



MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE

MEETING: Monday 12 June, Parliament House, Edinburgh

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
Tom Gorman, Non-Executive Member (external)
Donald Wooley, Non-Executive Member (external)
Aileen Gomes, Non-Executive Member (external)

Attended:

Richard Maconachie, Chief Finance Officer, SCTS
Vince Guz, PSU Head of Service Development, SCTS
Lisa Davis, Sheriffdom Business Manager North Strathclyde, SCTS
Noel Rehfisch, Corporate Secretary, SCTS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

May Dunsmuir, President of the Additional Support Needs Tribunals for Scotland
David Currie, Director Property & Services, SCTS
Yvonne Taylor, Acting Director Operations Delivery, SCTS

1. Presentation by Reiach and Hall Architects

1.1 The Inverness Justice Centre (IJC) design team from Reiach and Hall Architects gave a presentation to the Committee outlining the revised design scheme for the building. Members praised and supported the plans, which would provide a modern and innovative environment for administering justice in the Highlands.

2. Minutes of the Meeting of 6 March 2017

2.1 The minutes of the last meeting were approved.

3. Matters Arising

3.1 Outstanding action points were addressed under substantive agenda items during the meeting.

3.2 The Chair highlighted issues discussed and decisions made at the March and May meetings of the SCTS Board which had a bearing on estates matters.

4. Inverness Justice Centre – Update (SCTS/EST/Jun17/08)

4.1 The Committee were advised that the IJC Business Case had been presented to and was approved by the SCTS Board in May, subject to several additions and amendments which were incorporated in the version tabled for consideration by the Committee. The Business Case had been drafted on the basis that partner organisation funding would be secured from the Scottish Government. Following discussion members were content to offer assurance to the SCTS Board that their comments and amendments had been taken into account within the revised Business Case.

4.2 It was suggested that the Executive give further consideration to the period of time between construction phase completion and the transfer of business to the IJC building. The Executive undertook to ensure this was incorporated within the overall project timeline, whilst noting that the timeline tabled was for the construction phase only.

4.3 Members agreed that it would be helpful to have sight of the minutes of IJC Project Board meetings. This would ensure that they were fully appraised on discussions and progress.

Action: Secretariat to share the IJC Project Board meeting minutes with the Committee prior to the next Committee meeting.

5. Review of Risk – Project RAG Report (SCTS/EST/Jun17/09)

5.1 The Project RAG Report was reviewed. Members noted that the majority of the 30 active projects were rated green, with 9 assessed as amber and 2 red. The Executive detailed measures being taken to manage projects and risks. The Committee were sufficiently assured that this risk was being managed effectively.

6. Disposal of Court Buildings – Arbroath and Stonehaven (Oral)

6.1 The local trusts involved in the application to obtain title transfer of both the former Arbroath Sheriff Court and former Stonehaven Sheriff Court buildings were each undertaking further work aimed at securing funding to allow them to accept a transfer of, regenerate and maintain the buildings. Further information would be provided to the SCTS by the end of August. The Committee agreed that the SCTS should continue its commitment to work with both community groups.

7. Estates Budgets Proposals 2017-18 (SCTS/EST/Jun17/10)

7.1 The Executive presented a paper outlining the proposed budget for the SCTS Property and Services Unit (PSU) for financial year 2017-18. Allocation of the budget was set against a number of activity drivers, such as addressing backlog maintenance and maintaining statutory compliance. Members agreed with the proposals, acknowledging the tight financial constraints within which the PSU had to operate.

7.2 The Committee commissioned PSU to prepare a list of 'shovel ready' projects, which would be ready for work to commence on immediately, in order to utilise any further funding that became available.

8. Estates Budget – End Year 2016-17 (SCTS/EST/Jun17/11)

8.1 The budget outturn for financial year 2016-17 was presented to the Committee for scrutiny. Projects had been carefully planned and commissioned drawing on capital and revenue funding to allow the budget to be fully utilised. Following discussion, members were content that financial risks had been managed appropriately within the period.

8.2 Maintenance project costings that had been queried previously were confirmed as being lower than initially projected, allowing the balance of resources to be directed to other priorities during the year.

9. Custody Risk Assessment (SCTS/EST/Jun17/12)

9.1 An internal review of court custody facilities had been carried out against a set of standards, including the revised standards agreed with Her Majesty's Inspector of Prisons (Scotland) in their report 'Standards for Inspecting Court Custody Provision in Scotland'

published in March 2017. A detailed review of this nature had last been undertaken in 2006. Committee members discussed the review report, noting that areas previously identified as high risk had since been rectified.

9.2 The Committee commended the large volume of work undertaken in compiling the report, which involved detailing findings for every court custody facility within the estate. It was suggested that the Executive further develop the report for discussion at a future meeting – ensuring that the assessments it contained were shared and verified with operational management.

10. Business Case – Glasgow Tribunals Accommodation (SCTS/EST/Jun17/18)

10.1 The Executive presented a draft Business Case outlining options on the potential co-location of administration for SCTS and HMCTS-administered tribunal functions based in Glasgow. Members agreed to review the draft Business Case after the meeting.

11. Edinburgh Tribunals Scoping Paper (Oral)

11.1 The Committee were advised that the Edinburgh Tribunals Scoping paper continued to progress. Meetings had taken place with the Scottish Futures Trust, who had been provided with the requirements of the SCTS in order to assess potential options. The Executive would report back to the Committee when a further update was available.

12. Sustainability Report 2016-17 (SCTS/EST/Jun17/14)

12.1 The SCTS had exceeded its annual CO2 savings target for 2016-17, achieving a significant 30% reduction in kgCO2e against the original Carbon Management Plan baseline in 2010-11. The Committee praised the work undertaken to achieve this and were assured that strong progress was being made in delivering current-year sustainability targets.

13. PSU Business Plan 2017-18 (SCTS/EST/Jun17/15)

13.1 Members reviewed and were content with the PSU Business Plan for 2017-18, which set out the unit's strategic aims and objectives for the coming year.

14. Kirkcaldy Sheriff Court (SCTS/EST/Jun17/16)

14.1 A paper submitted by judiciary based at Kirkcaldy Sheriff Court was discussed by the Committee. Ongoing judicial concerns over the standard of facilities and accommodation within the court building were outlined in the paper.

14.2 The Executive advised that a meeting had been arranged with Sheriff Principal Lewis to discuss the issues highlighted. Members requested that this item remain on the agenda at the next meeting to allow the Executive to update members on the outcome of those discussions.

Action: The Executive to feedback the outcome of the meeting with Sheriff Principal Lewis about judicial concerns raised in relation to Kirkcaldy Sheriff Court to the next Committee meeting.

15. Retender of Contractors Framework (SCTS/EST/Jun17/17)

15.1 Committee members were informed that the Frameworks Contract would be retendered through an open tendering process, as stipulated by European procedures, to ensure a new contract was in place by 1 December 2017. This exercise would ensure that the SCTS had in place a properly appointed panel of approved contractors to carry out any work not covered within the core Facilities Management contract. Following discussion the

Committee were sufficiently assured that the process was being managed efficiently. A tender report, with recommendation for a contract award, would be submitted to the Committee at a future meeting for review.

16. Any Other Business

16.1 None.

17. Date of Next Meeting

17.1 The date of the next meeting was 11 September 2017.

SCTS Estates, Health & Safety, Fire and Security Committee
June 2017

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