

**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 3 June 2019, Inverness Justice Centre, Inverness**

Members Present:

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Chair)
Professor Hugh MacDougall, Non-Executive Member SCTS Board (Deputy Chair)
Aileen Gomes, Non-Executive Member
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
Karen Lawrie, Secretariat Business Manager, SCTS
Tara McNamara, Executive Support Officer, SCTS (Minutes)

Apologies:

May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland

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 (SCTS/Est/Mar19/Mins)

2.1 The minutes of the meeting held on 4 March 2019 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 March 2019 meeting of the SCTS Board which had a bearing on matters relating to the Estates Committee.

3.3 The chair noted that the breadth of scope for the proposed Capital Investment Plan had been discussed at the Board and that this matter may be discussed further at the SCTS Board in June.

4. Inverness Justice Centre – Reflection on Tour

4.1 The Committee toured the Inverness Justice Centre (IJC) site prior to the meeting and members agreed that they were impressed with the design and emerging construction to date. They noted that the works were scheduled for completion by early 2020, incorporating the changes required for the Evidence on Commission suite, with the facility being fully functional by April 2020.

4.2 Members expressed their gratitude to both the Sites Project Manager and Project Director for facilitating the informative tour of the site. The tour raised some concern as to the progress of the project due to the small number of construction workers visible on site. The Executive confirmed the matter had been previously raised with Robertson's Construction which had identified difficulty with procurement and inability to source tradesman locally. The Executive advised that assurance had been received from Robertson's that sufficient staffing levels were in place and would remain to the completion date of January 2020 was met.

ACTION: The Executive to pass on the Committee's thanks to Robertson's Construction for facilitating the visit and to pass on the concerns raised by the Committee on progress and completion timescales based on visible workforce, directly with the IJC project board for their consideration on any further action required.

5. Review of Risk – Project RAG Report (SCTS/Est/Jun19/08)

5.1 The Executive presented the estates projects RAG report. Members received an update on the overall position of current Estates projects. The five projects marked 'amber' were discussed, and assurances provided that these projects were being managed effectively. Twenty-four objectives were rated as green, and one objective had been closed since the last meeting.

6. Estates Budget – End of Year report 2018-19 (SCTS/Est/Jun19/09)

6.1 The Estates budget end of year report for 2018-19 was presented to the Committee. The application of additional funds had resulted in increased revenue and capital funding. The Committee commended the project planning and cost monitoring undertaken throughout the year and were satisfied that the financial risk management of the estates budget had been managed appropriately throughout the 2018-19 financial year.

7. SCTS Budget Proposals – 2019-20 (SCTS/Est/Jun19/10)

7.1 The Committee discussed the proposals for the Estates budget 2019-20. The continued constrained financial climate meant that budget allocation was less than the previous year, creating additional pressures for Property Service Unit (PSU). The Executive confirmed their commitment to utilise available resources as effectively as possible and would continue to seek opportunities to supplement the allocation.

7.2 Members approved the budget allocation proposals, recognising that this would be a demanding period for PSU. They also commissioned PSU to prepare a list of 'shovel ready' projects to enable SCTS to utilise available funding.

8. Estates Capital Investment Plan - Oral

8.1 The Executive provided an update on progress. In particular the Committee noted the need to address capacity, including succession, issues to free up resource to deliver this project effectively.

8.2 The Executive confirmed that a recruitment process was in hand which would make resource available to take this significant project forward over the coming months.

9. New Business Cases (SCTS/Est/Jun19/11)

9.1 The Executive discussed the renewal of an occupational lease at Hadrian House in Falkirk. *The record of this discussion is considered confidential and exempt from publication.*

10. Major Capital Projects - (SCTS/Est/Jun19/12)

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

- Inverness Justice Centre (IJC) – members toured the IJC construction site prior to the meeting and were impressed with the emerging facility.
- Kirkcaldy Sheriff Court – on-site delays relating to the splitting of services on site with Police Scotland had impacted slightly on the projected completion date. Completion of construction works was scheduled for early November 2019.
- Dumbarton Sheriff Court – good progress had been made with stonework repairs. However this work had exposed structural concerns in a specific area of the building which was being investigated by a structural engineer to identify ways to underpin the issue. All necessary health and safety assessments had been put in place and the area of the building sealed off at present.
- Peterhead Sheriff Court – due to a slow start to the contract a replacement contract manager had been appointed at the request of SCTS. The contract was now back on track with a programme with works scheduled to run for 26 weeks.
- Dundee Annex – development options for Dundee continue to be explored – these remained at the exploratory stage and would not result in works on-site during 2019-20.
- Airdrie JP Court Annex – all works were now complete at the new site in Airdrie. The formal opening ceremony would take place on 10 June 2019.
- Aberdeen Council Masterplan Feasibility – ongoing discussions were taking place with Aberdeen City Council regarding the transformation of Aberdeen City Centre. The next meeting was scheduled to take place on 10 June 2019.
- Glasgow Tribunals Centre – was formally opened by Lady Smith and Sir Ernest Ryder on 13 May 2019. The 6th floor Children and Vulnerable Witness suite was scheduled to be fully operational in July 2019.

11. Disposal of Arbroath Sheriff Court - Oral

11.1 The Executive advised the Committee of a recent communication received from Arbroath Community Council (ACCT) in relation to progress with funding. They had submitted an application to Historic Education Scotland (HES) in April. The HES application had been deemed as eligible. A decision on funding allocation was due 10 June 2019.

11.2 The Committee agreed to a further extension of time to await the outcome of the HES funding application. This item would be discussed and reviewed at the September meeting.

12. Jury Room Accommodation (Oral)

12.1 The Executive provided an update on the ongoing analysis of Jury Accommodation requirements. Following a site visit to Lawnmarket, which included the Lord President and Chief Executive, some localised improvements were being developed. A paper detailing the wider analysis of all jury sites would be provided at the next meeting.

13. Project Updates – Clutha FAI (Oral)

13.1 The Executive provided an update on Clutha FAI accommodation. The Sheriff Principal remained very content with the accommodation solution and support provided by the Executive.

**14. Internal Audit Report Health and Safety Function – (SCTS/Est/Jun19/13)
Follow up Report (Oral)**

14.1 The Executive provided a report to the committee which highlighted progress on addressing the recommendations from the Internal Audit Report.

14.2 The strong progress made by John McMillan, Corporate Security Manager, and his team, was recognised.

15. Any Other Business

15.1 The Executive reported that the high level sustainability report for the SCTS Estate had been received. Initial analysis showed the original target of 2.5% had been exceeded with 22% achieved. A detailed paper would be provided at the next meeting.

16. Date of Next Meeting

16.1 The next meeting would be held on 24 September 2019

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