



**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE**  
**MEETING: Monday 21 October 2024 – Virtual, MS Teams**

**Members Present:**

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

**Attended:**

Alice Wallace, Chief Finance Officer, SCTS  
Kate Leer, Director Property & Services (PSU), SCTS  
Yvonne Taylor, Principal Clerk of Session and Judiciary, SCTS  
Daragh Stewart, Head of Service Delivery PSU, SCTS  
Del Kaiser, Head of Health, Safety and Security, SCTS  
Vince Guz, Programme Manager Edinburgh Justice Campus (EJC)  
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  
Kyle Williamson, Head of Service Development, SCTS  
Craig Robertson, Head of PSU Finance and Governance, 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 15 July were approved.

**3. Matters Arising (including feedback from SCTS Board)**

3.1 The Executive reported on the launch of the Oracle Fusion Cloud (OFC) system on 1 October. This was a new accounting system introduced by the Scottish Government as part of a wider shared services programme, and would replace the existing SEAS finance system and PECOS purchasing system. SCTS had adopted the modules for finance and purchasing. The finance data had been successfully migrated to the new system which had allowed SCTS to successfully pay suppliers. It was anticipated that the system, when fully embedded would provide efficiencies in ways of working.

3.2 The Committee received an update on the matters discussed at the Board meetings in August and October.

## **4. Quarterly Budget Report**

4.1 The Quarterly Budget Report was reviewed. The total anticipated 2024-25 budget was £37.6m. The current forecast highlighted overspends in some areas, however steps would be taken to limit overspends as much as possible.

4.2 The Committee discussed the inflationary pressures, increased building material costs, lack of skilled operatives and geographical spread of the estate which had all impacted on spend in all areas of property and services. The costs associated with reactive and planned maintenance were reviewed. It was acknowledged that there had been an increased cost during the year on reactive maintenance. The Property and Services team were working with operational colleagues to provide guidance on raising calls and their priority.

4.3 The Scottish Central Government Energy Efficient Grant Scheme applications scheme had announced that it was closed to further bids in this financial year. Previous funding received from the scheme had been used to improve external windows at the High Court in Edinburgh were underway.

4.4 The Committee welcomed the detailed update and the continued prioritisation of projects to utilise available budgets. Members acknowledged the difficult decisions being taken by the property and services team to ensure that SCTS building remained wind and watertight against the planned projects underway in a very difficult financial climate. They were reassured that the budgets would be monitored closely by the team.

## **5. Draft annual report to SCTS Board**

5.1 Members reviewed their final draft annual report to the SCTS Board. Members agreed that the content accurately reflected the work of the committee during 2023-24 and the priorities outlined for the coming year. The final report would be submitted to SCTS Board in November.

## **6. Reinforced Autoclaved Aerated Concrete (RAAC) Update**

6.1 Remedial works had been completed in Airdrie Sheriff Court. All Five ground floor court rooms were now operational. Modular accommodation for staff offices had been welcomed by staff.

6.2 The Executive advised that Business Cases were in development to assess longer term options. The options being considered included the potential for a full refurbishment of the current facility, demolition and rebuild either on the existing site or on a new site, and the development of a Lanarkshire Justice Centre however this option is viewed currently as being highly ambitious. It was acknowledged that all options would require additional funding from the Scottish Government.

6.3 The Committee commended the Property and Services Team for all their work in enabling the five court rooms to be reopened. They highlighted the importance of regular check-ins with staff, judiciary and partner agencies working in Airdrie Sheriff Court. The Executive Team confirmed that the Committee would have oversight of the developing business cases when available.

## **7. Capital Projects**

7.1 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.

### **7.2 Evidence by Commissioner – Phase 2**

SCTS had received additional capital funding in 2024-25 to create a further two evidence by commissioner (EbyC) suites. The new facilities would be situated within the Sheriffdoms of

North Strathclyde (NS) and South Strathclyde, Dumfries & Galloway (SSD&G). Birnie House, in Hamilton, had been identified and approved as the SSD&G location EBC provision, plans had been developing well and the procurement process for delivery was underway. Completion was planned for the end of March 2025. The search for a suitable location in North Strathclyde was ongoing. A further update would be provided at the next meeting.

### **7.3 Aberdeen Sheriff Court**

Aberdeen City Council (ACC) had continued engage with the Executive regarding the potential impact of the Council regeneration of the Queen Street areas in Aberdeen. The initial internal strip out of the former Police HQ building had been completed in September 2024. ACC had indicated their plans to develop Queen Street Urban Park following planning permission being submitted with an estimated completion date of spring 2026. ACC were now progressing plans for a full demolition of the formal police HQ building which was physically interconnected to the Civil Court Building and provided services to the main SCTS building. It was confirmed that ACC would be responsible for providing alternative services should the current systems be removed. The potential impact on SCTS Operations was being monitored.

### **7.4 Edinburgh Sheriff Court, All Scotland Sheriff Personal Injury Court (ASSPIC)**

Works to accommodate an All Scotland Sheriff Personal Injury Court (ASSPIC) from the former jury muster area in Edinburgh Sheriff Court at Level 1 would begin shortly. This would be completed by March 2025.

### **7.5 Glasgow Sheriff Court**

The upgrade and reconfiguration of the meeting rooms and Sheriff's library accommodation within Glasgow Sheriff Court had been completed. The meeting room now provided a fully functioning modern corporate space with presentation facilities.

## **8. Sustainability Strategy**

8.1 Following the approval and publication of the SCTS Sustainability Strategy, a Sustainability Action Plan was being developed. The introduction of the Achilles Carbon Reduction tool the team had now populated the feature with key data relating to SCTS consumption in electricity, gas, fuel, travel and waste/recycling. Going forward this would be essential for measuring our carbon footprint and for future planning.

8.2 The Property and Service team were working with the Education and Learning Unit to involve members on the SCTS talent programme and AO development programme in order to reach wider teams and help put forward ideas on how best to reduce waste, CO2 and paper usage.

8.3 The SCTS Board Sustainability Champion and members commended the report and the good progress being made despite financial constraints. It was reiterating that staff engagement was key to embed a culture change in the organisation to ensure future targets were met.

## **9. Facilities Management (FM) Contract**

9.1 The Executive provided an update on the SCTS Facilities Management (FM) Contract. The contract had commenced on 1 July 2024. The contract mobilisation was currently ongoing. Work was underway to develop and introduce Key Performance indicators (KPIs). It was anticipated that the SCTS Chief Executive and Sheriff Martin-Brown would formally sign the contract in January.

## **10. Edinburgh Justice Campus (EJC) Update**

10.1 An overview of progress and changes in relation to the Edinburgh Justice Campus programme was presented by Vince Guz and Tim Barraclough, Executive Director Tribunals and the Office of the Public Guardian.

10.2 Work on the initial stages of phase 2 of the project, including the relocation of the Scottish Land Court and Lands Tribunal (SLCLT) from George House to Parliament House in Edinburgh, had begun and was progressing well. The SLCLT were scheduled to relocate to Parliament House in January 2025.

10.3 The next stage of phase 2 would focus on renovating the Cowgate Level -4 meeting space within Parliament House to accommodate hearing rooms for the Health and Education Chamber and Mental Health Tribunal.

10.4 The Crown and Procurator Fiscals Service (COPFS) had continued to progress well with their relocation within Edinburgh Sheriff Court. They would vacate the 6<sup>th</sup> Floor of Edinburgh Sheriff Court by 1 March 2025. This would allow the relocation of Tribunals Staff from George House. Separate Tribunals access to the building was being considered.

10.5 The current programme for the next stage of the Phase 3 had been developed, however this remained subject to sufficient funding being available from the Scottish Government. Should funding be received, plans were in place and teams were ready to action the next stage of the project.

10.6 In anticipation of the SG requiring the SCTS to vacate the SCTS Headquarters in Saughton House (SH), alternative accommodation for staff had been identified at Parliament House (PH) Level -1, and planning was under way. The committee would be advised of progress at a future meeting.

10.7 The Committee thanked Vince Guz for his informative presentation. Members acknowledged funding constraints that were impacting progress with certain phases of the programme, however were assured plans were in place should funds become available. .

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

11.1 None

## **12. Papers for Scrutiny/Exception Reporting Only**

12.1 The following paper had been circulated for scrutiny:

- **Review of Risk – Project RAG Report**
- **Health, Safety and Security**

12.2 Members welcomed the revised format of the Health, Safety and Security information.

## **13. Date of Next Meeting**

13.1 The next meeting would take place on the 17 February 2025.

SCTS Secretariat  
October 2024