



# MINUTES

## **SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 22 February 2021 – via WebEx**

### **Members Present:**

Colonel David McIlroy, Non-Executive Member SCTS Board (Chair)  
Donald Wooley, Non-Executive Member  
Tom Gorman, Non-Executive Member  
Aileen Gomes, Non-Executive Member  
Morna Rae, Non-Executive Member SCTS Board  
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, Non-Executive Member

### **Attended:**

Richard Maconachie, Chief Finance Officer, SCTS  
David Currie, Director Property & Services, SCTS  
Tara McNamara, Executive Support Officer, SCTS (Minutes)

### **Apologies:**

Yvonne Taylor, Director Operations Delivery, SCTS

## **1. Welcome & Apologies**

- 1.1 Members were welcomed to the meeting.
- 1.2 Due to the COVID-19 pandemic the meeting was held via video conference.

## **2. Declaration of Interests**

2.1 Noting that there were no declarations of interest, the Chair went on to inform members of David Currie's, Director PSU, decision to retire at the end of this calendar year. Members acknowledged David's contribution over many years and welcomed the early indication of his plans. They looked forward to working with David Currie throughout the remainder of the year.

## **3. Minutes of the Meeting (SCTS/EST/Oct20/Mins)**

- 3.1 The minutes of the meeting held on 26 October 2020 were approved.

## **4. Matters Arising (including feedback from SCTS Board)**

- 4.1 Outstanding action points were completed or addressed under substantive agenda items during the meeting.
- 4.2 The Chair highlighted discussions from the November 2020 and February 2021 meetings of the SCTS Board, which had a bearing on Estates matters. Members reflected on the recent SCTS Board and Committee's Risk workshop.

## **5. COVID-19 Update (SCTS/EST/Feb21/01)**

- 5.1 The Executive updated the Committee on the latest position concerning the impact of COVID-19 on the SCTS.

5.2 The Committee had received comprehensive overviews of the co-ordination and response arrangements, put in place to manage the “lockdown” period and beyond, that had been prepared for the most recent meetings of the SCTS Board

5.3 It was highlighted to the Committee that both papers detailed the tremendous amount of work that had been carried out over the past year within the organisation. Members were advised that SCTS continued to focus on making the most of the opportunities presented. The papers captured a full diary of events, providing the potential to explore significant longer term change, where it would add value to the organisation, as well as lessons to be learned.

5.4 The Committee discussed the comprehensive update provided and commended the volume of work which involved Property and Services Unit (PSU) and wider SCTS teams. It was noted that estates related matters were threaded throughout the actions taken by the SCTS in order to effectively manage and respond to the pandemic.

## **6. SCTS Estates Budget 2020-21 (SCTS/EST/Feb21/02)**

6.1 The Executive presented a progress update on the continued management and allocation of the PSU Estates Budget for 2020-21. Members received an overview of the budget forecast up to January 2021, which had been reported to the SCTS Board.

6.2 Members were advised of additional funding that had been received since the last Committee meeting in October 2020. This had increased both revenue and capital funds significantly, providing PSU the opportunity to focus more on backlog maintenance and sustainability projects. This included building maintenance that could be carried out over the coming months and ongoing investment in the organisation’s digital infrastructure. Progress had also been made in greening SCTS’ pool car fleet through purchase of electric vehicles and installation of charging stations throughout the estate. This supported the Scottish Government’s green ambition and would reduce the SCTS annual running costs in future years.

6.3 The Executive highlighted funds allocated for Strategic Planning and Development projects, which included the work of the Change and Digital Innovation unit (formerly Digital Service Unit) along with the establishment of various digital Lab structures to take forward change and accelerate progression of projects.

6.4 The Committee commended PSU’s ongoing efforts to utilise any available funding to best effect, recognising this would be a demanding time for team. They agreed with the proposals to utilise the revised overall budget of £32.7m. .

**ACTION: The Executive to share list of all projects brought forward with the Committee, for information, as a result of the additional funding received.**

## **7. Outline Budget 2021-22**

7.1 Members were advised of the developing outline budget for 2021-22 noting that a flat capital allocation, as well as additional COVID-19 mitigation funding, had been allocated to SCTS. Following the announcement of the draft Scottish Government budget, SCTS finance colleagues were working closely with all business units to develop projected allocations for the coming year.

## **8. Draft PSU Business Plan 2021-22 (SCTS/EST/Feb21/03)**

8.1 Members reviewed the draft PSU Business plan for 2021-22. The Executive highlighted that a key focus for the year ahead would remain on the three major capital projects. In addition, the Committee noted ongoing work to review the PSU team structures, the need to consider the availability of budget (and consequent project

deliverability) and the intention to better integrate the H&S elements of the Business Plan into the core PSU Business Plan.

8.2 Following discussion, members confirmed they were content with the key areas of focus for 2021-22 proposed in the draft. The Executive advised members that a copy of the final PSU Business Plan, once approved by the Chief Finance Officer, would be presented to the Committee at their next meeting.

## **9. PSU Staff Survey Results 2020 (SCTS/EST/Feb21/04)**

9.1 The Property Service Unit (PSU) Staff Survey Results for 2020 were reviewed and discussed by the Committee. Members received an update on the various actions planned to address certain areas highlighted by the results.

9.2 The Committee commended the PSU Director on the excellent results, given the exceptional challenges and changes the team had faced over the past year.

## **10. Review of Risk – Project RAG Report (SCTS/EST/Feb21/05)**

10.1 The Executive presented the Estates projects RAG report and provided members with an update on the overall position of current Estates projects. Projects marked 'amber' were discussed, and assurances provided that the projects were being managed effectively.

10.2 The Committee acknowledged the summary provided and commended the PSU Director and teams involved on the continued and efficient management of all active estates projects.

## **11. Major Capital Projects Update (SCTS/EST/Feb21/06)**

11.1 ***The record of this discussion was considered confidential and exempt from publication.***

## **12. Other Large Capital Projects**

12.1 The Executive provided a status update on the following ongoing large capital estates projects:

- Inverness Justice Centre (IJC) – the Committee noted that Scottish Government (SG) had approached the executive to finalise the Gateway 5 review of the IJC focusing on post implementation use of the IJC. The Committee recognised that the IJC was operational including accommodating other partners including Social Work Services, COPFS etc. and sharing cell accommodation with Police Scotland but questioned whether it would be better for the executive to delay the review until later in the year. The Chair, noting that there was no pressure from SG on timing, suggested that a Project Board should be convened to consider this and other project closure matters. **The executive would convene a Project Board.**
- Hamilton and Airdrie Sheriff Court – the Committee were updated, following previous discussions, on the development of a business case to outline the requirements for Shrieval improvements within the Courthouse buildings of both Hamilton and Airdrie Sheriff Courts. The Executive advised members that further work was underway to formalise the proposed business case for submission to the Executive Team.
- Dundee Annexe – development options for Dundee continued to be explored. The Executive advised that a formalised business case, which would outline options available, would be brought forward for the Committee to consider.

### **13. Jury Trials Project Update**

13.1 *The record of this discussion was considered confidential and exempt from publication.*

### **14. Transfer of the former Arbroath Sheriff Court (SCTS/EST/Feb20/07)**

14.1 *The record of this discussion was considered confidential and exempt from publication.*

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

15.1 Members discussed the possible impacts and increased risks, as a result of the new working landscape within SCTS, implemented due to the COVID-19 pandemic. The Committee sought reassurance on potential risks to the organisation in the event of a failure in digital technology, given the increased reliance on utilities and supply chain.

15.2 The Executive assured members that SCTS had infrastructure in place as back-up, in the event of a digital failure or power outage. Members were advised that the datacentre located within Saughton House provided the SCTS estates with resilience, with further back-up generators located at Glasgow Sheriff Court. It was also highlighted that the SCTS estate had never been without connectivity for more than 10-15 minutes with the current structure in place.

15.3 The Committee were advised that further consideration to the Corporate Risk Register would be given by the Audit and Risk Committee, at their next meeting, with an extended session planned to review the Register in depth to identify whether the risks detailed were still relevant, given the significant changes to the working environment. The Executive also agreed to seek clarification from the Change and Digital Innovation (CDI) team, on the current position in terms of testing arrangements, in order to identify what testing exercises had been undertaken to ensure digital resilience within SCTS's current working landscape.

**ACTION: The Executive to discuss and clarify with the CDI team in relation to resilience testing on the organisations current working landscape, in terms of the increased risk on digital technology in the event of an outage.**

### **16. Date of Next Meeting**

16.1 The next meeting would be held on 17 May 2021. Consideration would be given to holding the next meeting within a Remote Jury Centre, subject to court business and COVID-19 restrictions in place at that time.

SCTS Estates, Health & Safety, Fire and Security Committee  
February 2021