

MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Thursday 28 May 2015, Edinburgh Sheriff Court

Members Present:

Sheriff Iona McDonald, Non-Executive Member SCS Board (Chair)
Sheriff Grant McCulloch, Non-Executive Member SCS Board (Deputy Chair)
Professor Hugh MacDougall, Non-Executive Member SCS Board
Tom Gorman, Non-Executive Member (external)
Aileen Gomes, Non-Executive Member (external)
Donald Wooley, Non-Executive Member (external)

Attended:

David Currie, Director Property & Services, SCTS
Steve Bain, Acting Director Operations Delivery, SCTS
Vince Guz, Head of Estates Service Development, SCTS (Observer)
Margaret Peattie, Secretariat Business Manager, SCTS (Minutes)

Apologies:

Richard Maconachie, Chief Finance Officer, SCTS

Before the formal agenda meeting, Committee members were taken to see the changes made to the accommodation to co-locate staff following the closure of Haddington, the new jury muster area and the court room created for the national Personal Injury Court which would be established in September as part of the court reform programme.

Noel Rehfisch, Corporate Secretary then gave a presentation on governance and risk management in which he set out the governance structure and the role of the SCTS Board, its Committees and the Executive. His presentation included the arrangements for developing the Corporate Plan and Corporate Business Plan and the high level strategic priorities approved by the SCTS Board and how risk was managed.

The Committee thanked Noel for his informative presentation.

1. Minutes of the Meeting of 19 February 2015

2.1 The Minutes of the last meeting of the SCS Estates, Health & Safety, Fire and Security Committee were approved.

2. Matters Arising

3.1 There were no matters arising and no outstanding action points from the last meeting.

3.2 The Chair reported on matters discussed or decisions made at Board meetings in March and May which would have a bearing on estates matters. These included:

- authorising the Executive to utilise underspend before the end of the last financial year by bringing forward projects from 2015-16;

- approval of the SCTS Business Plan and Budget for 2015-16;
- hosting a workshop session with the Scottish Civil Justice Council on civil court reform implementation;
- a workshop session on Tribunal Reform when members discussed the potential for devolving the administration of further reserved tribunals as signalled by the Smith Commission. If implemented, this would have a significant impact on the support SCTS would have to provide.

3. Review of Risk – Project RAG Report (SCTS/EST/May15/01)

3.1 The Committee received the project RAG report noting that there were no projects rated as “red”. The majority of projects were on track and those rated “amber” were reviewed and discussed. Members were content that no immediate action was required and that the Executive continued to monitor progress.

4. Estates Budget Reports (SCTS/EST/May15/02 and SCTS/EST/May15/08)

4.1 A report on the outturn for 2014-15 was presented. The Committee noted that estates had benefited from the forecast underspends in other parts of the organisation which the Board had allocated to estates to bring forward projects from 2015-16. This was welcomed as capital budgets would be under pressure this year.

4.2 The Committee also received high level proposals for allocating resources to deliver the estates strategic objectives in 2015-16. The Executive would provide a prioritised list of estates projects for discussion at the next meeting.

4.3 It was recognised that the absence of specific funding for estates improvement projects, Property & Services Unit (PSU) would have to draw on backlog maintenance budgets to fund them. The Committee would consider new business cases later in the meeting.

4.4 Following discussion, **the Committee agreed** the high level proposals, noted that in the absence of additional funding, improvement projects would impact negatively on the overall budget for backlog maintenance, and authorised PSU to prepare a prioritised list of “shovel ready” projects for consideration at the September meeting.

5. Property & Services Business Plan 2015-16 (SCTS/EST/May15/03)

5.1 At the last meeting the Committee had seen an early draft of the PSU Business Plan and the final Plan, which had been approved by the Chief Finance Officer, was now presented for information. The Committee was content that the objectives were aligned to the estates strategic outcomes set out in the Corporate Plan 2014-17.

6. Outline Estates Strategy

6.1 The Executive summarised the work which PSU had already undertaken to inform the development of the new Estates Strategy. This had included discussions and planning workshop sessions with SCTS colleagues and Scottish Futures Trust. A draft would be presented to the Committee for comment in September before being submitted to the SCTS Board for approval.

7. Justice Centre Update (SCTS/EST/May15/04)

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

8. New Business Cases

Glasgow Sheriff Court

8.1 The Committee considered a business case for the creation of a new civil court room within the courthouse at Carlton Place. This would provide a fully configured technology solution with the capability to provide video conferencing facilities and enhance the provision of civil court accommodation for hearing proofs and commercial cases and maximise the use of available space. The business plan and allocation of budget provision was **approved**.

Saltmarket

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

9. Provisional Business Case – Tribunals Operations (SCTS/EST/May15/07)

9.1 The Executive presented a provisional business case outlining emerging requirements for tribunal accommodation. Discussions with Scottish Government and Tribunals Operations were ongoing and the Committee would be invited to consider a more developed business case over the coming months.

9.2 The draft options in the business case were noted and the Committee **agreed** that the Executive continue to seek clarification on operational requirement and budget transfer. If a Committee decision was required before the next meeting, the Executive should circulate the final business case to members for comment and decision through correspondence.

10. Civil Court Reform

10.1 The Committee heard that plans to have the new Sheriff Appeal Court for criminal business located in Lawnmarket were well advanced and discussions on ancillary facilities for chamber accommodation were ongoing. This court would be established in September with the first cases heard shortly thereafter.

10.2 The Sheriff Appeal Court for civil cases was likely to be accommodated in Parliament House and the requirements for this were being discussed. The timing of the commencement order meant that this court would be established in January next year. A further update on this would be provided at the September meeting.

10.3 As part of the tour earlier today, members had viewed the new accommodation created for the Personal Injury Court. This court would be established in September.

11. Any Other Business

11.1 None.

12. Date of Next Meeting

12.1 The next meeting would be held on Thursday 17 September 2015 at 3.00 pm in Parliament House.