

MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 24 February 2020 – Kirkcaldy Sheriff Court/Annexe

Members Present:

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Chair)
Donald Wooley, Non-Executive Member
Tom Gorman, Non-Executive Member
May Dunsmuir, President of the Health and Education Chamber, First-tier
Tribunal for Scotland, Non-Executive Board Member

Attended:

Richard Maconachie, Chief Finance Officer, SCTS
David Currie, Director Property & Services, SCTS
Yvonne Taylor, Director Operations Delivery, SCTS
Karen Lawrie, Secretariat Business Manager, SCTS
Tara McNamara, Executive Support Officer, SCTS (Minutes)

Apologies:

Aileen Gomes, Non-Executive Member
Morna Rae, Non-Executive Member SCTS Board

1. Welcome & Apologies

1.1 The Committee noted apologies received from Aileen Gomes and Morna Rae.

2. Declaration of Interests

2.1 There were no new declarations of interest.

3. Minutes of the Meeting (SCTS/EST/Nov19/Mins)

3.1 The minutes of the meeting held on 11 November 2019 were approved.

4. Matters Arising (including feedback from SCTS Board)

Outstanding Action Points

4.1 Outstanding action points were discussed or addressed under substantive agenda items during the meeting.

Feedback from SCTS Board

4.2 The Chair highlighted discussions from the November 2019 and February 2020 meetings of the SCTS Board which had a bearing on Estates matters.

4.3 The Committee commended the work of the Executive and their teams on the work done to complete the Inverness Justice Centre and Kirkcaldy annexe.

Reflections on Tour – Kirkcaldy Sheriff Court/Annexe

4.3 The Committee received a tour of the Kirkcaldy Sheriff Court building and the Annexe prior to the formal meeting. Members commented favourably on the design and layout of the new purpose built two court annexe, acknowledging the outstanding planning and design work to ensure that historic features remain and the overall finish managed by the Property Service Unit. Members agreed that a ‘before and after’ article should be published in a future Staff Focus magazine to highlight the development and completion of the Kirkcaldy Annexe.

ACTION: Director Property Service Unit to liaise with the Communication Team to arrange publication of a ‘before and after’ article on the Kirkcaldy Annexe.

COP26 Awareness

4.4 The Executive updated members on the anticipated impact the Scottish Justice System would face as a result of the upcoming United Nations Framework Convention on Climate Change Conference of Parties (COP26) which was scheduled to take place in Glasgow in November.

5. SCTS Estates Budget 2019-20 (SCTS/EST/Feb20/01)

5.1 The Executive presented a progress report on the continued management and allocation of the Property and Service Unit (PSU) Estates Budget for 2019-20. The Committee were advised that PSU continued to closely manage the budget, with the financial year end approaching, to ensure the maximum benefits were achieved from the funding available.

5.2 Members acknowledged the continuing financial restraints the organisation was required to operate within and were content with the Executive’s comprehensive outline, and revised allocation of the remaining budget for 2019-20.

6. Outline Budget 2020-21

6.1 Members received an update on the developing budget outline for 2020-21. Following the announcement of the draft Scottish Government budget, SCTS finance colleagues were working closely with all business units to develop projected allocations for the coming year.

6.2 Details of the 2020-21 budget projections would shortly be tabled to the Executive Team for discussion prior to submission to the SCTS Board in March. The Committee would be updated at the June meeting.

7. Draft PSU Business Plan – 2020-21 (SCTS/EST/Feb20/02)

7.1 Members reviewed the draft PSU Business plan for 2020-21. Following discussions, members confirmed they were content with the key areas of focus for 2020-21 proposed in the draft.

7.2 The final draft would be approved by the Chief Finance Officer following confirmation of the budget allocation for 2020-21. A copy of the final PSU Business Plan would be presented to the June Committee meeting.

8. PSU Staff Survey Results – 2019 (SCTS/EST/Feb20/03)

8.1 The Property Service Unit (PSU) Staff Survey Results for 2019 were reviewed and discussed by the Committee. Members received an update on the various actions considered to address certain areas highlighted by the results.

9. Review of Risk – Project RAG Report (SCTS/EST/Feb20/04)

9.1 The Executive presented the Estates projects RAG report and provided members with an update on the overall position of current Estates projects. Projects marked 'amber' were discussed, and assurances provided that the projects were being managed effectively.

9.2 The Executive highlighted urgent remedial works which had taken place at Livingston Sheriff Court, due to structural damage caused by the recent high winds. Members would receive a further update, following a full investigation at the next meeting.

10. Major Capital Projects (SCTS/EST/Feb20/05)

10.1 Members discussed the current Major Capital Projects that were underway, which included works at the Kirkcaldy Annexe; Sheriff Courts in Dumbarton; Peterhead and the Dundee Annexe. Work was also underway at the Glasgow Tribunals Centre and discussions were ongoing regarding proposals from Aberdeen City Council. Members acknowledged the updates provided and were content with progress and management of the projects to date.

11. Inverness Justice Centre (SCTS/EST/Feb20/06)

11.1 The Committee received an update on the progress of the Inverness Justice Centre (IJC). The progress remained on track for the planned opening for business on 30 March 2020.

11.2 Members discussed the recent independent Gateway 4 Review, carried out on the Inverness Justice Centre. Members welcomed the update and acknowledged the positive assurances provided by the report.

12. Estate Wide Capital Investment Plan – Business Case Update (SCTS/EST/Feb20/07)

12.1 *The record of this discussion was considered confidential and exempt from publication.*

13. Edinburgh Justice Sector Property Rationalisation Update (SCTS/EST/Feb20/08)

13.1 *The record of this discussion was considered confidential and exempt from publication.*

14. Hadrian House – Falkirk - Update

14.1 Following completion of the lease renewal for the Office of the Public Guardian (OPG) based at Hadrian House, Callendar Business Park, Falkirk, planned refurbishment works, by the building owner, had commenced and were scheduled for completion in July 2020.

15. Health & Safety Incidents – Update

15.1 *The record of this discussion was considered confidential and exempt from publication.*

16. Arbroath Sheriff Court

16.1 The Executive provided members an update following further communications received from the Chair of the Arbroath Community Council Trust (ACCT), in relation to funding.

16.2 Due to limited progress, the Committee requested that the Executive should write to Scottish Government (SG) officials highlighting the financial impact SCTS continued to absorb as a result of funding delays, and seek guidance on the next steps required in order to proceed to advertising the Courthouse on the open market.

ACTION: The Executive to write to Scottish Government Community Officials, detailing the concerns raised by the Committee regarding the time extensions already granted to the ACCT by SCTS, and highlighting the financial burden incurred due to the limited progress made in regards to the transfer of the building to the ACCT.

17. Jury Room Accommodation - (SCTS/EST/Feb20/09)

17.1 The Committee reviewed the details provided on the Jury Room Accommodation, however agreed that further discussions would take place at the next meeting when information from all courts has been received and analysed.

18. Any Other Business (AOB)

18.1 Members agreed the next Committee Meeting, scheduled to take place in Parliament House, would include a tour of the XLPY area.

ACTION: Secretariat to arrange and incorporate a tour of the XLPY area, situated within Parliament House, at the next Committee meeting.

19. Date of Next Meeting

19.1 The next meeting would be held on 1 June 2020.

SCTS Estates, Health & Safety, Fire and Security Committee
February 2020