



# MINUTES

**SCS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE  
WEDNESDAY 28 MAY 2014,  
PARLIAMENT HOUSE, EDINBURGH**

**Present:**

Sheriff Iona McDonald, 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  
David Currie, Director Property and Services, SCS  
David Fraser, Director Operations Delivery, SCS  
Karen Lawrie, Secretariat, SCS (Minutes)

**Apologies:**

Sheriff Principal Derek Pyle  
Sheriff Grant McCulloch

**1. Welcome & Introductions**

1.1 The Chair welcomed those present.

**2. Minutes of the Meeting on 25 February 2014**

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.

*Trevor Warne to arrange a meeting between Glasgow City Management and David Currie. This would be discussed at the Carbon Management Board Meeting on 30 May 2014.*

*David Currie to provide an update on the court estate in Inverness at the next meeting. SCS was working with Scottish Futures Trust on a feasibility study.*

*David Currie to take forward arrangements for the recruitment exercise to appoint an external member of the Committee. Discussions were on-going with the Corporate Secretary regarding the recruitment process for external members of SCS Committees.*

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

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

3.3 The Chair reported that in April, Board members had visited courts in Livingston, Haddington and Selkirk and shared their observations at the Board meeting which followed. Members also received a summary of findings from the feasibility study into provision of justice services in the Borders. A detailed report with options and recommendations would be submitted to the Board in June.

### **4. Review of Risk RAG report (SCS/EST/May14/06)**

4.1 The Project Risk report was considered. Members were pleased to note that the majority of projects were on-track and that action was being taken to address projects that were shown as amber.

4.2 Work on the proposed Jury Centre in Edinburgh Sheriff Court had been delayed and, as a result, there had been a change in the requirement priorities. It was noted however that works were due to begin in June 2014. Members requested sight of the Business Plan for the project at the next meeting.

**Action: Executive to provide the Committee with the Business Plan for the works at Edinburgh Sheriff Court at the next meeting.**

### **5. Budget Report (SCS/EST/May14/07 & SCS/EST/May14/08)**

5.1 A report detailing outturn of the Estates Budget for 2013-14 was reviewed. Members were content with the risk management of the Estates budget for that period and praised the Estates Team for all their hard work throughout the year.

5.2 Members considered and agreed proposed priorities outlined in a report allocating the Estates budget for 2014-15. It was also agreed that in future budget updates the Executive would include an additional heading to highlight the non-operational costs arising from the SCS buildings disposal strategy.

### **6. Internal Audit Report (SCS/EST/May14/09)**

6.1 The findings of a review of Shared Services between SCS and Crown Office and Procurator Fiscals Services (COPFS) carried out by Internal Audit were examined. Members were content with the level of assurance provided in the report and the proposed management actions.

6.2 The Executive advised that the memorandum of understanding would be amended to reflect an open-ended-agreement with an annual review to monitor performance.

**Action: Executive to circulate the amended Memorandum of Understanding to Members for comment prior to final sign off.**

### **7. Future Funding Models (SCS/EST/May14/10)**

7.1 The Committee was interested to note that SCS had had exploratory discussions with Scottish Government and Scottish Futures Trust (SFT) on the potential to fund major capital projects through a Non-Profit Distributing model.

7.2 The Committee requested updates on any future developments and would also welcome a presentation from SFT at its next meeting in September.

**Action: Executive to invite the Scottish Futures Trust to give a presentation on Non-Profit Distributing model at the next meeting.**

7.3 A paper detailing the proposed Capital Requirements for SCS for 2015-16 and the projected requirements for 2016-17 and 2017-18 was circulated. It highlighted the essential spend, highly desirable spend, and discretionary spend for backlog maintenance. The Committee welcomed sight of the paper and found the layout of the information helpful.

## **8. Civil Court Reform (SCS/EST/May14/11)**

8.1 Members were updated on the progress of Civil Courts Reform noting that the Bill remains on track to receive Royal Assent in December 2014. A further update would be provided following the outcome of Stage 2 amendments in September 2014.

## **9. Court Structures**

9.1 The Committee was advised that the second phase of the Court Structures project would be completed on 30 May with the closure of courts at Cupar, Arbroath and Stonehaven. Work would now focus on the final phase which involved the closure of Dingwall, Duns, Haddington and Peebles in January 2015.

## **10. Custody Review Plan (SCS/EST/May14/12)**

10.1 The Committee noted the changes which Police Scotland had introduced to their management of custodies.

10.2 SCS had been in discussions with Police Scotland about the new arrangements and these would be monitored throughout implementation to ensure that any issues were resolved as they arose to avoid any delays at courts.

**Action: David Fraser to update the Committee on the implementation of custody arrangements at the next meeting.**

## **11. PSU Staff Survey (SCS/EST/May14/13)**

11.1 The 2013 staff survey results for Property & Services Unit (PSU) was examined. An action plan implemented following the 2012 staff survey results had resulted in an increase of 12% in the overall index rating, which at 63% was slightly above the SCS average. It was agreed that the 2013 results should be used as a basis for measuring against future results.

11.2 The Committee was pleased to note the significant improvement in the PSU staff survey results over the last year.

## **12. Any Other Business**

### ***East Door Saughton House***

12.1 An on-going issue with the east entrance door of Saughton House was highlighted. A meeting with Scottish Government and SCS was due to take place in early June to agree a resolution.

12.2 In closing, the Chair paid tribute to Sheriff Principal Pyle for his valuable contribution to the work of the Committee, first as its Chair when it was established in 2010, and later as a non-Board member following his appointment as Sheriff Principal.

## **13. Date of Next Meeting**

13.1 The next meeting is on 24 September 2014 at 3.00 pm in Parliament House.