



MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 25 October 2021 – via WebEx

Members Present:

Colonel David McIlroy, Non-Executive Member SCTS Board (Chair)
Morna Rae, Non-Executive Member SCTS Board
Donald Wooley, Non-Executive Member
Aileen Gomes, Non-Executive Member
Sheriff Jillian Martin-Brown, Non-Executive Member SCTS Board

Attended:

Richard Maconachie, Chief Finance Officer, SCTS
David Currie, Director Property & Services, SCTS
Steven D'Arcy, Interim Corporate Secretary, SCTS
Yvonne Taylor, Director Operations Delivery, SCTS
Kyle Williamson, Estates Surveyor Property & Services, SCTS
Tara McNamara, Executive Support Officer, SCTS (Minutes)

Apologies:

Tom Gorman, Non-Executive Member
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 meeting and apologies were noted.

2. Declaration of Interests

2.1 There were no declarations of interest from Members.

3. Minutes of the Meeting (SCTS/EST/Jul21/Mins)

3.1 The minutes of the meeting held on 26 July 2021 were approved.

4. Matters Arising (including feedback from SCTS Board)

4.1 There were no outstanding action points from the previous meeting.

4.2 The Chair provided an overview of the August and October 2021 meetings of the SCTS Board, which had a bearing on matters relating to the Estates Committee.

5. COVID-19 Update (SCTS/EST/Oct21/24)

5.1 The Committee had received a comprehensive overview of the co-ordination and response arrangement to COVID-19 that had been prepared for the most recent meeting of the SCTS Board.

5.2 The Executive provided further updates on the more recent developments, including the updating of SCTS COVID-19 guidance (following Scotland's move beyond level 0 restrictions on 9 August); the launch of the Scottish Government COVID recovery consultation; commencement of the SCTS Criminal Court Recovery Programme; and the Scottish Civil Justice Council consultation on the mode of attendance in civil court hearings which would now

run until 15 November 2021. Members were advised that the SCTS Strategic Incident Management Team (SIM) continued to oversee the response to COVID-19, with the next review point on existing measures currently set to take place this month and thereafter further updated guidance to be published in early November.

5.3 The Committee discussed the comprehensive update provided and welcomed the ongoing programme of work underway in order to maintain court operations and address criminal case backlogs.

6. Annual Report to the SCTS Board (SCTS/EST/Oct21/25)

6.1 The Committee reviewed and approved the final draft of their Annual Report to the SCTS Board. 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 19 November 2021.

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

7. Estates Finance Report – Estates Finances 2021-22 (SCTS/EST/Oct21/26)

7.1 The Committee received an update on progress of the current allocation and management of the Estates budget for 2021-22. It was highlighted that at this stage in the financial year, Property Service Unit (PSU) were tracking a slight overspend on Revenue and slight underspend on Capital, with work underway to try and identify underspends within the organisation.

7.2 Members were updated on contingency planning, in respect of the COP26 conference set to take place in Glasgow from 31 October – 12 November. A programme of COP26 related works scheduled for Glasgow Sheriff Court had been approved by the Board.

7.3 The Committee acknowledged the financial pressures and constraints under which the organisation continued to operate. The Committee commended the ongoing commitment of the Executive to review and utilise available funding throughout the year. Members thanked the Executive for the comprehensive outline provided.

8. Sustainability Report 2020-21 (SCTS/EST/Est21/27)

8.1 The Committee received a report providing an update on progress made in delivering on current sustainability targets. The Executive highlighted that carbon dioxide emissions, resulting from the use of gas and electricity within the estate, had increased over the past year, largely due to the challenges and ongoing response to the COVID pandemic which required all mechanical ventilation in buildings being run 24/7. It was noted that SCTS would continue to follow best practice guidelines in respect of ventilation in buildings whilst also encouraging the use of natural ventilation where possible.

8.2 The Executive advised the Committee, following a recent successful bid to Scottish Government's (SG) for a decarbonisation grant, that SCTS had been awarded substantial funding for both capital and pre-capital projects. The funding received would see installation of solar PV panels at Airdrie, Dunfermline and Paisley Sheriff Courts; LED design work at both Edinburgh and Glasgow High Courts; heating pump replacements at Edinburgh High Court; and a review of 10 sites to improve heat recovery on air handling units and a low carbon feasibility study at Glasgow Sheriff Court. In addition a grant application had been submitted to Transport Scotland to seek funding for the installation of dual EV charging points across the estate which, if granted, would allow SCTS to roll out 100 charging points. Whilst travel emissions were not reported corporately, it was the intention to include travel emissions and travel policy within any new Carbon Management Plans.

8.3 The Committee welcomed the detailed report and overview of work. This had ensured that progress continued to be delivered on sustainability targets, in line with the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019. Members acknowledged and agreed that the Scottish Government's (SG) climate change goal to achieve carbon neutral status by 2045 was an extremely difficult and challenging target, which would continue to require significant investment, commitment and innovation for SCTS to achieve.

9. Review of Risk – Project RAG Report (SCTS/EST/Oct21/28)

9.1 The Executive presented the Estates project RAG report, which had been refreshed, and provided members with an update on the overall position of current Estates projects listed.

9.2 The Executive advised the Committee of their intention to further refine and improve the RAG report for future meetings to continue to provide an accurate reflection on current and future works underway.

10. Inverness Justice Centre (IJC) Closure Report & Update (Oral)

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

11. Edinburgh Justice Sector Property Rationalisation (SCTS/EST/Oct21/29)

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

12. Major Capital Projects (Oral)

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

13. Other Large Capital Projects (SCTS/EST/Oct21/30)

13.1 The Executive presented a report outlining options in respect of Dundee Sheriff Court. Following previous discussions, it had now been established that a short term lease extension was no longer an option with the existing lease agreement due to expire January 2023.

13.2 The Committee discussed and agreed in principal the recommendations set out in the report. However, members raised concerns regarding the timescale available to progress the recommendations detailed, prior to the requirement to vacate the existing premises. It was agreed that further options would require to be explored, in parallel with the recommendations set out in the report, in order to identify temporary accommodation to relocate the existing civil annexe for an interim period.

14. Any Other Business (AOB)

14.1 The Chair provided members with an overview of the presentation 'Digital by Design' that had been presented to the Board at the October 2021 meeting. The presentation outlined the substantial work that had already been carried out to develop and support the range of digital systems and technology for the processing of court and tribunal business.

14.2 Members thanked the Chair for sharing details of the presentation, and agreed that it would be beneficial for the Committee to receive a similar session at a future meeting.

14.3 The Chair thanked David Currie for the support he had provided to the Committee and his tireless work leading the Property and Services team and wished him well in his retirement.

15. Date of Next Meeting

15.1 The next meeting would be held on 21 February 2022.

SCTS Estates, Health & Safety, Fire and Security Committee
October 2021