Feb15/02)

5.1 The Committee received a report on estates budget performance to the end of December 2014. It was noted that the Executive expected to utilise remaining budget by the end of March 2015.

6. Justice Centre Feasibility (SCS/EST/Feb15/03)

6.1 *The record of this discussion is considered confidential and exempt from publication.*

7. Elliot Wing – Parliament House

7.1 David Currie reported that the mezzanine area in the Elliot Wing, which had been used as the Interserve site office for the duration of the redevelopment project, had been upgraded following building warrant approval. The Scottish Sentencing Council and Case Management System Project Team were expected to move into that area in early March.

8. Court Structures (SCS/EST/Feb 15/04)

8.1 The final phase of the Court Structures Programme ended on 31 January 2015 with the closure of courts at Haddington, Duns, Peebles and Dingwall. All staff and business had now transferred to the receiving courts and there had been no issues with the implementation.

8.2 From the end of January agreement had been reached with local authorities to use existing court accommodation for video link facilities in Haddington, Peebles and Duns and an external site had been made available in Dingwall.

9. Civil Court Reform

9.1 In his speech to the Holyrood Conference on Digital Justice in January, the Lord President had announced details of the timeline for implementing the provisions of the Court Reform (Scotland) Act 2014. It was anticipated that the provisions for the Personal Injury and Sheriff Appeal Courts would be commenced in September. The Lord President's speech was published on the SCS website.

10. Estates Strategy

10.1 Members were updated on the development of an Estates Strategy for the SCTS. This would support the Corporate Plan strategic priorities and was expected to cover the

five year period 2015-2020. The draft Strategy would be presented to the Committee for consideration in May before the final draft goes forward to the Board later in the year.

11. Tribunals Merger

11.1 The Committee was updated on the merger project. The Board had approved the Framework Document for the SCTS and work on the merger was well advanced. It was expected that four of the Scottish Government estates properties would transfer to the new organisation and the Executive would provide the Committee with an update and details of associated running costs at the next meeting.

12. Property & Services Unit Business Plan (SCS/EST/Feb 15/05)

12.1 The Executive presented members with the draft PSU business plan, which was informed by the strategic priorities in the Corporate Plan. Richard Maconachie explained that the Plan was still a work in progress and that a further iteration would be shared with the Committee in due course. The Committee noted the key themes for the year ahead.

13. Carbon Management Plan (SCS/EST/Feb 15/06)

13.1 The Committee considered and **agreed** the Executive's proposals for the new SCTS Sustainability Policy which would come into effect from 1 April 2015. The Committee discussed the next set of carbon savings targets proposed by the Executive and **agreed** to set a carbon reduction target of 2.5% annually for the period 2015-2020.

14. PSU Staff Survey 2014 (SCS/EST/Feb 15/07)

14.1 The meeting was updated on the Property Services Unit staff engagement score from the staff survey 2014. The Committee noted the results which had showed significant improvements and welcomed such a positive report.

15. Any Other Business

Visit to Edinburgh Sheriff Court

15.1 Sheriff McCulloch suggested that the Committee visit Edinburgh Sheriff Court to view the refurbished accommodation and hold their next meeting there. The Committee **agreed** to this visit and David Currie would contact the Sheriff Clerk there to make arrangements for the tour of the building.

Action: Executive to contact Sheriff Clerk and arrange tour of Edinburgh Sheriff Court and use of conference room for the Committee meeting on 28 May 2015.

PSU Senior Managers

15.2 Following the appointment of a new Head of Service Delivery and Head of Service Development, David Currie suggested that it would be helpful as part of their induction, if they were to attend as observers at a Committee meeting. It was **agreed** that one of the new appointees attend the next meeting in May and the other attend in September.

15.3 In closing, the Chair noted that this would be Norma Fiddes and Trevor Warne's last meeting and thanked them both for their valuable contribution to the work of the Committee over the last four years.

16. Date of Next Meeting

16.1 The next meeting would take place on 28 May 2015 in Edinburgh Sheriff Court.