

**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE  
MEETING: Monday 4 March 2019, Parliament House, Edinburgh**

**Members Present:**

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Chair)  
Professor Hugh MacDougall, Non-Executive Member SCTS Board (Deputy Chair)  
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland  
Morna Rae, Non-Executive Member SCTS Board  
Donald Wooley, Non-Executive Member  
Tom Gorman, Non-Executive Member

**Attended:**

Richard Maconachie, Chief Finance Officer, SCTS  
David Currie, Director Property & Services, SCTS  
Yvonne Taylor, Director Operations Delivery, SCTS  
Noel Rehfish, Corporate Secretary, SCTS  
Tara McNamara, Executive Support Officer, SCTS (Minutes)

**Apologies:**

Aileen Gomes, Non-Executive Member

**1. Declaration of Interests**

1.1 There were no new declarations of interest. Sheriff McCulloch reiterated his interest in Kirkcaldy

**2. Minutes of the Meeting of 12 November 2018**

2.1 The minutes of the last meeting 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 highlighted discussions from the November 2018 and February 2019 meetings of the SCTS Board which had a bearing on estates matters.

**4. Quarterly Budget Report (SCTS/EST/Mar19/01)**

4.1 The Executive discussed the allocation of the Estates Budget for 2018-19. *The record of this discussion is considered confidential and exempt from publication.*

**5. 2019-20 Outline Estates Budget (Oral)**

5.1 The Executive provided an update to members on the developing budget for 2019-20, highlighting the tight overall settlement for SCTS in the year ahead.

5.2 The Committee were advised that the Lord President had met the Cabinet Secretary for Justice, who was fully aware of the financial pressures ahead.

5.3 The final budget would be considered by the SCTS Board at their March meeting. The estates element of this will be reported to the Committee at the June meeting, alongside the standard budget report.

## **6. Edinburgh Accommodation Rationalisation – Feasibility Study (SCTS/EST/Mar19/02)**

6.1 The Executive provided updates on the development of initiatives to consolidate accommodation in Edinburgh. *The record of this discussion is considered confidential and exempt from publication.*

## **7. Draft PSU Business Plan 2019-20 (SCTS/EST/Mar19/03)**

7.1 The Executive presented the draft PSU Business Plan for 2019-20. Following discussion members were content with the direction of the draft.

7.2 The Executive highlighted PSU's aging workforce, with 85% of senior staff expected to retire over the course of the next three years. The Corporate Change Board had been made fully aware of PSU's position and plans were being made to facilitate shadowing/role migration, in order to ensure that the transition between current and new staff was effective.

7.3 The Executive welcomed members' comments and support on the draft business plan, which would be incorporated. The final draft would be approved by the Chief Finance Officer and presented to the June Committee meeting.

**ACTION: The Executive to incorporate comments received from the committee in the Draft PSU Business Plan.**

## **8. Improvement Programme - Potential (Oral)**

8.1 The Chair suggested that the Committee consider a previously utilised approach to investment, to ensure the estate remained fit for purpose. Building on the current Estates Strategy a more detailed long-term maintenance/upgrade programme could be developed for all buildings, in order to fully understand the needs and costs of maintaining the SCTS estate. This would provide clarity on the total backlog of maintenance and development work across the estate and may also assist in prioritisation of activity where resources are limited.

8.2 Members agreed that there would be merit in this approach in principle. Without such a long term improvement programme, recurring issues and expenditure were more likely to arise. It was noted that any such approach should consider any proposed changes to court locations and jurisdictional boundaries – and would need to balance the preference between maintaining existing facilities with the development of new facilities, such as Justice Centres in key locations – as advocated in the current Estates Strategy.

8.3 The Executive agreed to take forward initial development of the approach, which may require broader input from the SCTS Board as it developed. A conditioning survey on the estate was underway, which would provide in-depth information on the current condition of the estate. It was noted that full development of this approach may require considerable staffing and financial resources.

**ACTION: The Executive to scope the development of a long-term Estates Improvement Programme, to complement the SCTS Estates Strategy. Activity in this area would be referenced in the PSU Business Plan for 2019-20.**

## **9. PSU Staff Survey Results 2018 (SCTS/EST/Mar19/04)**

9.1 The PSU Staff Survey Results for 2018 were reviewed by the Committee. It was recognised that the unit had achieved a new high engagement index score of 73%, which was

a 1% improvement on the previous year. For the first time there had been a 100% response rate from the PSU team.

9.2 The Committee commended the positive results, highlighting the improvement of pay and benefits scores – which had increased from 29% in 2017 to 42% in 2018.

## **10. Review of Risk – Project RAG Report (SCTS/EST/Mar19/05)**

10.1 The Executive presented the RAG report, which had been amended to include updates on the works ongoing at Dumbarton and Glasgow Sheriff and Justice of the Peace Courts, discussed at the last meeting.

10.2 Members were briefed on current estates projects, drawing attention to those marked ‘amber’. Updates on ‘amber’ projects were given, and assurances were given that these projects were being managed effectively.

## **11. Major Capital Projects (SCTS/EST/Mar19/06)**

11.1 The Executive provided a status update on the following ongoing estates projects:

- Inverness Justice Centre – FES had been appointed as Robertson Construction’s service sub-contractor. FES has committed to adopt the same timeline for completion of the project as their predecessors. A meeting was scheduled to take place in March 2019 to ensure that the currently agreed timescales for completion could continue to be met.
- Kirkcaldy Sheriff Court – Robertson Construction had been appointed to undertake the works, following a tender process. Some on-site delays relating to the relocation of a generator had impacted on the projected completion date. The lease was scheduled to be signed in early March 2019, with works projected to complete for the end of the year.
- Dumbarton Sheriff Court – Good progress had been made with stonework repairs, with a spend of £1.6m this year. Works were planned to be completed by August 2019.
- Peterhead Sheriff Court – Clark Contracts had been appointed with works proposed to commence on site early March and run for around 9 months.
- Dundee Annex – development options for Dundee continued to be explored – these remained at the exploratory stage and would not result in works on-site during 2019-20.
- Airdrie JP Court Annex – there had been a delay in the proposed relocation of JP Court business from Coatbridge to Airdrie as this required the passage of a Parliamentary order. Delays had been experienced due to Parliament being fully occupied with Brexit. The Lord President had received correspondence in late February 2019 advising that the Scottish Government fully supported the proposal and that an order would be laid soon.

## **12. Arbroath Sheriff Court (SCTS/EST/Mar19/07)**

12.1 The Executive presented a paper on Arbroath Sheriff Court to the Committee for decision. The building is subject to a community asset transfer request that requires SCTS to continue to hold the building until the end of March 2019. Confirmation of detailed plans and funding from the Arbroath Community Courthouse Trust (ACCT) were awaited.

12.2 The Committee discussed the request for a further extension of time to the ACCT and agreed a final extension of a further three months.

### **13. Jury Room Accommodation (Oral)**

13.1 The Executive informed the Committee that an update on Jury Room Accommodation would be provided at the next meeting.

### **14. Project Updates – Clutha FAI (Oral)**

14.1 The Executive provided an update on Clutha FAI. The facilities were fully operational and had been tested to good effect – with the first three preliminary hearings having taken place. The main enquiry was scheduled to begin in April 2019.

### **15. Internal Audit Report Health and Safety Function – Follow up Report (Oral)**

15.1 The Executive, following discussions at the last meeting, advised that Internal Audit had completed a review of the SCTS Health and Safety Function. Members were informed on progress made to address the recommendations. A further update would be provided at the next meeting.

### **16. Any Other Business**

16.1 The Executive advised members that a provisional date had been identified for the formal opening of the Glasgow Tribunals Centre (GTC). The launch of the 6<sup>th</sup> Floor Victims and Vulnerable Witness Suite would take place separately, at a later date. The Committee would be kept informed of arrangements for the openings.

16.2 The Committee were pleased to note that the GTC had been visited by the Architectural Britain Industry award judging panel. The Committee would be kept informed of the results of the panel in due course.

16.3 The Chair highlighted the dates of future meetings in 2019:

- Monday 3 June 2019
- Tuesday 24 September 2019
- Monday 11 November 2019

Members agreed that the next meeting would include a visit to the Inverness Justice Centre site.

### **17. Date of Next Meeting**

12.1 The next meeting would be held on 3 June 2019

SCTS Estates, Health & Safety, Fire and Security Committee  
March 2019