



## MINUTES

### **SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 26 October 2020 – via WebEx**

#### **Members Present:**

Colonel David McIlroy, Non-Executive Member SCTS Board (Chair)  
Donald Wooley, Non-Executive Member  
Tom Gorman, Non-Executive Member  
Aileen Gomes, Non-Executive Member  
Morna Rae, Non-Executive Member SCTS Board

#### **Attended:**

Richard Maconachie, Chief Finance Officer, SCTS  
David Currie, Director Property & Services, SCTS  
Yvonne Taylor, Director Operations Delivery, SCTS  
John McMillan, Security Manager, SCTS (Item 6 only)  
Tara McNamara, Executive Support Officer, SCTS (Minutes)

#### **Apologies:**

May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, Non-Executive Member

### **1. Welcome & Apologies**

- 1.1 Members were welcomed to the first meeting with Colonel David McIlroy presiding as Chair of the Committee.
- 1.2 The Chair expressed their thanks to his predecessor, Sheriff G McCulloch, and welcomed his new role as Chair to the Estates, Health & Safety, Fire and Security Committee.
- 1.3 Due to the COVID-19 pandemic the meeting was held via video conference.

### **2. Declaration of Interests**

- 2.1 There were no new declarations of interest.

### **3. Minutes of the Meeting (SCTS/EST/Aug20/Mins)**

- 3.1 The minutes of the meeting held on 24 August 2020 were approved.

### **4. Matters Arising (including feedback from SCTS Board)**

#### **Outstanding Action Points**

- 4.1 Outstanding action points were completed or addressed under substantive agenda items during the meeting.

#### **Feedback from SCTS Board**

- 4.2 The Chair highlighted discussions from the meeting of the SCTS Board, held in October 2020, which had a bearing on Estates matters.

## **5. COVID-19 Update (SCTS/EST/Oct20/21)**

5.1 In advance of the meeting, Members received a paper which summarised the latest position on the impacts of COVID-19 on the SCTS. The paper provided a comprehensive outline of the work undertaken in order to maintain effective co-ordination and response arrangements in relation to the ongoing COVID-19 pandemic.

5.2 The Executive provided further progress updates on the most recent developments, including the updating of the SCTS COVID-19 guidance, for Senior Management and responsible officers within SCTS, to include actions to be taken in the event of an outbreak in an SCTS building; COVID response flow charts; introduction of a face covering policy within all SCTS premises; and plans for the expansion of Remote Jury Centres in order to re-start Sheriff and Jury Trial business. Members were also advised of the ongoing commitment from SCTS, to ensure all staff remained fully supported, both at home and within SCTS buildings.

5.3 The Committee welcomed the comprehensive update provided and commended the agile and rapid response that SCTS continued to take during the ongoing COVID-19 pandemic.

## **6. Health, Safety and Security Works Committee Report (SCTS/EST/Oct20/22)**

6.1 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, Fire Safety, reports on incidents and operations that have been managed over the course of the year.

6.2 Members were advised that the COVID-19 pandemic continued to be a challenge, with a requirement to ensure all Health, Safety and Security (HSS) measures were considered and delivered at pace across the estate. From the start of the pandemic HSS colleagues had been involved in the closure of Courts, leaving 10 Hub courts, ensuring that risk assessments were conducted, and essential business could continue. SCTS continued to work with Police Scotland in order to conduct site specific risk assessments, moving forward, to ensure safety of all staff and court users, as business increased across the estate. Members were advised of the recent development and implementation of contact tracing within SCTS premises, through the use of the 'Safe to Go' system in all SCTS buildings. The system was working well with a good uptake of SCTS staff and court users across the estate using the system when entering buildings.

6.3 It was noted that the latest statistical information available had identified that reported incidents within SCTS had reached the lowest figure since 2009. This was considered to be influenced by the COVID-19 restrictions and a ban on public access to all buildings within the estate. Crown Office reports also identified a decline in reported incidents, which was again considered to be a direct result of restrictions on the General Public accessing premises, which was implemented from March 2020.

6.4 The Committee discussed, and were reassured by the annual report and overview provided. Members thanked and commended the Corporate Security Manager on the excellent level of detail the report contained.

## **7. Annual Report to the SCTS Board (SCTS/EST/Oct20/23)**

7.1 The Committee reviewed and approved the final draft of their Annual Report to the SCTS Board, subject to minor amendment. The report summarised the work of the Committee over the last year and set out their priorities for the coming year. The Chair would present the report to the SCTS Board at their meeting on the 23 November 2020.

7.2 It was agreed that the final version of the report, incorporating final comments and amendments, would be shared with the Chair, for final approval.

**ACTION: The Executive to incorporate final comments and amendments discussed by members, and share with the Chair in advance of the Annual Report being submitted to the SCTS Board in November 2020.**

## **8. Review of Risk – Project RAG Report (SCTS/EST/Oct20/24)**

8.1 The Executive presented the Estates projects RAG report and provided members with an update on the overall position of current Estates projects.

8.2 Members discussed and highlighted issues that may arise if SCTS buildings are underutilised due to COVID-19. The Executive highlighted the enhanced cleaning and extra steps in place but agreed that further consideration would be given to further checks.

## **9. Estates Budget Update 2020-21 (SCTS/EST/Oct20/25)**

9.1 The Committee received an update on progress of the allocation and use of the Estates budget for 2020-21. It was highlighted that COVID-19 and suspension of all construction activity in Scotland had impacted the SCTS, in particular Property Service Unit (PSU) creating a great deal of additional expense, that had not been planned for or anticipated. Costs are likely to continue to increase as SCTS continues to mitigate exposure to transmission across the estate. The Executive highlighted that a submission would be made to Scottish Government for financial support for the additional costs that had accrued as a result of COVID-19.

9.2 Members agreed the budget allocation remained a very fluid situation, and acknowledged the ongoing financial pressures and constraints the organisation continued to operate within.

9.3 Members thanked the Executive for the comprehensive financial outline provided and commended the ongoing commitment of the Executive and PSU to review and utilise available funding throughout the year. The Committee agreed they were content with the proposals to commit resources of up to £5.56m and maintain a list of 'shovel ready' projects to enable SCTS to utilise available funding.

## **10. Major Capital Projects - Oral**

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

- Aberdeen Masterplan & Edinburgh Justice Sector Property Rationalisation – progress on these projects was moving slowly due to COVID-19, further updates would be provided in due course;
- Hamilton Sheriff Court – a business case was being developed to outline the requirements for shrieval improvements within the Courthouse building. It was agreed that the Business Case, once prepared, would be shared with members by correspondence for consideration and comment in advance of the next Committee meeting;

- Dundee Annexe - development options for Dundee continue to be explored – these remained at the exploratory stage.

**ACTION: The Executive to share Business Case for Hamilton Sheriff Court improvements with Committee Members for consideration and comment, when available.**

#### **11. Jury Trials Project (SCTS/EST/Oct20/26)**

11.1 *The record of this discussion was considered confidential and exempt from publication.*

#### **12. Arbroath Sheriff Court (SCTS/EST/Oct20/27)**

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

#### **13. Any Other Business (AOB)**

13.1 The Committee recorded their thanks and appreciation to the Estates Financial Programme Manager, whom officially retired earlier this month, and commended him for his effective budget management over the years.

#### **20. Date of Next Meeting**

20.1 The next meeting would be held on 22 February 2021. Consideration would be given to holding the next meeting within a Remote Jury Centre, subject to court business and COVID-19 restrictions in place at that time.

SCTS Estates, Health & Safety, Fire and Security Committee  
October 2020