



MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 6 March, Parliament House, Edinburgh

Members Present:

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

Attended:

Richard Maconachie, Chief Finance Officer, SCTS
David Currie, Director Property & Services, SCTS
Lisa Davis, Sheriffdom Business Manager North Strathclyde, SCTS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Pam McFarlane, Acting Director Operations Delivery, SCTS

1. Minutes of the Meeting of 24 November 2016

1.1 The minutes of the last meeting were approved subject to minor amendment.

2. Matters Arising

2.1 There were no outstanding actions that would not be discussed elsewhere on the agenda.

2.2 The Chair highlighted any matters which had any bearing on Estates discussed at the December and February meetings of the SCTS Board .

2.3 A specific maintenance project costing was raised following discussion at the previous meeting. The Executive would review this and report back if any exceptions were identified.

3. Review of Risk – Project RAG Report (SCTS/EST/Mar17/01)

3.1 The Committee received the project RAG report and noted that the majority of the 28 active projects were rated ‘green’, two were assessed as ‘red’ and six as ‘amber’. Members reviewed those rated red and following discussion with the Executive were satisfied the projects were being managed effectively and agreed to proposed amendments to timescales.

3.2 Members were content for completed projects to be removed from the report in the new financial year as monitoring was no longer required.

4. Inverness Justice Centre – Update from Project Board (SCTS/EST/Mar17/02)

4.1 The Executive provided an update on the Inverness Justice Centre project. An application for detailed planning permission had been considered and approved by the Highland Council Planning Committee on 28 February. Discussions were ongoing with the

Scottish Government in relation to partner organisation requirements, including funding, to ensure that the Justice Centre reached its full potential.

5. Disposal of Court Buildings – Arbroath and Stonehaven (Oral)

5.1 Two local Community Trusts had expressed an interest in acquiring the former Arbroath Sheriff Court and Stonehaven Sheriff Court buildings. Each Trust previously submitted a Business Plan to the Committee for consideration. Further information has been requested from both Trusts and the Executive undertook to update members when this was received.

6. Estates Budget Update (SCTS/EST/Mar17/03)

6.1 The finance paper was presented to the Committee for scrutiny. The report detailed that the Estates budget was on track to be delivered within allocation and that the Executive was fully committed to delivering a balanced budget.

6.2 The successful bid to Scottish Government in September for additional Capital Acceleration funding had allowed the Executive to increase spending on backlog maintenance projects during this financial year. This assisted in ensuring that the estate remained weather proof, was statutory compliant and allowed for investment in other shovel ready projects.

7. Custody Risk Assessment (Oral)

7.1 The field work had been completed in relation to the Custody Risk Assessment, however only a summary of information was available at this stage. It was considered that this level of detail did not provide the Committee with sufficient information and members agreed that once the report was completed it would be brought back to the next meeting.

8. Business Case – Glasgow Tribunals Accommodation (Oral)

8.1 The draft Business Case for co-located Glasgow tribunals accommodation with HMCTS was to be scrutinised by the Executive. Members agreed that an additional Committee meeting would be held in the coming weeks when the Business Case was available for their consideration.

Action: The Executive to liaise with Secretariat and arrange an additional Committee meeting for the Glasgow Tribunals Accommodation Business Case to be considered by members.

9. Edinburgh Tribunals Scoping Paper (Oral)

9.1 Members noted that the joint initiative between the Scottish Futures Trust and Smarter Workplaces was in its initial stages and that the Executive would report back to the Committee when more information was available.

10. Vulnerable Witness Sites (SCTS/EST/Mar17/04)

10.1 An update was provided on Vulnerable Witness Sites and their usage since the implementation of The Victims and Witnesses (Scotland) Act 2015, which widened the scope of people who could seek special measures of the court. The number of applications received for special measures had risen however this mainly focused on a requirement for screens and supporters. Applications received for use of remote sites to deliver evidence remained fairly static.

10.2 The SCTS Health and Safety Team were conducting a risk assessment of all vulnerable witness remote sites used by the organisation. Once this had been completed, the Executive would advise the Committee of its findings.

11. FM Mobilisation (SCTS/EST/Mar17/05)

11.1 The SCTS and COPFS mobilisation plan for the recently renewed Facilities Management (FM) contract was on track to deliver a considerable year 1 savings for both organisations. The Committee commended these efficiency savings.

11.2 The final report of a review conducted by Internal Audit awarded the retender exercise a rating of Substantial Assurance. The Committee noted that this was the highest level of assurance and that no formal recommendations were identified during the course of the audit.

11.3 Members were advised that the organisation was committed to paying all employees above the non-statutory Scottish Living Wage (SLW). This extended to endorsing the principle that all contractors to the SCTS should receive payment in line with the SLW. The Executive had agreed a contract variation to allow for this.

12. Staff Survey 2016 – PSU Report (SCTS/EST/Mar17/06)

12.1 The Committee welcomed the news that the Property Services Unit (PSU) Staff Survey results for 2016 showed an engagement index increase on the previous year. There had been consistent improvement throughout the survey and the Executive remained committed to working on areas where improvements could be made.

13. PSU Draft Business Plan 2017-18

13.1 The draft PSU Business Plan was presented to the Committee. This aligned with the recently published Estates Strategy 2016-2026 and the draft Corporate Plan 2017-20. The final version was to be approved by the SCTS Executive Team and would be brought back before the Committee for its interest at the next meeting.

14. Any Other Business

14.1 The Committee reviewed the recent article featured in the quarterly Staff Focus online magazine where the Chair had been interviewed and the work of the Committee explained. Members recognised that this provided staff with an opportunity to gain an insight into the function of the Committee and projects it is involved in.

14. Date of Next Meeting

14.1 The date of the next routine meeting was 12 June 2017. The date of the additional meeting would be confirmed with members in due course.

SCTS Estates, Health & Safety, Fire and Security Committee
March 2017