



MINUTES

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 24 October 2022 – Hybrid, WebEx/Parliament House

Members Present:

Sheriff Jillian Martin-Brown, Non-Executive Member SCTS Board (Chair)
Morna Rae, Non-Executive Member SCTS Board
Tom Gorman, Non-Executive Member
Donald Wooley, Non-Executive Member
Aileen Gomes, Non-Executive Member
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, Non-Executive Member

Attended:

Alice Wallace, Chief Finance Officer, SCTS
Kate Leer, Director Property & Services (PSU), SCTS
Yvonne Taylor, Director Operations Delivery, SCTS
Craig Robertson, Head of PSU Finance and Governance, SCTS
Kyle Williamson, Head of PSU Service Development, SCTS
Vince Guz, Programme Manager – EJSPR, SCTS (Item 6 only)
Karen Lawrie, Head of Secretariat, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

Steven D'Arcy, Interim Corporate Secretary, SCTS

1. Declaration of Interests

1.1 There were no declarations of interest from Members.

2. Minutes of the Meeting

2.1 The minutes of the meeting held on 8 August 2022 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 provided an overview of the August and October 2022 SCTS Board meetings, which had a bearing on matters relating to the Estates Committee.

4. SCTS Estates Finance Report 2022-23

4.1 The Committee received an update on current spend and the forecasted end year position. Additional revenue funding had been allocated to PSU to support essential building maintenance work, and rent and rates rebates associated with 3 sheriff courts had been received. Overall the financial projection for the year remained challenging, due to increased costs associated with building maintenance and higher gas and electricity costs.

4.2 The Committee welcomed the assurance provided by the Executive. Members acknowledged the ongoing financial pressures and the impact of the anticipated tight budget settlement in future years.

5. Sustainability Report

5.1 The Executive provided an update on the progress underway to meet the ambitious target of achieving net zero target by 2045 as set by the Scottish Government. A number of good practices and positive achievements had been achieved so far. SCTS participated in climate change week in September. A number of sessions were held highlighting the work undertaken to date across the SCTS in buildings and infrastructure investment. A 'Climate conversation' took place promoting ideas on how to make a difference through building occupation, staff behaviours, working practices and travel arrangements. The sessions were well received by staff who viewed the topics with enthusiasm.

5.2 Members acknowledged the continued engagement with the Scottish Government to develop an appropriate refreshed set of measurable indicators covering the wider performance areas. Discussions were also ongoing with other organisations, such as the Crown Office and Procurator Fiscal Service, to identify opportunities for future impactful Net Zero activity and to signpost best practice for partners' mutual benefit. It was recognised that with a historic estate, it can be challenging to meet targets – but the organisation was taking forward a range of projects to make improvements to the estate to make the buildings more energy efficient.

5.3 The Executive confirmed that the development of a refreshed sustainability performance framework will be the first step on the SCTS roadmap to achieving Net Zero. A dedicated Sustainability Manager would be recruited to drive forward this work. The Committee stressed the importance of this post to helping the organisation develop and implement a strategy to meet the Net Zero target. It was also acknowledged that securing sufficient funding would be critical if continued reduction in carbon emissions was to be achievable.

6. Edinburgh Justice Campus Project

6.1 An update on progress in mobilising the Edinburgh Justice Campus Project (EJC) was presented. Good progress was being made with Phase one of the project which was broadly on budget.

6.2 The EJC Board had approved a proposed scope reduction and timeframe for Phase 2. A revised outline business case would be developed by the end of the year and submitted to the Scottish Government for consideration.

6.3 The Committee acknowledged the progress made with the EJC project to date. A tour of works underway in Parliament House would be undertaken by the Committee in February.

7. Capital Projects

7.1 The Committee received an update on the Capital projects currently underway, with a breakdown on the progress of each of the main projects that had progressed since the last meeting.

7.2 Evidence by Commission (EbyC) Suites/Aberdeen Civil Annex

The Evidence by Commission suite in Parliament house was now fully operational. Work to develop an EbyC in the Aberdeen Civil Annex had been put on hold due to the potential impact of the demolition of the adjacent Police HQ building. Exploratory work was underway to identify alternative accommodation for the EbyC and for the remainder of the business carried out within the Civil Annexe. An update would be provided at the next meeting.

8. Kirkcaldy

8.1 The Executive confirmed that a full fabric condition survey had been commissioned to inform a planned maintenance programme at Kirkcaldy Sheriff Court. A space planning

exercise, involving local staff, is also being planned with the help of the Sheriffdom Business Manager to optimise usage of the available floor space.

8.2 The Committee acknowledged the progress made. A further update would be given at the next meeting.

9. Dundee Civil Annex

9.1 The Committee noted the options available within Dundee that would be available to accommodate the business currently located within the Dundee Civil Annex building.

9.2 Members agreed that the potential option of a move to the Riverside area of Dundee would be preferred as this would provide an energy efficient building with sufficient space and flexibility going forward. The Executive confirmed that the building lease on Telephone House would end in November 2023. While the timescales were relatively tight to move operations to the new building, the Executive were confident that the move to the accommodation in the Riverside area was achievable. A further update would be provided at the next meeting.

10. Draft Annual Report to the SCTS Board

10.1 The Committee reviewed and approved their Annual Report to the SCTS Board, subject to minor amendment. The report summarised the work of the Committee over the last year and set out their priorities for the coming year. The Chair would present the report to the SCTS Board at their meeting on the 28 November 2022.

11. Any Other Business (AOB)

11.1 The Committee agreed that the next meeting on 20 February would be held in Parliament House, Edinburgh and include a tour of the Edinburgh Justice Campus works. Meetings in 2023 would be a mix of in-person and virtual.

11.2 This was Tom Gorman's last meeting as his term of appointment to the Committee would end in November. The Chair thanked Tom for his insight and experience to the Committee over the past 8 years.

12. Papers for Scrutiny/Exception Reporting Only

12.1 The following paper had been circulated for scrutiny:

- **Review of Risk – Project RAG Report**

The Committee reviewed the Project RAG report. Members suggested the inclusion of an additional section to monitor the current progress on Future Ways of Working/Estates Strategy. This would be incorporated by the Executive Team.

13. Date of Next Meeting

13.1 The next meeting would be held on 20 February 2023 in Parliament House, Edinburgh.