



MINUTES

SCS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE WEDNESDAY 24 SEPTEMBER 2014, PARLIAMENT HOUSE, EDINBURGH

Present:

Sheriff Grant McCulloch, Non-Executive Member, SCS Board (Chair)
Professor Hugh MacDougall, Non-Executive Member, SCS Board
Norman Fiddes, Non-Executive Member (External)
Trevor Warne, Non-Executive Member (External)

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
John McMillan, Security Manager, SCS (Item 11 only)
Margaret Peattie, Secretariat, SCS
Elaine Wilson, Secretariat, SCS (Minutes)

Apologies:

Sheriff Iona McDonald

1. Welcome & Introductions

1.1 The Deputy Chair welcomed those present.

2. Minutes of the Meeting of 28 May 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.

Executive to provide the Committee with the Business Plan for the Works at Edinburgh Sheriff Court at the next meeting. A business case was being prepared and would be submitted to the Executive Team before being presented to the Committee at its November meeting.

Executive to update the Committee on the implementation of Police custody arrangements. David Fraser reported that implementation continued to be monitored and a further update would be provided at the next meeting.

Trevor Warne to arrange a meeting between Glasgow City Management and David Currie. Trevor advised that he had moved to another post but would provide contact details for David Currie to arrange a meeting directly with Glasgow City Management.

Update on Estates Matters from the SCS Board

3.3 The Chair reported that in June the Board had agreed to release £1m from the reserve for investing across estates and that Board members had attended a workshop session on the ICT transformation programme. At its meeting in August the Board had approved the SCS Annual Report and Accounts 2013-14.

4. Review of Risk RAG report (SCS/EST/Sept14/14)

4.1 The Committee received and reviewed the Project Risk report. There was nothing in the report that highlighted any significant concern and there were no projects requiring immediate action to bring them back on track. Members were pleased to note that a number of projects had now been delivered successfully.

5. Budget Report (SCS/EST/Sept14/15)

5.1 A report on the estates budget performance to end of August 2014 was received. It was noted that SCS was on track to deliver within allocated budgets and there were no areas of concern.

5.2 It was noted that the unplanned remedial work to the ceiling in the North Court within Saltmarket was to be funded by reallocation of funds from existing projects if no new funding becomes available. The costs for the work in Edinburgh Sheriff Court may be pushed back and straddle two financial years.

5.3 The Committee praised the Property & Services team for their readiness to pull forward estates projects should any release of capital funding be notified. By releasing some of the reserve earlier this year, it was hoped to move away from increased spend towards the last three months of the financial year and take advantage of any additional funding from Scottish Government.

6. New Business Cases

6.1 There were no new business cases for consideration.

6.2 The Committee heard that discussions with Scottish Futures Trust were ongoing, including options for utilising the Non Profit Distributing model for funding estates projects. Feasibility studies were being considered to investigate where justice centres might be an option for improving the court estate. The court estate in Inverness was now being discussed. A paper would be presented to the Executive Team before being submitted to the Committee.

6.3 A presentation to the Committee by Scottish Futures Trust would take place at a future meeting.

7. Borders Feasibility Study (SCS/EST/Sept14/16)

7.1 Members received the report on the Borders Feasibility Study and noted that the SCS Board had approved the outcome of this Study at its meeting in June 2014.

8. Court Structures (SCS/EST/Sept14/17)

8.1 The Committee was advised that the second phase of court closures had been completed on 31 May 2014 with no major issues reported. Operating arrangements were working well.

8.2 The third phase was expected to be completed in January 2015 with the closure of courts in Haddington, Duns, Peebles and Dingwall. Work at Edinburgh Sheriff Court

was expected to commence in October to accommodate the staff and business transferring from Haddington.

8.3 Video link facilities had been operational in Arbroath, Stonehaven and Cupar since June 2014. A site was to be located for Dingwall. Accommodation had been identified at Haddington, Peebles and Duns and discussions were on-going with local authorities to secure the use of these facilities.

9. Estates Shared Service with COPFS (SCS/EST/Sept14/18)

9.1 The revised Memorandum of Understanding between SCS and the Crown Office and Procurator Fiscal Services (COPFS) was presented for approval. The Committee was broadly content but asked the Executive to set out more clearly in the document the mechanism for reviewing the proportionate re-imburement of costs by COPFS.

9.2 Subject to the further amendment noted above, the Committee agreed and approved the Memorandum of Understanding.

10. Civil Court Reform

10.1 The Committee received an oral update on progress of the Civil Court Reform Bill. Stage 2 of the Bill had been completed in June and Stage 3 was due to go through Parliament in October. Royal assent was expected to be received around the turn of the year. Implementation of structural changes and the procurement of a new case management system were expected by 2016. The Committee would receive an update at the meeting in November.

11. Health, Safety & Security Works Committee (SCS/EST/Sept14/19)

11.1 John McMillian presented the annual report from the Executive's Health Safety and Security Works Committee (HSSWC). This Executive Committee meets four or five times a year with representatives from the Sheriffs' Association, the Crown Office & Procurator Fiscal Service (COPFS) and the SCS Health and Safety/Security Team.

11.2 The Committee heard that the HSSWC had focused on monitoring the level of activity of the H&S Security Team across SCS and COPFS; the impact of the new court structures programme on the working environment; and the team's work supporting a number of major estates developments.

11.3 The report was welcomed by members who were content that the priorities for the year ahead were aligned to the overall estates strategy. The Chair thanked John for providing a comprehensive report on the important work being done by the Health, Safety and Security Team and the HSSWC.

12. Annual Report (SCS/EST/Sept14/20)

12.1 A draft outline of the Committee's Annual Report to the SCS Board was discussed. Members were invited to provide David Currie with any additional information to be included in the Report before the next meeting, when members would finalise the Report for submission to the SCS Board in December.

13. Committee Appraisal

13.1 It was noted that the SCS Board would discuss the appraisal system in October but it was agreed that Committee members would undertake its appraisal now and use the same questionnaire as last year. The questionnaire would be issued by Secretariat to members for completion by 20 October 2014 and responses would be discussed at the November meeting.

Action: Secretariat to circulate appraisal questionnaire to members for completion by Friday 20 October 2014.

14. Recruitment of External Member (SCS/EST/Sept14/21)

14.1 Members were updated on the recruitment of an external committee member. An advert had been placed on the Public Appointments website with a closing date of 26 September. Given the expected retiral of two more committee members in the new year, Membership would be discussed again at the November meeting when the outcome of the current exercise would be known.

15. Any Other Business

High Court Glasgow

15.1 The Committee received a report on the remedial work being carried out on the ceiling in the High Court building at Saltmarket. The work on the South Court was expected to be completed shortly and work on North Court would be carried out once that was completed.

16. Date of Next Meeting

16.1 The next meeting would take place on 19 November 2014 at 3.00 pm in Parliament House.

Scottish Court Service