

**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE  
MEETING: Monday 21 February 2022 – 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  
Tom Gorman, Non-Executive Member  
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, Non-Executive Member

**Attended:**

Richard Maconachie, Chief Finance Officer, SCTS  
Kate Leer, Director Property & Services, SCTS  
Steven D'Arcy, Interim Corporate Secretary, SCTS  
Yvonne Taylor, Director Operations Delivery, SCTS  
Kyle Williamson, Estates Surveyor Property & Services, SCTS  
Craig Robertson, Financial Strategy Manager

Karen Lawrie, Head of Secretariat, SCTS  
Sarah Imery, Executive Support Officer, SCTS (Minutes)

## **1. Welcome & Apologies**

1.1 Members were welcomed to the meeting and no apologies were noted.

## **2. Declaration of Interests**

2.1 There were no declarations of interest from Members.

## **3. Minutes of the Meeting (SCTS/EST/Oct21/Mins)**

3.1 The minutes of the meeting held on 25 October 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 November 2021 and February 2022 meetings of the SCTS Board, which had a bearing on matters relating to the Estates Committee.

## **5. COVID-19 Update**

5.1 The Committee received a comprehensive overview detailing the co-ordination and response arrangement to COVID-19 that had been prepared for the most recent meeting of the SCTS Board. Oversight of the response continued to be provided by the Strategic Incident Management (SIM) Team. This ensured that the situation was kept under review with key information shared and sound decisions made

5.2 The Executive provided an update on the significant impact caused by the Omicron variant. Positive staff cases had been at their highest level of the pandemic during December and January, although absences had now returned to a more normal level. Following an announcement by the First Minister on 18 January regarding the relaxation of some measures, all SCTS buildings had returned to 1m physical distancing from 31 January. Existing baseline safety measures such as mandatory face coverings, enhanced ventilation, contact tracing and enhanced cleaning/hygiene regimes remain in place.

5.3 Plans were being developed to re-open court buildings to the public in late March/early April. Further, the Executive reported that funding for the remote jury centres was in place to the end of June, with plans for jurors returning to courts, in a staged manner, from April onwards. However, the re-opening of buildings to the public, and plans for decommissioning remote jury centres and subsequent return of jurors to the courts would be subject to the detail contained in the Scottish Government's Strategic Framework, Living Safely with COVID, which was due to be published on 22 February, and would set out the Government's approach to easing protective measures that would help Scotland manage and recover from the ongoing COVID-19 pandemic.

5.4 The Committee thanked the Executive for the comprehensive update and assurances provided on COVID-19.

## **6. Estates Finance Report – Estates Finances 2021-22**

6.1 The Committee received an update on progress of the current allocation and management of the Estates budget for 2021-22. The Committee were advised that as a result of increased Business Partnering and enhancements during the year the finance report had been expanded to cover the full PSU cost base and re-focussed to provide a clearer view of total estates spend with a link to future strategy and structure. Specifically, financial performance would be reported under the following headings:

**a) Run the Courts**

Operational Costs – What costs do we have to pay to open the doors every day?

Safeguarding – Costs associated with providing a safe, secure and clean environment.

**b) Change the Courts**

Sustainability – what do we undertake to build a sustainable future, or reduce our Carbon footprint?

Maintenance / Projects - What optional projects / maintenance do we undertake to develop and run the estate.

6.2 The Executive informed the committee that SCTS had been successful in securing funding from Transport Scotland to install Electric vehicle charging points across the estate. This would assist SCTS move to Carbon Neutral in line with the Scottish Governments climate change targets and related legislation.

6.3 The Committee commended the ongoing commitment of the Executive to review and utilise available funding throughout the year. Members were supportive of the new format of the Finance Report which they felt was informative and clear. The format of the report would be updated to reflect comments from the Committee.

## **7. 2022-23 Outline Budget (oral)**

7.1 The Executive summarised the budget setting process for the 2022-23 financial year. Due to the increased utility costs and 24/7 ventilation in all SCTS building due to COVID-19, the Property and Services budget would be tighter than in previous years. However a list of

projects that could be activated and moved on at short notice would be identified to utilise spend during the year.

7.2 The Committee welcomed the update, acknowledging the ongoing financial pressures and constraints facing the organisation in the coming year.

## **8. Draft PSU Business Plan 2022-23**

8.1 Members reviewed the draft PSU Business plan for 2022-23. The Executive highlighted that a key focus would be the shaping of the PSU team and budget to align with the four newly identified pillars – operational costs, safeguarding, sustainability and maintenance/projects. In addition, the Committee noted ongoing work to review the PSU team structures to increase resource in key areas such as Health and Safety.

8.2 The Committee confirmed they were content with the objectives proposed in the draft. The Executive advised members that the final PSU Business Plan, once approved by the Chief Finance Officer, would be presented to the Committee at their next meeting.

8.3 The Committee discussed the need for to review the Estates Strategy, ensuring it was meeting the needs of the business. The Committee were advised that as we were entering the last year of our current Corporate Plan, the Executive had developed and engaged with the Board on strategic direction of the organisation over the next five years across all areas of the business (Criminal, Civil, Tribunals and OPG and Corporate). These would inform the development of the next Corporate Plan which would cover the period 2023 to 2026. It was agreed that critical to the delivery of the next Corporate Plan would be ensuring the Estates, Digital, Finance and People strategies underpin and support the successful delivery of the overall SCTS plan.

## **9. PSU Staff Survey Results**

9.1 The Property Service Unit (PSU) Staff Survey Results for 2021 were reviewed and discussed by the Committee. Members acknowledged the ongoing challenges brought by COVID-19 on the PSU team, coupled with a number of changes to the PSU senior management team.

9.2 The Committee welcomed the results given the exceptional challenges and changes the team had faced over the past year. They acknowledged the positive steps taken to restructure the team which would provide additional resource in key areas.

## **10. Review of Risk – Project RAG Report)**

10.1 The Executive presented a revised Estates project RAG report which aligned to the four pillars in the Finance report to allow improved reporting in all areas., The Committee welcomed the format which provided a clear indication of the quantify of work being undertaken by the team and clear picture of the work going on.

10.2 The report would be updated to reflect the thoughts of members during their discussions.

## **11. Inverness Justice Centre (IJC) Closure Report & Update**

11.1 The Committee considered the Project Closure report for the Inverness Justice Centre.

11.2 The substantial efforts of the project team throughout the project were acknowledged by the Committee. Members suggested areas that the Executive would wish to follow up on, prior to final approval of the closures report.

## **12. Edinburgh Justice Sector Property Rationalisation)**

12.1 The Committee received an update on progress in mobilising the Edinburgh Justice Sector Property Rationalisation Project (EJSPR). The Project Board - including representatives from the Scottish Government Property Team and representatives from the Scottish Government Finance Team – had met twice. The project timeline had been reviewed and amended to allow for funding matters to be concluded with the Scottish Law Commission.

12.2 The Committee were assured that they would receive regular progress reports at future meetings and would be given the chance to support and engage as the project moves forward. It was envisaged that a member of the committee would be invited to join to project board in due course.

### **13. Major Capital Projects (Oral)**

13.1 The Committee received an update on the Major Capital projects currently underway, with a breakdown on the progress of each one, ongoing updates would be given as the development of each progresses.

#### **Aberdeen Town House Masterplan**

- The Executive updated members on the progress of Aberdeen City Council (ACC) first phase of their development proposals. It was noted that whilst the Council and Police had now relocated, no other solutions were in place to allow for any further movement or progress beyond the first phase of ACC's development proposals. Further updates would be given as the project moves on.

It was reiterated that Aberdeen Town House Masterplan development was not a SCTS estate priority and a watching brief was being undertaken at present.

#### **Dundee Sheriff Court Annexe**

- This project was still in its early stages, with the Executive and the Executive Team still in discussions to find a suitable alternative accommodation to replace the civil annex. Further updates would be given once a finalised plan was in place.

#### **Airdrie Sheriff Court**

- The onsite works were expected to conclude by the end of the financial year.

#### **Bothwell House, Hamilton**

- Work was underway to commence the extension of the lease. The matter was with the Scottish Government at present.

#### **Glasgow Sheriff Court**

- The Executive had visited Glasgow Sheriff Court to inspect tanking which had been delayed due to COVID-19 and the COP26 conference. It was anticipated this would be concluded by the end of May as contracted. The Glasgow Sheriff Court Atrium was now becoming a priority. A bid for in-year funding would be submitted the Scottish Government to allow the works to be carried out.

The Committee welcomed this update and expressed their concerns that this had not been addressed sooner. If funding was secured a supplier led approach would be taken to ensure low carbon options were fully considered.

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

14.1 The Chair consulted the Committee on the location of the next meeting. The Committee generally agreed that the current virtual meetings had worked well and allowed good discussion during meetings. It was agreed that the meeting would continue to be held virtually, with one in-person meeting annually. The next meeting in May meeting would take place virtually at an earlier time of 10:00am.

14.2 The Chair thanked Richard Maconachie for the support he had provided to the Committee and his tireless work and commitment as Chief Finance Officer throughout his time at SCTS. Members wished him well in his new endeavour.

14.3 The Chair indicated he would be standing down from the SCTS Board, the next meeting would be his last committee meeting.

## **15. Date of Next Meeting**

15.1 The next meeting would be held on 16 May 2022

SCTS Estates, Health & Safety, Fire and Security Committee  
February 2022