

**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 20 February 2023 – Hybrid, WebEx/Parliament House**

Members Present:

Sheriff Jillian Martin-Brown, Non-Executive Member SCTS Board (Chair)
Morna Rae, Non-Executive Member SCTS Board
Steven Dickson, Non-Executive Member, SCTS Board
Donald Wooley, Non-Executive Member
Aileen Gomes, Non-Executive Member
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, Non-Executive Member

Attended:

Alice Wallace, Chief Finance Officer, SCTS
Kate Leer, Director Property & Services (PSU), SCTS
Yvonne Taylor, Director Operations Delivery, SCTS
Steven D'Arcy, Interim Corporate Secretary, SCTS
Craig Robertson, Head of PSU Finance and Governance, SCTS
Daragh Stewart, Head of Service Delivery PSU, SCTS
Kyle Williamson, Head of PSU Service Development, SCTS
Vince Guz, Programme Manager – EJC, SCTS
Karen Lawrie, Head of Secretariat, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

Tim Barraclough, Executive Director Tribunals and OPG

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 24 October 2022 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 November 2022 and February 2023 SCTS Board meetings, which had a bearing on matters relating to the Estates Committee.

3.3 It was announced that following his appointment to the SCTS Board, Steven Dickson has been assigned to the Estates Committee. Steven was the Board sustainability champion.

4. Observations from the tour - Edinburgh Justice Campus Project

4.1 Ahead of the formal meeting, the Committee had a tour of the Edinburgh Justice Campus (EJC) project works taking place within Parliament House. The members met the project manager and viewed the progress so far.

4.2 The members raised one concern regarding the lack of available natural light in some of the planned office areas. The Executive confirmed that artificial lighting would be installed, equivalent to natural lighting, which would alleviate the lack of natural light.

4.3 Members welcomed the opportunity to view the campus works underway which added perspective to the plans previous shared.

4.4 The Committee reviewed and approved a reduced scope Outline Business Case relating to the Edinburgh Justice Campus project with a specific focus on Phase 2 of the EJC programme. The OBC would be considered by the Executive Team and SCTS Board prior to submission to the Scottish Government.

5. Quarterly Budget Report

5.1 The Committee received an update on current spend against the SCTS budget for 2022-23 and the forecasted end year position. Additional revenue funding had been allocated to PSU to support additional building maintenance works and furniture purchases.

5.2 Overall the financial projection for the year remained challenging. The main impact was increased utility costs and the need to maintain 100% fresh air ventilation, as per public health guidelines, and additional heating of buildings due to colder than expected temperatures.

5.3 Members welcomed the funding received from the Scottish Government Energy Efficient Grant Scheme, which would deliver solar photovoltaics at Dunfermline Sheriff Court, carbon reduction projects at Falkirk Sheriff Court and various LED lighting upgrades across the estate. All projects would be completed by March 2023. Further applications would be made in the coming year to allow SCTS to further invest in sustainability projects.

5.4 The Committee welcomed the assurance provided by the Executive Members and acknowledged the ongoing financial pressures and the impact of the anticipated tight budget settlement in future years. Members confirmed their support of PSU to maintain a portfolio of projects ready for approval to enable the SCTS to utilise any available funding.

6. SCTS Facilities Management Contract Tender

6.1 The Committee reviewed the current re-tendering and procurement process and the timeline developed in partnership with the Crown Office and other services in regard to the Facilities Management Contract Tender. The current contract with Atalian Servest, held since 2016, was due to end in March 2024, following a one-year extension due to the impact of COVID-19 on the re-tendering process.

6.2 The Executive confirmed that the FM contract scope development had been outsourced to the independent consultants, the Hawnby Group who are tender experts. The sourcing strategy would review current documentation, conduct stakeholder consultations with key user groups, to ensure maximum value for money, provide strong governance and afford expert market oversight to the process. The contract would be output based with specific service level agreements and contractual performance KPIs.

6.3 The Committee acknowledged the robust procurement process in place and detailed timeline. They requested updates at future meetings to keep them informed of the progress to award the seven year Facilities Management contract.

7. Sustainability Report

7.1 The Executive provided an update on the progress underway to meet the ambitious target of achieving net zero target by 2045 as set by the Scottish Government.

7.2 A recent internal audit by the Scottish Government had focused on Climate Change and Decarbonisation. A Reasonable Assurance rating had been given with a number of recommendations that SCTS would implement going forward. SCTS had appointed Sustainability Champions from the SCTS Board, Steven Dickson and Tim Barraclough from the

Executive Team. Consideration of the governance arrangements and the roadmap for developing the SCTS Sustainability Strategy was underway. A recruitment exercise was currently underway for a Sustainability Manager who would co-ordinate the development of the strategies and drive SCTS towards achieving the net zero target. The challenging employment market was acknowledged.

7.3 The Executive informed the committee that contact had been made with Edinburgh University to explore what academic research and consultancy support could be provided to assist SCTS to better understand the policies, environment and future opportunities to deliver an impactful sustainability strategy aligned with public sector reform. The Executive and members agreed on the importance of learning and speaking with as many peers to gather the most expertise as possible.

8. Kirkcaldy Sheriff Court & Dundee Civil Annexe

Kirkcaldy Sheriff Annexe

8.1 The Committee noted the results of a recent condition survey undertaken on Kirkcaldy Sheriff Court. The report identified the short, medium and long term repairs required.

8.2 The Executive confirmed that an action plan was now in place to address the issues identified in the survey. Initial works would focus on making the building wind and watertight. On completion of those works, a programme of internal decoration would be undertaken, subject to available budget.

8.3 The Committee welcomed the comprehensive condition survey and update. Members stressed the importance of considering all aspects of sustainability when undertaking works, both internal and external, throughout the estate.

Dundee Civil Annexe

8.4 The Committee received an update on the possible relocation of business currently located within the Dundee Civil Annexe. A business case had been developed and was currently being considered by Executive team. A further update would be presented at the next meeting.

9. Capital Projects

9.1 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.

9.2 Evidence by Commission (EbyC) - Aberdeen Civil Annexe

The Committee received an update on the Aberdeen Civil Annexe EbyC suite which would be sited within the Aberdeen Civil Annexe. The design for the suite had been approved and the required warrants had been obtained. The Executive advised that work should start within the current financial year.

9.3 Aberdeen Queen Street

The Executive informed the committee that Aberdeen City Council's plans to regenerate the Queen Street areas of the city, where the majority of SCTS Aberdeen estate is located, had slowed. Constructive dialogue was ongoing regarding the future impact of the redevelopment on the SCTS.

9.4 Edinburgh High Court – Lawnmarket

The committee received an update on the reconfiguration works taking place within Edinburgh High Court. The works were progressing well and were on track to be completed by March 2023.

10. Glasgow Sheriff Court Roof Light Replacement

10.1 The Executive reported that funding had been secured to replace the roof lighting in Glasgow Sheriff Court. It was anticipated that the contract would be awarded in early April, with works commencing in May. The complexity of the project, due to the roof being exposed during the works, was discussed. The works would be completed out of hours to ensure minimal disruption to court business.

10.2 Members welcomed the update and expressed an interest in visiting Glasgow Sheriff Court later in the year.

11. PSU People Survey Results

11.1 The Property Service Unit (PSU) Staff Survey Results for 2022 were reviewed. Members acknowledged the positive results. The engagement index for PSU had increased by 3 percentage points to 64%.

11.2 The Committee welcomed the improved results acknowledging the volume of change PSU had faced at a senior level in recent times. Members commended the Director PSU for the leadership of the team, which was reflected in a 15 percentage point rise for Leadership and Managing Change.

12. Health and Safety/Security Works Committee

12.1 The Executive updated the Committee on the refreshed the Health, Safety and Security Works Committee (HSSWC) Membership and its Terms of Reference.

12.2 The refreshed membership involved staff from all areas of the organisation and offered an opportunity to monitor and discuss day to day issues to make the courts safer and more secure places for staff and court users. The Committee acknowledged the changes to the HSSWC and were supportive of topical issues contained in its remit.

13. Any Other Business (AOB)

13.1 This was Donald Wooley and Aileen Gomes last meeting as their term of appointment to the Committee would end ahead of the next meeting. The Chair thanked Aileen and Donald for their insight, input and service to the Committee over the past 8 years.

13.2 Recruitment was currently underway to appoint three new non-executive members of the Committee.

14. Papers for Scrutiny/Exception Reporting Only

14.1 The following paper had been circulated for scrutiny:

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

14.2 No comments were raised by exception.

15. Date of Next Meeting

15.1 The next meeting would be held virtually on 15 May 2023.

SCTS Secretariat
February 2023