



SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 15 July 2024 – Aberdeen Sheriff Court

Members Present:

Sheriff Jillian Martin-Brown, SCTS Board (Chair)
David Caddick, SCTS Board
Alan Cormack, Non-Executive Member
Steven Dickson, SCTS Board
Joe Lynch, Non-Executive Member

Attended:

Alice Wallace, Chief Finance Officer, SCTS
Kate Leer, Director Property & Services (PSU), SCTS
Yvonne Taylor, Principal Clerk of Session and Judiciary, SCTS
Craig Robertson, Head of PSU Finance and Governance, SCTS
Kyle Williamson, Head of Service Development, SCTS
Del Kaiser, Head of Health, Safety and Security, SCTS
Vince Guz, Programme Manager Edinburgh Justice Campus (EJC)
Karen Lawrie, Head of Secretariat, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

Luke Broadbent, Non-Executive Member
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, Non-Executive Member
Steven D'Arcy, Corporate Secretary, SCTS
Daragh Stewart, Head of Service Delivery PSU, 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 13 May were approved.

3. Matters Arising (including feedback from SCTS Board)

3.1 The Executive provided an update on the SCTS Facilities Management (FM) Contract. The contract had commenced on 1 July 2024. The Chief Executive and Sheriff Martin-Brown would formally sign the contract in September.

3.2 The Committee received an update on the matters discussed at the Board meeting in June. Board members provided an update on the informative visits to Banff, Peterhead and Aberdeen.

4. Quarterly Budget Report

4.1 The Quarterly Budget Report was presented to members. The total anticipated 2024-25 budget had been set at £37.2m. Project prioritisation was underway to ensure the available budget is allocated to essential projects in line with the next FM contract NEC4 terms and to utilise available budget. It was acknowledged that increased labour and material costs had added to the budgetary pressures.

4.2 It was highlighted that planned maintenance may have to be deferred to meet budgetary requirements.

4.3 The delay to the new cleaning methodology was discussed, however it was noted that budgetary savings were anticipated in the next quarter. All COVID-19 cleaning protocols ceased 1 April 2024. Due to the cold wet summer, with cooler than normal summer temperatures the utilities spend was higher than forecast, with some roofing works in Kirkcaldy, Dunfermline and Perth escalated.

4.4 The Scottish Central Government Energy Efficient Grant Scheme had announced in May 2024 that no further funding was available for this financial year. Funding applications for grants would open in late 2024 for projects in 2025-26. Funding from the scheme had been received to improve external windows at the High Court in Edinburgh. Works would commence in Q2 and would generate efficiency benefits once installed.

4.5 The Committee welcomed the detailed update and the continued prioritisation of projects to utilise available budgets.

5. Draft annual report to SCTS Board

5.1 Members reviewed the outline of their draft annual report to the SCTS Board. Members agreed that the content accurately reflected the work of the committee during 2023-24. A final draft would be shared for formal approval at the next meeting following completion of the member appraisal exercise. The final report would be submitted to SCTS Board in November.

6. Reinforced Autoclaved Aerated Concrete (RAAC) Update

6.1 The Executive provided members with a progress update on the ongoing remedial work at Airdrie Sheriff Court where RAAC had been identified. Contingency arrangements remained in place to manage business in the short term. It was anticipated that the remedial works would allow all business, which was normally scheduled in Airdrie, to return to the Court by end of September 2024. Modular accommodation for staff offices was in place with staff welcoming the new accommodation that had allowed them to be based at the court.

6.2 The Executive advised that Business Cases were in development to assess the longer term options, which included: the potential for a full refurbishment of the current facility, demolition and rebuild either on the existing site or on a new site, and the development of a Lanarkshire Justice Centre with specialist courts. The Business Cases with an overarching summary, would be submitted to the SCTS Board for their consideration. It was acknowledged that all options would require additional funding.

6.3 The Committee commended the continuing flexibility and resilience of the staff, judiciary and partner agencies working in Airdrie Sheriff Court. They also congratulated the PSU team on the implementation of the remedial works and the good progress made to date.

7. Dundee Justice Hub

7.1 The Committee received an update regarding the relocation of the Civil Court business from the Civil Annexe in Dundee into a new Justice Hub at Quadrant House in Dundee. The Executive confirmed that the building works had been largely completed. The handover from contractors took place in May. The Justice Hub had become operational in early June with two courtrooms, office accommodation and live link facilities preparing to go live. The building would be officially opened on 2 August.

7.2 Works were ongoing to install and test the technology required for the Evidence by Commissioner (EbyC) facilities which allow for the recording of evidence remotely. The first hearing was scheduled for 29 July and would be heard by the Sheriff Principal for Tayside,

Central and Fife. This would be the fifth EBC suite delivered by SCTS and provided modern, technologically capable and flexible suite developed to date.

7.3 The Executive advised that this had been the first project that had been run through the LAB process under a LOAD (Logically Optimised Agile Delivery) framework with significant collaboration between the Property Services Unit and Charge Digital & Innovation teams. Following the completion of the project a fully documented lessons learned review would take place.

7.4 The Committee welcomed the informative update. They agreed that they would visit Dundee Justice Hub as part of a future meeting.

8. Capital Projects

8.1 The Committee received a presentation showing images of the four big Capital Projects across the SCTS Estate – the Law Commission suite situated within Parliament House completed as part of the Edinburgh Justice Campus programme which had been visited by the committee in February 2023; the newly completed Glasgow Atrium Roof replacement; the RAAC remedial works at Airdrie Sheriff Court and the Dundee Justice Hub.

8.2 The Committee welcomed the presentation which provided a visual aid and context to the papers presented at meetings, Members commended the Executive on the complex projects they were managing across the estate. They highlighted the importance of lessons learned reflection and documentation following completion of capital projects. It was acknowledged that the adoption of NEC4 project management would assist in this process. Projects in excess of £5m were subject to the SG Gateway process.

9. Edinburgh Justice Campus (EJC) Update

9.1 An overview of progress since the last meeting was provided. The EJC Programme Board had taken place in May, with a newly reduced membership and focussed scope. Work on the initial stages of phase 2, including the relocation of the Scottish Land Court and Lands Tribunal from George House to Parliament House in Edinburgh, was due to commence as part of a 12 week programme. Consultations with staff, judiciary and the PCS Union had taken place prior to the commencement of the works.

9.2 The current programme for each stage of the Phase 2 programme had been outlined but was subject to sufficient funding being available. Should a late release of funding be received, plans were in place and teams were ready to action each stage of the project.

9.3 Members welcomed the update. It was agreed that a 'deep dive session' focussing on the Edinburgh Justice Centre Campus Programme would be scheduled for a future meeting.

10. Sustainability Strategy

10.1 Following the approval and publication of the SCTS Sustainability Strategy, a Sustainability Action Plan was now underway. SCTS was continuing to achieve carbon reduction and minimise energy consumption where possible. As part of the new Facilities Management contract the energy reduction target would increase from 2.5% to 3% from July.

10.2 Members considered a report produced by the new Achilles Carbon Reduction tool which would be essential for future planning and works to be carried out by the FM Contract provider. The SCTS Board Sustainability Champion reiterated the need to embed a culture of sustainability throughout the organisation with buy in from all staff to ensure that future targets are met.

11. Health, Safety and Security Works Committee Report

11.1 The Committee reviewed the Annual Report from the Health and Safety/Security Works Committee Report 2023-24. The report provided a comprehensive update on the work of the committee during the last year, including Health & Safety activities, Fire Safety, reports on incidents and operations that have been managed over the course of the year.

11.2 The Executive 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.

11.3 The Health and Safety team continued to work closely with the Judiciary in order to offer comprehensive security guidance and support. The Executive would continue to liaise with the Judicial Welfare committee and Police Scotland to ensure suitable procedures were in place to enhance judicial security when required.

11.4 The Executive informed members that a hard copy of the Blue book, a comprehensive guide from the National Counter Terrorism Security Office (NaCTSO) had been sent to Sheriff Principals, Chamber Presidents, Sheriff Clerks and Building Managers. A copy had been shared with committee members.

11.5 The Committee were updated on the three month Policing reduction pilot at Edinburgh Sheriff Court to assess a new policing model in the building. Police Scotland had responded to all incidents that had arisen in line with the agreed parameters of the pilot. The scope of the pilot evaluation was being developed and would be carried out at the end of the pilot.

11.6 The Committee welcomed the comprehensive report from the HSSWC. They were assured that adequate plans were in place.

12. Any Other Business (AOB)

12.1 The Committee were informed that Malcolm Graham would join SCTS as Chief Executive on 29 July. Eric McQueen would officially retire on 18 August.

12.2 Members participated in a tour of Aberdeen Sheriff Court, the Civil Annexe and the Evidence by Commissioner Suites after the meeting.

13. Papers for Scrutiny/Exception Reporting Only

13.1 The following paper had been circulated for scrutiny:

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

14. Date of Next Meeting

14.1 The next meeting would take place on the 21 October.

SCTS Secretariat
July 2024