

**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE**  
**MEETING: Monday 15 May 2023 – WebEx**

**Members Present:**

Sheriff Jillian Martin-Brown, Non-Executive Member SCTS Board (Chair)  
Steven Dickson, Non-Executive Member, SCTS Board  
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, 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  
Steven D'Arcy, Interim Corporate Secretary, SCTS  
Craig Robertson, Head of PSU Finance and Governance, SCTS  
Kyle Williamson, Head of PSU Service Development, SCTS  
Vince Guz, Programme Manager – EJC, SCTS  
Sarah Imery, Executive Support Officer, SCTS (Minutes)

**Apologies:**

Tim Barraclough, Executive Director Tribunals and OPG  
Daragh Stewart, Head of Service Delivery PSU, 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 20 February 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 provided an overview of the March 2023 SCTS Board meeting, which had a bearing on matters relating to the Estates Committee.

**4. Estates Budget – End Year Report**

4.1 The Executive provided an overview of the Estates Finance Report for 2022-23. The Committee were informed that the Property Services Unit (PSU) had been permitted to overspend against its initial budget allocation (savings had been identified in other areas of the business). The additional spend was allocated to accelerate investment by procuring new boilers, LED lights and floor tiles across the SCTS Estate.

4.2 Members received an update on funding received via the Scottish Government Energy Efficient Grant Scheme. A total of £600k of capital and £50k pre-capital had been received. The Scheme has funded installation of solar panels at Dunfermline Sheriff Court, a range of carbon reduction projects at Falkirk Sheriff Court (improved insulation and heat optimisation systems) and various LED lighting upgrades across the estate.

4.3 The Committee received an update on the 2023-24 Grant Scheme, SCTS were again successful in the latest bid, receiving £800k for a high efficiency Air Handling Unit and an upgraded metering system at Kilmarnock Sheriff Court along with LED light upgrade at Peterhead Sheriff Court.

4.4 The Committee welcomed the financial update and acknowledged the challenging economic and fiscal outlook for the coming year. The Committee recommended that priority be given to essential maintenance in buildings where possible.

## **5. Sustainability Report**

5.1 The Executive provided an update on the progress underway to meet the ambitious target of achieving net zero target by 2045 as set by the Scottish Government.

5.2 The recruitment exercise to appoint an SCTS Sustainability Manager was currently underway with an estimated start date of mid-July. The SCTS had set a deadline of September 2023 to develop a corporate Sustainability Strategy. It was recognised that delivery of this strategy could be impacted should the recruitment of a Sustainability Manager not be possible (recruitment climate remains a challenge). SCTS is currently investigating whether external consultancy can be obtained to support the development of the strategy. Further updates would be provided at the July meeting.

## **6. PSU Business Plan 2023-24**

6.1 The PSU Business plan was shared with the Committee. A key focus for PSU over the coming year would be in relation to sustainability, maintaining the estate and delivery of activities and projects in support of key outcomes in the overarching SCTS Business Plan for 2023-24.

6.2 The Committee acknowledged the large amount of change, ongoing inflationary challenges, continuing COVID-19 requirements and ongoing projects being taken forward by PSU over the 2023-24 financial year.

6.3 The Committee acknowledged and thanked the Director, PSU, for the work undertaken in building a new team following the loss of many experienced staff whilst continuing to deliver.

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

7.1 The Committee received an update on progress the Edinburgh Justice Campus (EJC) Programme (phase 1), and progress on finalising an Outline Business Case (OBC) for phase 2.

7.2 The revised OBC, which had been approved by the EJC Board in January 2023 and the SCTS board in March 2023, is now with Scottish Government for final review prior to it being submitted to Scottish Ministers.

7.3 Phase one of the project, which included the relocation of the Scottish Law Commission (SLC) from their building at Causewayside in Edinburgh into Parliament House, reducing the footprint and cost of the estate, was progressing well. The SLC are expected to move into Parliament House in June 2023.

7.4 The sale of SLC's building at Causewayside was progressing well with finalisation of legal matters at an advanced stage.

## **8. SCTS Facilities Management Contract Tender**

8.1 The Executive gave an update on the current re-tendering and procurement process. The current contract with Atalian Servest, held since 2016, was due to end in March 2024.

8.2 A pre-market engagement session with PSU leads and SCTS Procurement team was undertaken on the 22 March with potential contractors. The procurement timeline and contract expectations were clearly articulated to all attending giving the opportunity for interested parties to align their calendars and allocate appropriate time to the process.

8.3 The Committee welcomed the update and were reassured the programme was progressing well, with potential bidders identified. Further updates would be given to the Committee in July.

## **9. Dundee Civil Annexe**

9.1 The Committee received an update on the proposed relocation of civil court business currently located within the Dundee Civil Annexe (Telephone House). A business case had been approved by the SCTS Board for the creation of a new Justice Hub in Dundee which would facilitate civil and criminal business, and a new evidence by commission facility within Quadrant House.

9.2 The business case had now been submitted to Scottish Government and had received Ministerial approval, subject to the approval of the recently submitted Accountable Officer form, for the capital and revenue funding required to deliver a new Justice Hub and to seek authority to extend the lease of Telephone House to September 2024. The extension of the lease was required to allow enough time to deliver the proposed Justice Hub project. A further update on the progress would be given to the Committee in July.

## **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 design had been approved and the required warrants had been obtained. The Executive advised that work was progressing well and the EbyC suite was on track to be fully operational by August 2023. This would mean the SCTS has four EbyC suites in operation, with Edinburgh, Glasgow and Inverness already in place.

### **10.3 Aberdeen Queen Street**

Constructive dialogue is ongoing with Aberdeen City Council regarding their plans to regenerate the Queen Street area of the city, where the majority of SCTS Aberdeen estate is located.

### **10.4 Edinburgh High Court – Lawnmarket**

The Committee were informed that the reconfiguration works at Edinburgh High Court (courts 4 and 5) were successfully completed on time. Court operations were able to commence trials in the new courts with effect from April 2023 as planned. Positive feedback had been received from the Lord President and Lord Justice Clerk on the quality of the work undertaken.

### **10.5 Glasgow Sheriff Court – Replacement Atrium Roof**

Due to the complexity of the project, potential suppliers had requested and been granted more time to compile bids. This would impact the completion date. However the Committee were informed this was manageable. The Committee would be given an update on progress in July.

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

11.1 Recruitment was currently underway to appoint three new non-executive members of the Committee. Further updates on appointments would be given when available.

11.2 The Chair recorded thanks to Morna Rae for her time, insight and service to the Estates Committee as she stepped down from the SCTS Board.

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

12.1 The following paper had been circulated for scrutiny:

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

12.2 No comments were raised by exception.

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

13.1 The next meeting would be held virtually on 24 July 2023.

SCTS Secretariat  
May 2023