



MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 5 March 2018, Parliament House, Edinburgh

Members Present:

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Chair)
Professor Hugh MacDougall, Non-Executive Member SCTS Board (Deputy
Chair)
May Dunsmuir, President of the Health and Education Chamber, First-tier
Tribunal for Scotland
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
Yvonne Taylor, Director Operations Delivery, SCTS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Tom Gorman, Non-Executive Member (external)

1. Declaration of Interests

1.1 No formal interests were declared. Sheriff McCulloch noted that he was a resident Sheriff at Kirkcaldy Sheriff Court and, as such, had been consulted in development of the proposals detailed at item 10, as a key user of the court facilities. May Dunsmuir confirmed that she was President of the Health and Education Chamber, First-tier Tribunal for Scotland, and had been consulted in regards to the development of the Glasgow Integrated Tribunals Centre in her capacity as Chamber President and member of the Estates Committee.

2. Welcome and Apologies

2.1 Members were welcomed to the first meeting with Sheriff Grant McCulloch presiding as Chair of the Committee, and Professor Hugh MacDougall taking up the position of Deputy Chair. Apologies were received from Tom Gorman.

3. Minutes of the Meeting of 13 November 2017

3.1 The minutes of the last meeting 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 highlighted issues discussed and decisions made at the December and February meetings of the SCTS Board which had a bearing on estates matters.

5. Draft PSU Business Plan 2018-19 (SCTS/EST/Mar18/01)

5.1 The Executive presented the draft PSU Business Plan 2018-19. Following discussion, members were content with the direction of the draft at this stage and acknowledged the

continued financial constraints the unit operated within the current economic climate. Members noted that the likely budget for the coming year would lead to an increase in backlog maintenance, which was regretted but unavoidable. A final draft would be brought back for approval at the next Committee meeting.

6. PSU Staff Survey Results 2017 (SCTS/EST/Mar18/02)

6.1 PSU Staff Survey results for 2017 were reviewed by the Committee. It was recognised that the unit had a high engagement score index of 72% and that there was consistent improvement throughout many aspects of the survey.

6.2 The Committee commended the positive results in challenging times, highlighting that no members of staff had experienced bullying, harassment or discrimination in the workplace within the last 12 months and that the unit scored strongly in the section 'Leadership and Managing Change'.

7. Review of Risk – Project RAG Report (SCTS/EST/Mar18/03)

7.1 Members appraised current estates projects and were informed of areas where risks had been identified and the measures in place to mitigate them. No projects were rated red and following briefing, the Committee were assured that amber risks were being managed effectively.

8. Estates Budget Update 2017-18 (SCTS/EST/Mar18/04)

8.1 PSU budget management was on target for the remainder of 2017-18. It was anticipated that budgets would remain restricted in the coming financial year. Members were assured that budget allocation and spending was being managed effectively, noting their concerns around the pressures of continued budget constraints.

8.2 Members congratulated the Executive on the Carbon Trust Triple Standard accreditation the SCTS had achieved through continued sustainability work and investment. The SCTS was only the third organisation in Scotland to receive the prestigious award, which placed it as a sustainability leader in Scotland.

9. Inverness Justice Centre – Update (SCTS/EST/Mar18/05)

9.1 A Guaranteed Maximum Price for construction of the Inverness Justice Centre had been secured within the allocated budget. A Memorandum of Agreement to reflect this was jointly signed by the Committee Chair and Chief Executive in January 2018, which allowed the project to progress to construction phase. The Executive advised that there was to be a sod cutting ceremony on site to mark this on 8 March, which would be attended by the Cabinet Secretary for Justice and attract media interest.

10. Kirkcaldy Sheriff Court – Update (SCTS/EST/Mar18/06)

10.1 The Business Case to improve court facilities in Kirkcaldy had been circulated to the Committee for consideration by correspondence on 15 November 2017. Members were content to support the Business Case and its recommendations. Following approval by the SCTS Board in December, the Executive had been successful in obtaining funding for phase 1 of the Business Case. Progress was being made with the detailed design and presentations had been delivered to local judiciary and staff, which were well received and would be extended to wider court users in due course.

11. Glasgow Integrated Tribunals Centre (SCTS/EST/Mar18/07)

11.1 Members were updated on Phase 1 of the fit out works for 3 Atlantic Quay, which were underway within a tight schedule and a completion date of 23 March. The Executive had requested an urgent appraisal from contractors to determine if recent adverse weather conditions would impact upon the completion date. The Committee would be informed if there were any changes.

11.2 The Cabinet Secretary for Justice and the Lord Justice Clerk had received a presentation of design proposals for the sixth floor of 3 Atlantic Quay. Their feedback led to further developments to provide additional facilities. Amendments to the layout of other floors as a result of the further developed plans, as well as funding arrangements, were still to be agreed.

12. Clutha FAI Options (SCTS/EST/Mar18/08)

The record of this discussion is considered confidential and exempt from publication.

13. Peterhead Sheriff Court (SCTS/EST/Mar18/09)

13.1 A survey of the external cladding at Peterhead Sheriff Court had identified significant issues with the external cladding and roof of the building. A Feasibility Study recommended extensive roof work improvements prior to renewing the defective cladding. Funding arrangements were still unclear at this stage. The Committee requested an options appraisal to clarify viable action available and would receive a further update at the next meeting.

14. Custody Risk Assessment – Follow up (Oral)

14.1 Progress on this work was delayed due to staff illness. The Committee agreed carry this forward for discussion at the next meeting.

15. Disposal of Former Stonehaven and Arbroath Court Buildings (SCTS/EST/Mar18/10)

Stonehaven

15.1 The Cabinet Secretary for Justice had approved a submission from the Director PSU, which had sought consent to transfer the ownership of the former Stonehaven court building to the Stonehaven Town Partnership (STP) for the sum of £1, as previously agreed by the Committee in September 2016. The STP was informed of the successful outcome, with work underway on concluding missives to allow completion of the transfer.

Arbroath

15.2 Since the last Committee meeting, the Executive had met Graeme Dey MSP and officials from the Arbroath Community Courthouse Trust (ACCT) to discuss the proposed transfer of ownership of the building. Full details were provided of the provisional estimate of £600,000 to bring the building back to a state of operational use. The Executive also conducted an onsite visit with ACCT officials to clarify any issues. Mr Dey MSP acknowledged the efforts the SCTS had made to assist the ACCT in their application. As a result of discussions, the Executive had given the ACCT a further opportunity to raise the funds required. Members supported the proposal that if proof of funds was not in place by 1 April 2018, the building would be offered for sale on the open market.

16. Retender of Contractors Framework (SCTS/EST/Mar18/11)

16.1 The Tender Report and Procurement Recommendation Report for the retender of the Frameworks Contract were reviewed by the Committee. Following discussion, members were assured that appropriate steps had been taken to identify suitable contractors and approved

the recommendations within the report to appoint Clark Contracts, Robertson Construction Group and Turner Facilities Management, with Taylor and Fraser appointed as a reserve supplier. Following Committee approval, the SCTS would move to contract award stage as outlined in European tendering requirements.

17. Any Other Business

17.1 Members agreed the next meeting would be held at the Glasgow Integrated Tribunals Centre, and would include a tour of the building to view fit out works underway and areas that had already been completed. Secretariat would confirm details with the Committee in due course.

18. Date of Next Meeting

18.1 The date would be confirmed with members after the meeting.

SCTS Estates, Health & Safety, Fire and Security Committee
March 2018