

**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 11 September, Parliament House, Edinburgh**

Members Present:

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Deputy Chair)
May Dunsmuir, President of the Additional Support Needs Tribunals for Scotland
Professor Hugh MacDougall, Non-Executive Member SCTS Board
Tom Gorman, Non-Executive Member (external)
Donald Wooley, Non-Executive Member (external)
Aileen Gomes, Non-Executive Member (external)

Attended:

Richard Maconachie, Chief Finance Officer, SCTS
David Currie, Director Property & Services, SCTS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Sheriff Iona McDonald, Non-Executive Member SCTS Board (Chair)
Yvonne Taylor, Acting Director Operations Delivery, SCTS

1. Welcome

1.1 The Committee welcomed May Dunsmuir, President of the Additional Support Needs Tribunals for Scotland, to her first meeting since her appointment as a member in May. Apologies were noted from Sheriff Iona McDonald and Yvonne Taylor.

2. Minutes of the Meeting of 12 June 2017

2.1 The minutes of the last meeting were approved.

3. Matters Arising

3.1 Outstanding action points were addressed under substantive agenda items during the meeting.

3.2 The Chair highlighted issues discussed and decisions made at the July and August meetings of the SCTS Board which had a bearing on estates matters.

4. Health Safety and Security Works Committee Report (SCTS/EST/Sep17/18)

4.1 John McMillan, Corporate Security Manager & Data Security Officer, joined the meeting to present the annual report from the Health & Safety/Security Works Committee. The report provided a comprehensive update on the work of the Committee during the last year, including an audit of Vulnerable Witness remote sites and the organisation's response to terror threat level changes.

5. Review of Risk – Project RAG Report (SCTS/EST/Sep17/19)

5.1 The Committee agreed that the Executive should carry out a review of RAG ratings within the report to ensure that they accurately reflected the current position of each project.

Following discussion, members were content that the 2 projects rated red were being managed effectively.

6. Estates Budget Update 2017-18 (SCTS/EST/Sep17/20)

6.1 The Committee were updated on progress of the allocation of the Estates budget for 2017-18. Members were content with the allocation at this point in the year and acknowledged the significant financial constraints the organisation operated within.

6.2 Members were advised that a full condition survey across the Estate formed the basis of the minimum investment required each year for backlog maintenance and statutory compliance. The survey which is completed every five years was currently underway. The Executive would report back to the Committee with the findings of the survey.

7. Updates to the SCTS Board August 2017 (SCTS/EST/Sep17/21)

Inverness Justice Centre

7.1 The Highland Council Planning Committee were due to discuss the revised planning application, submitted by the SCTS on 30 June, at their meeting on 19 September.

7.2 The Executive advised that a short life working group, led by the Lord Justice Clerk, was developing the optimum design for fully accessible court rooms and jury muster area within the Justice Centre. It was noted that there was Tribunals representation on the working group, to ensure requirements of tribunal hearing rooms were also recognised.

7.3 Various construction packages for the project had been issued for tender and the project remained on track with existing timescales. The contract award would be reviewed and agreed by the IJC Project Board prior to sign off by the Committee Chair and Chief Executive in due course.

Kirkcaldy Sheriff Court

7.4 Following a visit by the Lord President and Chief Executive to the court buildings in Kirkcaldy and Dunfermline on 14 August, the Committee received an update on the current improvement works underway to alleviate some of the security concerns in Kirkcaldy that had been previously highlighted to the Committee.

7.5 Possible options for future medium to long term improvements were also outlined. A potential solution to constraints in Kirkcaldy was in the very early stages of consideration and discussion. If it advanced, this will provide a future proof solution with the correct mixture of courtrooms whilst easing overcrowding issues within the Sheriff Court building. Early discussions are in hand with a number of parties in particular with the Scottish Government around securing capital funding. The Committee would be updated on progress at the next meeting.

Glasgow Integrated Tribunals Centre

7.6 Written assurance had been received from the UK Government that the responsibility for the reserved tribunals, currently administered by HMCTS in Scotland, would be transferred to the SCTS. The transfer of jurisdiction would commence in April 2020.

7.7 A ministerial submission had been made to both the Cabinet Secretary for Finance and Cabinet Secretary for Justice seeking the required Scottish Government approval to sign the proposed long term lease for accommodation in Glasgow with a private landlord. The Cabinet Secretary for Finance had reviewed and approved the submission and the Committee would be advised on the position of the Cabinet Secretary for Justice when received. Members commended the progress made by the Executive and were assured that points raised by the SCTS Board at their meeting in August had been sufficiently addressed.

8. Disposal of Court Buildings – Arbroath and Stonehaven (Oral)

8.1 The Committee were informed on the progress of the transfer of the former Arbroath Sheriff Court and Stonehaven Sheriff Court buildings to local community trusts and their ongoing work to secure funding for the renovation works that would be required on each building. The Executive had issued a letter of assurance to each trust and had given them an additional 4 weeks to provide the SCTS with viable business case.

9. Retender of Contractors Framework – Update (Oral)

9.1 The Executive reported that a number of tenders had been received and were being evaluated. A full tender report would be presented to the Committee at the next meeting for their consideration.

10. Draft Annual Report to the SCTS Board (SCTS/EST/Sep17/22)

10.1 Members were content with the progress made on the Annual Report to the SCTS Board 2016-17. It was agreed that the Committee would give further consideration to the priorities for the coming year section, looking at the Estates Strategy 2016-26 in order to align the focus of the Committee in the coming year to strategic estates priorities. The report would be finalised at the next meeting.

Action: Secretariat to circulate the Estates Strategy 2016-26 prior to the next meeting to allow members to further consider the Committee's priorities in the coming year.

11. Any Other Business

11.1 None.

12. Committee Member Annual Appraisal (SCTS/EST/Sep17/23)

12.1 A summary of members' responses to the appraisal questionnaire was discussed out-with the presence of the Executive. Members were largely content with the operation of the Committee, and agreed that they would benefit from further sessions around SCTS strategic priorities and alignment of the Committee's work with the current Estates Strategy.

13. Date of Next Meeting

13.1 The date of the next meeting was 13 November 2017.

SCTS Estates, Health & Safety, Fire and Security Committee
September 2017