

# MINUTES

## **SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Tuesday 24 September 2019 – Parliament House, Edinburgh**

### **Members Present:**

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Chair)  
Professor Hugh MacDougall, Non-Executive Member SCTS Board (Deputy Chair)  
Aileen Gomes, Non-Executive Member  
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 Member

### **Attended:**

Richard Maconachie, Chief Finance Officer, SCTS  
David Currie, Director Property & Services, SCTS  
Yvonne Taylor, Director Operations Delivery, SCTS  
John McMillan, Security Manager, SCTS (Items 4 & 5 only)  
Noel Rehfisch, Corporate Secretary, SCTS  
Tara McNamara, Executive Support Officer, SCTS (Minutes)

### **Apologies:**

Morna Rae, Non-Executive Member SCTS Board

### **1. Declaration of Interests**

1.1 There were no new declarations of interest.

### **2. Minutes of the Meeting (SCTS/EST/Jun19/Mins)**

2.1 The minutes of the meeting held on 3 June 2019 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.

### **4. Health, Safety and Security Works Committee Report (SCTS/EST/Sept19/14)**

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, a detailed update on Fire Safety, including reports on a number of incidents and operations that have been managed over the course of the year.

### ***Personal Mail Deliveries to Courts***

4.2 Members were advised of a recent policy change enforcing a blanket ban across the SCTS estate in relation to personal mail and parcel deliveries following a meeting of the Health, Safety and Security Works Committee.

4.3 The Executive advised the Committee that the prohibition had been introduced following feedback from Police Scotland, recognition of current and proposed practice in HMCTS and Scottish Government buildings respectively and feedback from specific courts. The Committee was assured that the prohibition did not apply to mail nor would it affect legitimate work related deliveries including textbooks, office supplies etc which would continue to be accepted as normal.

#### **5. Paisley Health & Safety Incident (SCTS/EST/Sept19/15)**

5.1 The Executive provided an update on a health and safety incident that occurred in Paisley Sheriff & JP Court. *The record of this discussion is considered confidential and exempt from publication.*

#### **6. SCTS Estate – Sustainability Report 2018-19 (SCTS/EST/Sept19/16)**

6.1 The Sustainability Report 2018-19 was reviewed by the Committee. The report covered the organisation's performance in a number of areas. Members welcomed the news that the SCTS had exceeded its annual carbon reduction targets for 2018-19 against a cumulative reduction target of 2.5% pa against the new baseline.

#### **7. Draft Annual Report to the SCTS Board (SCTS/EST/Sept19/17)**

7.1 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. Members were content with the draft subject to minor amendments. The report would be finalised and presented to the next meeting for final sign off by the Committee, before being shared with the SCTS Board at their meeting in November.

**ACTION: The Executive to update the Estates Committee draft Annual Report to reflect comments made by members.**

#### **8. Review of Risk Project RAG Report (SCTS/EST/Sept19/18)**

8.1 The Executive presented the estates projects RAG report. Members received an update on the overall position of current Estates projects. The six projects marked 'amber' were discussed, and assurances were provided that the projects were being managed effectively. Twenty-one projects were rated as green and were on track whilst one project had been closed since the last meeting.

#### **9. Estates Budget Update 2019-20 (SCTS/EST/Sept19/19)**

9.1 The Committee received an update on progress of the allocation and use of the Estates budget for 2019-20. Members were content with the allocation at this point in the year and acknowledged the significant financial constraints the organisation continued to operate within.

#### **10. Estates Capital Investment Plan (SCTS/EST/Sept19/20)**

10.1 The Executive provided an update on the approach it intended to take to inform longer term capital investment planning. *The record of this discussion is considered confidential and exempt from publication.*

#### **11. Edinburgh Justice Sector Property Rationalisation (SCTS/EST/Sept19/21)**

11.1 Proposals to consolidate accommodation in the Edinburgh area were outlined and discussed by the Executive. These would lead to the development of a business case that would be presented to the Committee for consideration in early 2020. *The record of this discussion is considered confidential and exempt from publication.*

## **12. Hadrian House, Falkirk – Update (Oral)**

12.1 An update on the renewal of the occupational lease at Hadrian House in Falkirk was given by the Executive. *The record of this discussion is considered confidential and exempt from publication.*

## **13. Major Capital Projects (SCTS/EST/Sept19/22)**

13.1 Members were informed on the current progress being made on the major estates capital projects underway within SCTS:

- Inverness Justice Centre (IJC) – good progress had continued with the programme. Construction works are due to conclude in December 2019 with contract completion on track for January 2020. It had been agreed that Robertson’s Construction should remain on site throughout January 2020, to ensure that work can complete, provided SCTS were able to gain full access from February 2020.
- Kirkcaldy Sheriff Court –delays in concluding the lease and relocation of the custody unit generator had impacted on the project completion date by a further 4 weeks. Completion of construction works was scheduled for January 2020.
- Dumbarton Sheriff Court – good progress had been made with stonework repairs and other structural matters identified throughout the course of the project. All works were scheduled for completion in December 2019.
- Peterhead Sheriff Court – the contract was on track for handover in October, as planned.
- Dundee Annex – development options for Dundee continue to be explored – these remained at the exploratory stage.
- Aberdeen City Council Masterplan Feasibility – following a meeting between Aberdeen City Council and SCTS Chief Executive, discussions remain ongoing with the Council on the potential to deliver improved Justice Services at a redeveloped Town House complex.
- 6<sup>th</sup> Floor Atlantic Quay – the 6<sup>th</sup> floor Victims’ and Vulnerable Witness suite filming technology is fully installed and ready for operational use. An official launch would be scheduled in the coming months.

## **14. Arbroath Sheriff Court - Update**

14.1 The Executive updated the Committee on further communications received from Arbroath Community Council Trust (ACCT) in relation to progress with funding for their bid to take ownership of the courthouse. ACCT had been required to resubmit their application along with letter of intent to Historic Education Scotland (HES) which had caused a further delay. The outcome of the HES application was awaited. It was agreed this item would be reviewed at the November meeting.

## **15. Jury Room Accommodation (Oral)**

15.1 The Executive informed the Committee that an update on Jury Room Accommodation would be provided at the next meeting.

## **16. Any Other Business**

16.1 The Internal Audit report covering capital investment projects would be presented to members for discussion at the next meeting.

## **17. Committee Members Annual Appraisal 2019**

17.1 A summary of members' responses to the appraisal questionnaire was discussed in a members' only session following the formal meeting. Members were largely content with the operation of the Committee and agreed that holding occasional meetings in different venues to include site visits across the estate were of benefit, as this provided members with first-hand experience of projects, progress and local issues.

17.2 It was agreed that the meeting scheduled to take place on 24 February 2020 would be held in Kirkcaldy Sheriff Court and would include a visit to the new shared facility, two-court complex, located within Kirkcaldy Police Station.

## **18 Date of Next Meeting**

18.1 The next meeting would be held on Monday 11 November 2019.

SCTS Estates, Health & Safety, Fire and Security Committee  
September 2019