

**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 10 September 2018, Parliament House, Edinburgh**

Members Present:

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Chair)
Professor Hugh MacDougall, Non-Executive Member SCTS Board (Deputy Chair)
Morna Rae, Non-Executive Member SCTS Board (external)
Donald Wooley, Non-Executive Member (external)
Aileen Gomes, Non-Executive Member (external)
Tom Gorman, Non-Executive Member (external)

Attended:

Richard Maconachie, Chief Finance Officer, SCTS
David Currie, Director Property & Services, SCTS
Yvonne Taylor, Director Operations Delivery, SCTS
Noel Rehfisch, Corporate Secretary, SCTS
Tara McNamara, Executive Support Officer, SCTS (Minutes)
John McMillan, Corporate Security Manager, SCTS (*Item 4 only*)
Lee Fotheringham, Health, Safety & Security Team, SCTS (*Item 4 Only*)

Apologies:

May Dunsmuir, President, Health & Education Chamber, First-tier Tribunal for Scotland

1. Declaration of Interests

1.1 There were no new declarations of interest.

2. Minutes of the Meeting of 14 May 2018

2.1 The minutes of the last meeting 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 highlighted issues discussed and decisions made at the June and August meetings of the SCTS Board which had a bearing on estates matters. At the June board meeting members had split into three groups to visit the court premises at Stornoway, Portree and Fort William – with the meeting being held by video-conference from the 3 court sites thereafter.

4. Health, Safety and Security Works Committee Report (SCTS/EST/Sep18/21)

4.1 John McMillan, Corporate Security Manager, presented the annual report from the Health, Safety and Security Works Committee. The report provided a comprehensive update on the work of the Committee during the last year, including Health & Safety activities, support provided to Tribunals Operations and a detailed update on Fire Safety, including reports on a number of incidents and operations that had been managed over the course of the year.

4.2 The Committee discussed, and were reassured by, the detailed fire safety, detection, reporting and incident de-briefing arrangements in place across the estate. It was agreed that a

detailed annex to the report, on the topic of remote vulnerable witness sites, would be removed from the final draft, as it would be subject to further development before being finalised. Subject to this change the Committee commended and approved the Health, Safety and Security Works Committee report.

5. Draft Annual Report to the SCTS Board (SCTS/EST/Sep18/22)

5.1 Members considered their draft Annual Report to the SCTS Board, summarising the work the Committee had carried out on behalf of the Board over the course of the past year. The report would now be finalised for submission to the November meeting of the SCTS Board. The Chair invited members to keep the Committee's priorities for the coming year under review – to ensure that these focused on the areas of greatest priority.

6. Review of Risk – Project RAG Report (SCTS/EST/Sep18/23)

6.1 The Executive briefed members on current estates projects, drawing attention to those where risks had been identified and measures put in place to manage them. Updates on projects rated as amber were provided. There were no projects currently rated red.

6.2 The Committee discussed the position in relation to the former Arbroath courthouse, noting its current condition and the ongoing interest of the community trust, which intends to submit a further business case for the property in the coming months. Maintenance issues may become more pressing before the conclusion of that process.

6.3 Following discussion, members were content that projects were being monitored appropriately and managed effectively. It was agreed that the entry relating to the former Stonehaven courthouse should be removed as the transfer of the property had been completed. Fire safety issues would remain a key area of focus, in the wake of major incidents such as the fire at the Glasgow School of Art.

8. Estates Budget Update – 2018-19 (SCTS/EST/Sep18/24)

7.1 The Committee were updated on progress of the allocation of the Estates budget for 2018-19. Members were content with the allocation at this point in the year and acknowledged the significant financial constraints the organisation operated within.

7.2 Members noted several significant backlog maintenance projects for which investment plans had been developed should any additional funding be made available by the Scottish Government in-year. These had been prioritised to ensure that any additional resource could be put to use quickly to address priority issues.

8. Five Year Capital Programme (SCTS/EST/Sep18/25)

8.1 The Committee considered an outline programme for major areas of capital expenditure over the coming five years. The outline would be refined for a future meeting, in order to set out the priorities for significant investment, assessed against both the need to tackle maintenance issues and the potential benefit of each investment. The Committee agreed that a longer-term overview of this nature would assist in prioritisation and in making the case for sustainable funding to be maintained in the long term.

9. Inverness Justice Centre (SCTS/EST/Sep18/26)

9.1 Progress on the development of the Inverness Justice Centre (IJC) was reviewed by the Committee. The project remained on schedule, with “topping out” of the construction anticipated around the end of October. A new project manager had been appointed to manage this crucial stage of development and planning for occupation.

9.2 The Committee discussed the importance of ensuring that cost pressures were managed effectively as the design was finalised and users considered practical issues ahead of occupation. Members expressed the view that, should partner agencies wish to propose changes that may increase cost, those additional costs would need to be met by the proposer. Robust control of the ongoing management of design and costings would be achieved through the work of the project user group.

10. Dundee Sheriff Court (SCTS/EST/Sep18/27)

10.1 *The record of this discussion is considered confidential and exempt from publication.*

11. Kirkcaldy Sheriff Court – Update (Oral)

11.1 The Committee considered the current position on work to develop an additional two-court complex in Kirkcaldy. The programme was on schedule to deliver by July 2019 – works would be tendered through the new construction framework contract. The new development would include the provision of improved custody and video-link facilities.

12. Peterhead Sheriff Court – Update (Oral)

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

13. Airdrie Justice of the Peace Court (SCTS/EST/Sep18/28)

13.1 Committee members reviewed progress on the proposal to relocate Justice of the Peace Court business currently heard at Coatbridge to a new facility in Airdrie. A public consultation had been held on the proposal, which closed on 30 July. All responses had been in favour of the proposal. Formal approval would require the passage of a Parliamentary order. An update on progress would be provided at the next meeting.

14. Clutha FAI (SCTS/EST/Sep18/29)

14.1 The accommodation arrangements for the Fatal Accident Inquiry were considered by the Committee. The full inquiry will commence on Monday 8 April 2019, using facilities installed specifically for this purpose at Hampden Park in Glasgow. Preliminary hearings were scheduled for October 2018, December 2018 and February 2019. Committee members were assured that appropriate arrangements were in place to support the inquiry.

15. Custody Risk Assessment – Update (Oral)

15.1 The committee were updated that work on the detailed assessment of custody areas was on hold, pending the appointment of a new estates architect. In view of the fact that a new contractor would take on the management of custody facilities and escorting from March 2019 the Committee agreed that the focus should be on ensuring that the findings of the assessment were available around that time in order to facilitate dialogue with the new contractor.

16. Jury Room Accommodation – Update (Oral)

16.1 As a consequence of other estates priorities a detailed review of jury room accommodation was yet to be completed. The Committee agreed to consider this item at a future meeting, informed by the outcome of a review.

17. Glasgow Tribunals Centre (SCTS/EST/Sep18/30)

17.1 *The record of this discussion is considered confidential and exempt from publication.*

18. Committee Members Annual Appraisal 2017-18 (SCTS/EST/Sep18/31)

18.1 A summary of members' responses to the appraisal questionnaire was discussed outwith the presence of the Executive. Members were largely content with the operation of the Committee.

18.2 It was agreed that, where papers require to be considered by way of correspondence outwith Committee meetings, a clear procedure should be established whereby the paper is issued by the Secretariat, the Chair invites comments for a set period of time, reviews comments received and summarises these in order to provide a consolidated response to the Secretariat, representing the views of the full Committee.

Action: NR to set out a short procedure for the efficient handling of committee papers to be managed by correspondence.

19. Any Other Business

19.1 None.

20. Date of Next Meeting

20.1 The next meeting would be held on 12 November 2018.

SCTS Estates, Health & Safety, Fire and Security Committee
September 2018