



SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 23 October 2023 – Hybrid

Members Present:

Sheriff Jillian Martin-Brown, SCTS Board (Chair)
Steven Dickson, SCTS Board
David Caddick, SCTS Board
Alan Cormack, Non-Executive Member
Luke Broadbent, Non-Executive Member
Joe Lynch, Non-Executive Member

Attended:

Alice Wallace, Chief Finance Officer, SCTS
Kate Leer, Director Property & Services (PSU), SCTS
Daragh Stewart, Head of Service Delivery PSU, SCTS
Craig Robertson, Head of PSU Finance and Governance, SCTS
Kyle Williamson, Head of PSU Service Development, SCTS
Del Kaiser, Head of Health, Safety and Security, SCTS
Vince Guz, Programme Manager – EJC, SCTS
Karen Lawrie, Head of Secretariat, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, Non-Executive Member
Steven D'Arcy, Corporate Secretary, SCTS
Yvonne Taylor, Principal Clerk of Session and Judiciary, SCTS

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 July 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 welcomed the four new members to the Committee. David Caddick was appointed to the Committee following his appointment to the SCTS Board in August. Alan Cormack, Luke Broadbent and Joe Lynch had been appointed as non-Executive members following a recent recruitment exercise.

3.3 The Chair provided an overview of the August and October 2023 SCTS Board meetings, which had a bearing on matters relating to the Estates Committee.

4. Draft annual report to the SCTS Board

4.1 The Committee reviewed and approved their Annual Report to the SCTS Board, subject to minor amendments and additions. The report summarised the work of the Committee over the last year and set out key priorities for the coming year.

4.2 The Chair would present the report to the SCTS Board on the 27 November 2023.

5. Finance Quarterly Update

5.1 The Executive provided an overview of the Finance Quarterly Update 2023-24. The 2023-24 allocated budget was now £32.9m. Utility costs were lower than anticipated. This was due to warmer than expected weather conditions and the investment in Photovoltaic technology causing increased solar generation in some buildings.

5.2 The Committee were advised that SCTS had been successful in their application to the Scottish Central Government Energy Efficient Grant Scheme. Funding for projects in Edinburgh High Court and the Inverness Justice Centre had been successful. New LED lighting and Photovoltaic panels would now be installed. Works were expected to commence shortly. A bid for similar works to be carried out in Edinburgh Sheriff Court had been unsuccessful. Further applications would be submitted in due course.

5.3 The Executive informed the committee that the costs associated with the surveys and remedial works relating to Reinforced Autoclaved Aerated Concrete (RAAC) were currently unknown and were subject to the findings of the initial surveys.

5.4 The Committee welcomed the quarterly update. They acknowledged the challenging financial climate and the close monitoring of the budget to ensure funding was utilised across the estate.

6. Sustainability Strategy

6.1 The Committee were informed of the development of the SCTS Sustainability Strategy following the appointment of a Sustainability Manager in July.

6.2 The Board Sustainability Champion and Estates Committee Member, Steven Dickson, was fully appreciative of the efforts to get the strategy to its current position but advised that there was still work to be done. Once completed, clear messaging would be key to embed the strategy in all aspects of the organisation. The strategy would be shared with the SCTS Board for their consideration in November.

6.3 The Committee welcomed the update, and reiterated the importance of changing internal behaviours. The SCTS participation in the Scottish Government's Climate Week, during which SCTS had highlighted how to reduce home energy consumption and encouraged greener travel was noted.

7. Electric Vehicle Charger

7.1 The Committee noted that SCTS had, in previous years installed, 126 Electric Vehicle (EV) charging points had been installed across the estates. An EV Charging Policy had recently been approved by the Executive Team. The policy, for staff and judiciary, outlined the access and usage process and procedures. Communications to accompany the implementation of the policy would be issued shortly.

7.2 The Committee commended the Executive on the development of the policy and previous installation of the chargers throughout the estate which was part of the journey to Net Zero. Members noted that new system would allow accurate recording of usage levels to inform the annual carbon recording.

8. Edinburgh Justice Campus (EJC) Update

8.1 The Committee received an update on progress the Edinburgh Justice Campus (EJC).

8.2 Phase one of the project, including the relocation of the Scottish Law Commission to Parliament House in June and the conclusion of the sale of their building at Causewayside. Funding for phase 2 of the Edinburgh Justice Campus programme was still to be confirmed. However, should a late release of funding be received, plans were in place to utilise the spend on certain aspects of phase 2.

8.3 As part of Phase 2 of the Business Case, the relocation of the Scottish Land Court and Land Tribunal based with George House, Edinburgh, to Parliament House, Edinburgh was discussed.

8.4 The Committee welcomed the update, requesting further updates be provided at the next meeting.

9. SCTS Facilities Management Contract Tender

9.1 The Committee reviewed the re-tendering and procurement process for the Facilities Management Contract Tender. The current contract with Atalian Servest, held since 2016, was due to end in March 2024.

9.2 The Invitation to Tender (ITT) was published in September 2023. Potential bidders are managed through procurement protocols and clarification processes and recently attended SCTS site visits.

9.3 The Committee acknowledged the progress made. An update would be provided at the next meeting.

10. Capital Projects

10.1 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.

10.2 Evidence by Commission (EbyC) - Aberdeen Civil Annexe

The Aberdeen Civil Annexe EbyC suite building works were completed in September 2023. Technical installation and testing had been completed. Live hearing commenced in October. The Committee was due to visit the new facility as part of their meeting in October 2023 but a revised date is to now be agreed in spring or summer 2024.

10.3 Aberdeen Queen Street

The Executive remain concerned regarding the potential impact the Council regeneration plans would have on Court Business. Aberdeen City Council and SCTS continued to discuss the management of the project to minimise the disruption to SCTS.

10.4 Glasgow Sheriff Court – Replacement Atrium Roof

The contract to replace the Atrium Roof in Glasgow Sheriff court had been awarded to Morris & Spottiswood with a construction programme of works underway. The works were being carried out when the court was closed. It was anticipated that the project would be completed, subject to weather conditions, by March 2024.

10.5 Kirkcaldy Sheriff Court & Annexe Building

The refurbishment work had now been completed within Kirkcaldy Sheriff Court. Positive feedback had been received from staff members. The external works scheduled to repair the roof and windows would be prioritised in the coming financial year.

11. Dundee Civil Annexe

11.1 The Committee received an update on the proposed relocation of civil court business currently located within the Dundee Civil Annexe (Telephone House) to a Justice Hub in Quadrant House, Dundee.

11.2 The projected timescale for the new Dundee Justice Hub (DJH) to be operational was June 2024 which coincided with the end of the extended lease of Telephone House.

11.3 The Committee acknowledged the collaborative working between the Change and Digital Innovation Unit (CDi) and Property Services Unit (PSU) to allow the project to achieve the operational requirements for the business units who would be based in the buildings.

12. Health, Safety and Security Works Committee Report

12.1 The Executive provided the Committee with an overview of the work of the Health, Safety and Security team and the Health and Safety/Security Works Committee (HSSWC). They highlighted the main activities of the Health & Safety team, Fire Safety, reports, confiscations and health and safety incidents that have occurred in the last quarter.

12.2 The Committee welcomed the update. Members discussed the detail contained in the reports provided, suggesting the inclusion of actions taken by the Executive to further assure the Committee, Members noted that a Health, Safety and Security update would now be provided to the committee at each meeting rather than annually.

13. Reinforced Autoclaved Aerated Concrete (RAAC) Update

13.1 The Executive informed the Committee of the work which was underway to identify, access and, where necessary, manage any issues arising as a result of the presence of Reinforced Autoclaved Concrete on the SCTS estate.

13.2 Of the 70 buildings in the SCTS estate, only 10 were constructed or had major works carried out during the period when RAAC was used. In order to understand the position, detailed structural surveys had been instructed at all 10 of those properties. Six of those surveys had been completed with the remaining 4 due to be completed by the end of November. RAAC had only been identified in one building to date; Airdrie Sheriff Court.

13.3 Remedial work had commenced in Airdrie to ensure that the building remained safe for all users. A more detailed assessment was being carried out to establish any longer term arrangements that may be required to ensure continued safety. SCTS was part of the Scottish Government's RAAC cross sector working group which was providing guidance on appropriate steps to take.

13.4 The Committee were assured by the steps being taken to assess the relevant buildings across the SCTS estate and to ensure the building at Airdrie remained safe for all those using it. The Executive would discuss the financial implications of remedial works and the longer term options with the Scottish Government.

14. Any Other Business (AOB)

14.1 None

15. Papers for Scrutiny/Exception Reporting Only

15.1 The following paper had been circulated for scrutiny:

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

15.2 No comments were raised by exception.

16. Date of Next Meeting

16.1 The next meeting, 12 February 2024. A future meeting would be held in Aberdeen Sheriff Court in 2024 and include a visit to the Evidence by Commission Suite within the Aberdeen Civil Court Annexe.

SCTS Secretariat
October 2023