



MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Thursday 24 November – Saltmarket, Glasgow

Members Present:

Sheriff Iona McDonald, Non-Executive Member SCTS Board (Chair)
Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Deputy Chair)
Professor Hugh MacDougall, Non-Executive Member SCTS Board
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
Lisa Davis, Sheriffdom Business Manager North Strathclyde, SCTS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Tom Gorman, Non-Executive Member (external)

1. Minutes of the Meeting of 26 September 2016

1.1 The minutes of the last meeting were approved.

2. Matters Arising

2.1 There were no outstanding actions from the previous meeting.

2.2 The Chair highlighted matters discussed and decisions made at the Board meeting which had a bearing on estates matters.

3. Observations from the Tour of Saltmarket (Oral)

3.1 The Committee received a full building tour of Saltmarket and met the project team involved in the construction of two new court rooms. Members were impressed with both the new and existing facilities and found it a very useful and valuable experience.

4. Review of Risk – Project RAG Report (SCTS/EST/Nov16/25)

4.1 Members reviewed the Project RAG report and noted that of the 29 projects; 2 were rated red, 9 amber and the remainder green. The Executive provided an update on the projects rated red. The Committee were content that these were being managed and monitored effectively.

5. Inverness Justice Centre – Update (SCTS/EST/Nov16/26)

5.1 The Committee noted that Tom Gorman, lay member of the Estates Committee, had joined the Inverness Justice Centre Project Board. As well as bringing relevant technical knowledge this will bring greater insight and assurance on the project to the Committee.

5.2 The Committee noted and were content with the recommendations made by the Inverness Justice Centre Project Board to proceed with lodging an application for detailed

planning permission, to enquire of the Scottish Government about additional funding options for the SCTS and other stakeholders and to ensure that all stakeholder accommodation requirements were finalised prior to progressing to Detailed Design stage.

6. Feasibility Work on a Kirkcaldy Justice Centre (SCTS/EST/Nov16/27)

6.1 The SCTS had been invited to be part of a Fife Council led working group exploring the viability of a Justice Centre in Kirkcaldy. The SCTS was requested to and subsequently commissioned a client brief, which was taken forward to contribute towards Fife Council's draft feasibility report. Members noted progress made by the working group, however expressed concerns about the location of the proposed site.

7. Disposal of Court Buildings – Arbroath (Oral)

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

8. Estates Budget Update 2016-17 (SCTS/EST/Nov16/28)

8.1 Following an update on the Estates Budget 2016-17, the Committee was satisfied with the allocation and management of the budget. Members reviewed the annexed Projects List, noting the budget allocation for each project. The Executive agreed to review all project costings prior to making any further commitments to spend.

9. Retender of FM Contract - Update (SCTS/EST/Nov16/29)

9.1 Following an open procurement exercise, Arthur McKay Ltd had been identified as the preferred bidder for the Facilities Management Contract. Their proposal offered high quality and favourable financial and efficiency savings.

9.2 The Committee praised the Executive for the savings that had been realised in the proposed Facilities Management contract and, noting the indicative positive outcome for the recent Internal Audit review of the procurement exercise, were content with the recommendation that Arthur McKay Ltd be appointed as the preferred bidder.

10. Custody Risk Assessment (Oral)

10.1 Members were informed that a paper would be presented by the Executive to the Committee at the next meeting which would detail the findings of the Custody Risk Assessment.

11. SCTS Tribunal Offices – Glasgow and Edinburgh (SCTS/EST/Nov16/31)

11.1 The Committee were advised that in relation to Glasgow based tribunals, a lease had been signed for 1 Atlantic Quay and staff based in Europa House would move to their new accommodation at the end of November. Due to the size and good value of the accommodation, the Executive was exploring different ways the leased space could be further utilised for other SCTS business.

11.2 Members noted that the SCTS had jointly produced a scoping paper with the Scottish Government Smarter Workplace Programme team. The paper appraised potential accommodation options for Edinburgh based tribunals on the expiry of the lease of George House in August 2017. Consideration was given to other properties within the SCTS estate and the future transfer of further devolved tribunals.

11.3 The Executive advised that a project board was to be established in relation to long term tribunals accommodation. It was agreed that once established, one of the non-executive, external Committee members would be well placed to sit on this board. This would allow them to offer their professional experience and expertise whilst representing and reporting back to the Committee.

12. Draft Annual Report to the SCTS Board (SCTS/EST/Sept16/23)

12.1 The final draft of the Annual Report to the SCTS Board was reviewed. Members were satisfied that it accurately reflected the work of the Committee for the previous year and set out its agreed priorities for the year ahead. This was to be shared with the SCTS Board in December.

13. Any Other Business

13.1 There were no additional matters raised.

14. Date of Next Meeting

14.1 The next meeting was to be on 6 March 2017, Parliament House.

SCTS Estates, Health & Safety, Fire and Security Committee
November 2016