

**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 12 November 2018, 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 (external)
Donald Wooley, Non-Executive Member (external)
Aileen Gomes, Non-Executive Member (external)
Tom Gorman, Non-Executive Member (external)

Attended:

Richard Maconachie, Chief Finance Officer, SCTS
David Currie, Director Property & Services, SCTS
Yvonne Taylor, Director Operations Delivery, SCTS
Karen Lawrie, Business Manager, Secretariat, SCTS
Tara McNamara, Executive Support Officer, SCTS (Minutes)

1. Declaration of Interests

1.1 There were no new declarations of interest.

2. Minutes of the Meeting of 10 September 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 October meeting of the SCTS Board which had a bearing on estates matters.

4. Review of Risk (SCTS/EST/Nov18/32)

4.1 The Executive presented the RAG report, which had been amended to allow members to review changing target dates, allowing progress of activity of ongoing projects to be accurately reflected. Members were briefed on current estates projects, drawing attention to those marked 'amber'. Updates on 'amber' projects were given; detailing where risks had been identified; and what measures were in place to manage them. Members were content that projects were being monitored appropriately and managed effectively. The revised changes to style reporting were welcomed with additional updates agreed. Members requested that completions remain a feature on the report, which highlights the milestones achieved over a 12month period.

4.2 The Committee were appraised of recent contractual issues which had emerged in relation to the facilities management contract. The Executive advised that the issues had been escalated and discussions were scheduled to take place with the FM Provider to rectify matters.

5. Estates Budget Update 2018-19 (SCTS/EST/Nov18/33)

5.1 The Executive provided a progress report on the management and allocation of the PSU budget 2018-19. The Committee were advised that discussions with the Scottish Government in relation to additional funding were ongoing.

5.2 The Committee acknowledged the continuing financial constraints the organisation was required to operate within and commended the staff in PSU in maintaining a priorities list of 'shovel ready' projects.

6. Major Capital Projects (SCTS/EST/Nov18/34 & Oral)

6.1 The Executive provided updates on the ongoing major capital projects in the organisation. *The record of this discussion is considered confidential and exempt from publication.*

7. Inverness Justice Centre (SCTS/EST/Nov18/35)

7.1 The Committee received an update on progress of the development of the Inverness Justice Centre (IJC). The project remains on schedule, with 'topping out' of the construction scheduled for 29 November.

7.2 At the last meeting the Committee discussed the importance of ensuring that cost pressures were managed effectively. Members reiterated their view that, should partner agencies wish to propose changes that may increase costs, they would need to be met by the proposer.

7.3 The Executive highlighted the recent achievement by Robertson's (the contractors) of the 'Considerate Contractors Scheme' award, scoring an exception standard of 42/50 on their report. The Committee commended the contractor on their achievement.

7.4 Members requested more detail on Inverness Justice Centre budget position within future reports, providing a more accurate reflection on the project; they welcomed the addition of photos which allowed visualisation of the works being carried out.

8. Project Updates (Oral)

8.1 The Executive provided a status update for the following ongoing estates projects:

- Kirkcaldy Sheriff Court – all statutory permissions for the project were in place, allowing the move of the police canteen. Tenders had been received. The tender evaluation process would now begin.
- Clutha FAI – the organisation was successful in obtaining an additional £1m funding from the Scottish Government. The first three preliminary hearings had taken place. The Sheriff Principal was delighted with the layout and facilities in the hearing room and the ancillary accommodation. The next preliminary hearing was scheduled for December 2018, with the main enquiry scheduled to begin April 2019. A tender exercise is underway for the required automatic transcription service.
- Airdrie JP Court Annex – all costs and building warrants were now in place for the project. A parliamentary order regarding the relocation of Coatbridge Justice of the Peace Court to a new facility in Airdrie would be laid in Parliament. A timeline for the relocation of the court was dependent of the order being passed by Parliament.
- Aberdeen City Council – ongoing discussions were taking place with Aberdeen City Council regarding the transformation of Aberdeen City Centre.

- Arbroath Sheriff Court – a six month community asset transfer process was delaying matters.
Confirmation of funding for the revised plans received from Community Trust was awaited the Committee would be updated on the outcome.
- Custody Risk Assessment –. the Committee agreed that the custody risk assessment should be deferred to align with the new contract which comes in to force in January 2019 before risk assessments completed. A report would be provided to the Committee at their meeting in June.
- Jury Room Accommodation – following discussions it was agreed that this matter would be deferred to spring 2019 to allow full analysis of jury room accommodation to be completed.
- Glasgow Tribunal Centre (GTC) – contractors have now completed the works to the 5th and 6th floors of the GTC, with snagging now taking place. It was anticipated that HMCTS judiciary would move the 5th floor in December. The configuration of Evidence on Commission rooms was still to be confirmed. The children and vulnerable witness suite on the 6th floor was anticipated to be completed in the New Year. The Committee noted that the Cabinet Secretary for Justice had visited the building in October requested a further opportunity to visit when the fit out of the Children and Vulnerable Witness Suite was complete.

9. Annual Report to the SCTS Board (SCTS/EST/Nov18/36)

9.1 Members reviewed and approved the final draft of their Annual Report to the SCTS Board, subject to minor amendments. The chair would present the report to the SCTS Board at their next meeting.

10. Internal Audit Report Health and Safety Function (SCTS/EST/Nov18/37)

10.1 The Executive presented the internal audit health and safety function report which had provided reasonable assurance. The report had been reviewed by the Audit and Risk committee, who were satisfied with the resulting recommendations.

10.2 The Executive outlined the responses and timeframes to address the recommendations which were welcomed by the committee. Members noted that a follow up audit would be completed in due course and requested sight of the audit report. The recommendations would be added to the SCTS Action Tracker which was monitored by the Audit and Risk committee.

11. Any Other Business

11.1 The Committee agreed the next meeting on 4 March would be in Parliament House, Edinburgh.

12. Date of Next Meeting

12.1 The next meeting would be held on 4 March 2019

SCTS Estates, Health & Safety, Fire and Security Committee
November 2018