



MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 14 May 2018, Glasgow Tribunals Centre, Glasgow

Members Present:

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Chair)
May Dunsmuir, President of the Health and Education Chamber, First-tier
Tribunal for Scotland
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
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Professor Hugh MacDougall, Non-Executive Member SCTS Board (Deputy
Chair)

1. Glasgow Tribunals Centre – Tour and Reflections

1.1 The Committee received a tour of the areas of the Glasgow Tribunals Centre. Members were impressed with the design features and quality of the fit out of works already completed, and recognised that a number of external factors had impacted upon the original schedule. It was anticipated that the works would be completed by the end of the calendar year.

2. Declaration of Interests

2.1 There were no new declarations of interest from members.

3. Minutes of the Meeting of 5 March 2018

3.1 The minutes of the last meeting were approved subject to minor amendment.

4. Matters Arising (including feedback from SCTS Board)

4.1 There were no outstanding action points from the previous meeting.

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

5. PSU Business Plan 2018-19 (SCTS/EST/May18/12)

5.1 Members noted the PSU Business Plan 2018-19. The new format and structure of the plan was clear, concise and easy to understand.

5.2 The Projects List 2018-19 was shared with the Committee which detailed the location, type of work and funds required. Projects related to statutory compliance and health and

safety would be completed whilst others were listed in order of priority. Members noted that a number of projects would be reviewed later in this financial year due to budget constraints.

6. Review of Risk – Project RAG Report (SCTS/EST/May18/13)

6.1 The Executive briefed members on current estates projects, drawing attention to those where risks had been identified and measures put in place to manage them. Following discussion and subject to minor amendment, members were content that projects were being monitored appropriately and managed effectively.

7. Estates Budget Proposals 2018-19 (SCTS/EST/May18/14)

7.1 The Committee discussed the Estates budget proposals for 2018-19. The continued constrained financial climate meant that budget allocation was less than the previous year, creating additional pressures for PSU. The Executive committed to utilising available resources as effectively as possible and continuing to seek opportunities to supplement the allocation. Members approved the budget allocation proposals, recognising that this would be a demanding period for PSU.

8. Estates Budget – End Year Report 2017-18 (SCTS/EST/May18/15)

8.1 The Estates budget end year report for 2017-18 was presented to the Committee. No additional funds had been made available to the organisation during the financial year. The Committee praised the careful project planning and cost monitoring that had been undertaken throughout the year to enable the budget to come in on target.

9. Five Year Capital Programme (Oral)

9.1 Members were advised that a Five Year Capital Programme was being developed. This would cover all PSU projects and their budget requirements in the coming years. Once completed it would be shared with the Scottish Government to enhance their understanding of the funding challenges faced within the SCTS, particularly in areas such as backlog maintenance. The Committee agreed that this was a useful exercise and the programme would be shared with members as it was developed further.

10. Sustainability Report 2017-18 (SCTS/EST/May18/16)

10.1 The Sustainability Report 2017-18 was reviewed by the Committee. The report covered the organisation's performance in a number of areas and detailed the Investment Programme throughout 2017-18. Members welcomed the news that the SCTS had exceeded its annual carbon reduction targets for 2017-18, highlighting the significant progress that had been achieved, meaning that the SCTS continued to be a leading organisation in Scotland on sustainability.

11. Inverness Justice Centre – Update (Oral)

11.1 The Inverness Justice Centre (IJC) project continued to progress as scheduled. The first IJC user's forum had taken place the previous week and was attended by representatives from a number of organisations linked to the project. The forum provided stakeholders with the opportunity to discuss how the building would function and the delivery of justice in this new format. The Committee would continue to receive updates as the project progressed.

12. Kirkcaldy Sheriff Court – Update (Oral)

12.1 The Committee were updated on progress of the plans for improved court facilities in Kirkcaldy. The detailed design was currently under development following meetings with staff

and judiciary based there. It was anticipated that construction works would commence towards the end of the current financial year.

12.2 A local MSP was due to meet with the Executive to discuss the plans and visit the proposed site. Members would be advised of the outcome of discussions in due course.

13. Clutha FAI Options – Update (SCTS/EST/May18/17)

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

14. Airdrie Justice of the Peace Court (SCTS/EST/May18/18)

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

15. Peterhead Sheriff Court – Update (Oral)

15.1 Arrangements for the funding required to complete the extensive roof repairs on the Peterhead Sheriff Court building remained unclear at this stage. The Executive advised that the project may need to be carried out over a number of financial years. An options appraisal would be presented to the Committee at the next meeting to clarify action available.

16. Custody Risk Assessment – Follow Up (Oral)

16.1 A new provider had been awarded the contract for the provision of court custody support to the SCTS. The Executive suggested that the Custody Risk Assessment work could be combined with an update regarding the new provider and their service at a future meeting. The Committee agreed with this approach and would await a further update.

17. Disposal of Former Stonehaven and Arbroath Court Buildings (SCTS/EST/May18/19)

Stonehaven

17.1 The transfer of the former court building to the Stonehaven Town Partnership was now complete. The Committee commended this outcome and the role that the Executive had played to assist with the transfer.

Arbroath

17.2 The SCTS received an Asset Transfer Request under the Community Empowerment (Scotland) Act 2015 from the Arbroath Community Courthouse Trust (ACCT). This followed the inability of the ACCT to demonstrate a sufficient and sustainable funding solution for the capital works required on the building over a number of years. There was now a specific statutory timeline to be followed under the Act.

18. Jury Room Accommodation (SCTS/EST/May18/20)

18.1 Following discussions at a meeting of the SCTS Board on the Court User Satisfaction Survey 2017, the Committee was requested to consider the general facilities available in jury rooms throughout the estate. This included areas such as the number of seats available, access to toilet facilities, access to water and accessibility for people with disabilities.

18.2 The Executive had developed a survey template, which would be sent out to PSU area co-ordinators to conduct visits to courts and complete. Following review and discussion, it was agreed that the survey template would be developed further and shared it with the Committee prior to issue.

19. Any Other Business

19.1 None.

20. Date of Next Meeting

20.1 The date was 10 September 2018.

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