



SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 12 February 2024 –WebEx

Members Present:

Sheriff Jillian Martin-Brown, SCTS Board (Chair)
Luke Broadbent, Non-Executive Member
David Caddick, SCTS Board
Alan Cormack, Non-Executive Member
Steven Dickson, SCTS Board
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, Non-Executive Member
Joe Lynch, Non-Executive Member

Attended:

Alice Wallace, Chief Finance Officer, SCTS
Kate Leer, Director Property & Services (PSU), SCTS
Steven D'Arcy, Corporate Secretary, SCTS
Daragh Stewart, Head of Service Delivery PSU, SCTS
Craig Robertson, Head of PSU Finance and Governance, SCTS
Kyle Williamson, Head of PSU Service Development, SCTS
Del Kaiser, Head of Health, Safety and Security, SCTS
Karen Lawrie, Head of Secretariat, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

Yvonne Taylor, Principal Clerk of Session and Judiciary, SCTS

1. Declaration of Interests

1.1 There were no declarations of interest from Members.

2. Minutes of the Meeting

2.1 The minutes of the meeting held on 23 October 2023 were approved.

3. Matters Arising (including feedback from SCTS Board)

3.1 There were no outstanding action points from the previous meeting.

3.2 The Chair provided an overview of the discussions at the November 2023 and February 2024 SCTS Board meetings, which had a bearing on matters relating to the Estates Committee.

4. Finance Report 2023-24

4.1 The Executive provided an overview of the Finance Quarterly Update 2023-24. The allocated budget remains at £32.9m. Following reallocations a permitted overspend of £2.2m for the year had been approved in order to carry out remedial RAAC works in Airdrie Sheriff Court, accelerated build of the Dundee Justice Hub and roofing repair works, LED lighting and to enhance accommodation across the estate.

4.2 The Committee were advised that SCTS had been successful securing a further £2.1m grant, from the Scottish Central Government Energy Efficient Grant Scheme. This would deliver new energy efficient windows, PV array and metering at Edinburgh High Court along with

expanded PV array at the Inverness Justice Centre. Previous funding from the grant had allowed a new metering system to be installed at Kilmarnock Sheriff Court and the installation of three Air Handling Units with a further two to be operational by the end of February across the estate. An LED lighting upgrade at Peterhead would be completed by the end of February.

4.3 The Committee welcomed the quarterly update. They commended the PSU Team on their continuing efforts to ensure the SCTS estates is as sustainable as possible whilst acknowledging the challenge of working with an aging estate.

5. SCTS Facilities Management Contract Tender

5.1 The Committee reviewed the process for the Facilities Management Contract Tender as the current contract, held by Atalian Servest since 2016, was coming to an end. The re tender exercise was underway and had been progressing well against the procurement timetable. It was noted that the anticipated contract award date was 15 March 2024.

5.2 Bidder interviews had taken place in January 2024, scoring had since been completed with the reference requests and tender clarifications underway.

5.3 The Committee were assured by the Executive's detailed outlined procurement timetable that the re-tendering process would proceed as outlined with an anticipated FM Contract Go Live date of 1 July 2024. An update would be provided at the next meeting.

6. Reinforced Autoclaved Aerated Concrete (RAAC) Update

6.1 The Executive gave an update on the work underway to manage accommodation issues as a result of presence of RAAC in Airdrie Sheriff Court.

6.2 A number of courtrooms within the building had been closed in order to ensure the safety of staff, judiciary and court users. Contingency arrangements had been put in place to manage business in the short to medium term. Works were underway in court 5, in the corridor and ancillary room, it was anticipated that the works on court 5 would be completed by 31 March 2024. Work had been instructed for court 1 and associated Sheriffs chambers and ancillary rooms with an anticipated completion date of late June 2024. Modular accommodation would be installed in the carpark area to accommodate a staff office and welfare facilities. As the modular accommodation would be made bespoke to our requirements, installation, associated groundworks and service connections would commence as soon as possible with an anticipated operation occupancy in early summer 2024.

6.3 Further appraisal options would be undertaken to determine the best future delivery models for provision in Airdrie in the medium and longer terms. This would consider renovation, reconstruction and replacement options. Longer term, a business plan was currently being prepared for the development of an enhanced Justice centre which could support new business types and new ways of working.

6.4 The Committee welcomed the detailed update, commending the work of the PSU Team in providing the best possible working conditions for staff during the remedial works. A further update would be provided to the Committee when available.

7. Capital Projects

7.1 The Committee received an update on the Capital projects currently underway, with a breakdown on the progress of each of the main projects since the last meeting.

7.2 Evidence by Commission (EbyC) - Aberdeen Civil Annexe

The Aberdeen Civil Annexe EbyC suite building works had been completed in September 2023. The Committee planned to visit the new facility as part of their meeting in July. Additional capital funding from Scottish Government had been allocated for similar EbyC suites in North Strathclyde and South Strathclyde, Dumfries & Galloway.

7.3 Aberdeen Queen Street

Aberdeen City Council are engaging with the Executive regarding the potential impact of the Council regeneration plans on Court business, both parties are working attentively to ensure that there is no unacceptable disruption to Court business.

7.4 Glasgow Sheriff Court – Replacement Atrium Roof

The contract to replace the Atrium Roof in Glasgow Sheriff is well underway. The project had been progressing well and was currently on target to be completed by 31 March 2024, within budget.

8. Dundee Civil Annexe

8.1 The Committee received an update on the proposed relocation of civil court business currently located within the Dundee Civil Annexe (Telephone House) to a Justice Hub in Quadrant House, Dundee.

8.2 The projected timescale for the new Dundee Justice Hub (DJH) to be fully operational was June 2024 which coincided with the end of the extended lease of Telephone House. A project plan had been developed by PSU, the Change and Digital Innovation team and Operations to ensure that disruption to business would be kept to a minimum during the transition.

8.3 The Committee welcomed the good progress made to date and acknowledged the collaborative working across the SCTS teams.

9. Edinburgh Justice Campus (EJC) Update

9.1 Vince Guz, Programme Manager Edinburgh Justice Campus (EJC) joined to provide an overview of progress since the October Meeting.

9.2 The Phase 2 Business Case had not been submitted to the Scottish Government at this time due to the known financial climate, however, should a late release of funding be received, plans were in place to utilise the spend on certain aspects of phase 2.

9.3 The EJC Board met in early February 2024. They had completed a re-scoping exercise which had broadened the scope of the “campus” definition to include Parliament House, George House and the accommodation outcomes from the future relocation out of Saughton House. They agreed to aim to exercise their lease break option at August 2026, which would secure a saving of approx. £1m. HMCTS had been removed from the scope of the phase 2 works.

9.4 Funding is being sought for the relocation out of George House by August 2026. It had been recognised that to allow the George House lease to end, the relocation of the Scottish Land Court and Land Tribunal based within George House, Edinburgh, to Parliament House, Edinburgh had to be granted.

9.5 The Committee acknowledged the current status of the EJC project. They raised concern that the change in scope from the original business case had reduced the net zero benefits that could have been gained from the project. The Executive accepted the change in scope had had affected some of the planned carbon reduction however without sufficient funding from the Scottish Government alternative plans had to be implemented. A further update would be provided to the Committee at the next meeting.

10. Sustainability Strategy

10.1 The Executive informed the Committee that a draft Sustainability Strategy had been considered by the SCTS Board in November 2023. Board members had been supportive and engaged, providing helpful feedback. It had been agreed that a foreword from the Lord President would also be included.

10.2 The Board Sustainability Champion and Estates Committee Member, Steven Dickson, was fully appreciative of the efforts of the team to develop the strategy and the roadmap to net zero in 2045. Whilst positive sustainability changes had been implemented throughout the estate in recent years, further activity and next steps as defined by the emerging action plan would be launched in due course.

10.3 A rollout of an SCTS EV Charging procedure would commence shortly subject to the completion of a digital booking system. A pilot to test the new booking system would shortly take place across two or three key sites, feedback would be gathered and analysed ahead of a full rollout. Communications to accompany the implementation of the policy and new booking system were in development.

10.4 The Committee welcomed and approved the draft sustainability strategy which was viewed as a living document that would evolve as the SCTS moved forward. Members reiterated the importance of staff behaviours regarding sustainable practices which is the responsibility of all.

11. Health, Safety and Security Works Committee Report

11.1 The Executive provided the Committee with an overview of the work of the Health, Safety and Security team and the Health and Safety/Security Works Committee (HSSWC). They highlighted the main activities of the Health & Safety team, Fire Safety, reports, confiscations and health and safety incidents that have occurred in the last quarter.

11.2 The Health and Safety team had been working closely with the Education and Learning Unit (ELU) to create a more intuitive and tailored virtual Fire Warden Training to assist local fire wardens.

11.3 The Committee discussed the recent review conducted by Police Scotland in relation to the potential reduction of Police presence within court buildings. *The record of this discussion is considered confidential and exempt from publication.*

11.4 The Committee discussed the importance of Judicial security and the measures in place to ensure all staff members felt reassured and supported in the workplace. *The record of this discussion is considered confidential and exempt from publication.*

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11.5 Police Scotland (PS) conducted a review in September 2023 in order to find ways of reducing escalating financial pressures. During their review PS explored the possibility of reducing Police Officers in some courts. The Judicial Welfare Committee (sub-committee of the Judicial Council for Scotland and chaired by Lord Mulholland) had been consulted. Although it had been proposed that a three month pilot trailing a reduction in police officers would commence in March within Edinburgh Sheriff Court, the risk assessment provided by Police Scotland remains under consideration by the local implementation group and consensus approval has not yet been reached.

11.6 The Committee acknowledged recent security issues that had taken place involving Judicial Office Holders. The Head of Health, Safety and Security provided assurance that the team were working closely with relevant authorities as soon as any incidents are reported. Full ongoing support would be provided to the individuals involved.

11.7 The Committee also discussed the layout of court buildings which in some older courts meant that members of the judiciary had to access the same areas as the accused and members of the public. The benefits of the design features in the purpose built Inverness Justice Centre were commended whilst acknowledging the constraints and limitations to adapt other buildings in the estate.

11.8 Members welcomed the ongoing work of the Health Safety and Security Team and the support provide when incidents occur. They felt that more detailed communications with the judiciary would be beneficial and would provide a level of reassurance. The Executive confirmed that guidance would be available in the form of the Blue Book, which is a guide for personal security created by the national counter terrorism security office providing a wealth of general personal security guidance. This would be made available in all court locations and copies would be provided to all Chamber Presidents and Sheriff Principals.

12. Any Other Business (AOB)

12.1 The Executive informed the committee that CEO Eric McQueen would retire in August. A recruitment process, led by the Scottish Government, was underway to identify a successor.

13. Papers for Scrutiny/Exception Reporting Only

13.1 The following paper had been circulated for scrutiny:

- **Review of Risk – Project RAG Report**

13.2 No comments were raised by exception.

14. Date of Next Meeting

14.1 The next meeting, would take place virtually on 13 May 2024. The Committee meeting in July would held in-person in Aberdeen Sheriff Court and include a visit to the Evidence by Commission Suite within the Aberdeen Civil Court Annexe.

SCTS Secretariat
February 2024