



# MINUTES

## **SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Monday 16 May 2022 – via WebEx**

### **Members Present:**

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

### **Attended:**

Alice Wallace, Interim Chief Finance Officer, SCTS  
Kate Leer, Director Property & Services (PSU), SCTS  
Yvonne Taylor, Director Operations Delivery, SCTS  
Vince Guz, Programme Manager - EJSPR - SCTS  
Tim Barraclough, Executive Director Tribunals & OPG, SCTS (Item 8 only)  
Angus Black, Head of Planning, Governance and Risk, SCTS  
Karen Lawrie, Head of Secretariat, SCTS  
Sarah Imery, Executive Support Officer, SCTS (Minutes)

### **1. Welcome & Apologies**

1.1 Members were welcomed to the meeting and no apologies were noted.

### **2. Declaration of Interests**

2.1 There were no declarations of interest from Members.

### **3. Minutes of the Meeting**

3.1 The minutes of the meeting held on 21 February 2022 were approved.

### **4. Matters Arising (including feedback from SCTS Board)**

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

4.2 The Chair provided an overview of the March 2022 meeting of the SCTS Board, which had a bearing on matters relating to the Estates Committee.

### **5. Estates Finance Report 2021-22**

5.1 The Executive provided an overview on the Estates Finance Report 2021-22. The Executive informed the committee that SCTS had been successful in gaining additional funding during the year. Significant funding had been received for the installation of Electric vehicle charging points across the SCTS estate. This would assist SCTS in moving net zero in line with the Scottish Governments climate change targets and related legislation.

5.2 The Committee commended the Executive in managing the available budget during the year and utilising additional funding to bring forward additional backlog and preventative maintenance across the estate.

## **6. Estates Finance Report 2022-23**

6.1 The Committee discussed the budget allocation for the 2022-23 financial year providing an overview of the proposed high level budget allocation, based on the initial budget announced. It was highlighted that the Property and Service team would face a number of challenges to deliver their business plan in-line with their allocated budget due to significant pressures existing within the current economic environment including the increased building material costs and utility costs. Steps had been taken to provide enhanced monitoring of the PSU budgets, to ensure pressures were highlighted and investigated and savings were identified and utilised at an early stage.

6.2 The Executive confirmed that costs associated with COVID-19 would remain during 2022-23, including the ongoing 24/7 ventilation in all SCTS buildings, however it would be closely managed to ensure that the anticipated relaxation of the COVID-19 safety measures were followed. Members were assured that should there be a resurgence of infection rates SCTS would ensure that all necessary steps would be taken to ensure the safety and wellbeing of SCTS staff, judiciary and court users as a priority.

6.3 The Committee were informed that funding for additional capital projects would be made through the Scottish Government autumn and spring Budget Review process. The Scottish Government had indicated support for the essential repair work required on Glasgow Sheriff Court Atrium roof.

6.4 The Committee welcomed the update, acknowledging the ongoing financial pressures and constraints facing the organisation in the coming year.

## **7. Sustainability Report**

7.1 The Executive presented an overview of the activity across the organisation to work towards the ambitious net zero target of 2045 set by the Scottish Government.

7.2 The Committee acknowledged the good practices adopted in regard to sustainability which included physical improvements to the built estate, flexible digitally enhanced working and service delivery, investing in electric vehicles/charging infrastructure and embedding electronic financial payment systems across the business. It was anticipated that emerging hybrid working patterns and an increasing use of digitally enhanced services would continue to create resource efficiencies and sustainability in operational delivery. The forthcoming appointment of a Sustainability Manager to provide a focussed approach to future planning and monitoring of targets and exploring innovative and challenging ways to meet targets was welcomed. The Sustainability Manager would also work closely with the FM Contract providers to ensure the approaches aligned.

7.3 The Committee discussed the ongoing change from gas heating systems to electric heating systems taking place across the estate. Members highlighted the increased energy costs with electric costs higher than gas. The Executive reported that this was the direction that industry was subscribing to at present and that SCTS was able to benefit from the Scottish Government Framework for utility costs, although that would also be subject to increased costs. Engagement with the Scottish Government would continue to ensure that the SCTS was adhering to the net carbon measurements and also benefitting from the Scottish Government's knowledge.

7.4 The Committee welcomed the progress update and were assured the SCTS was moving towards the net zero target. Members echoed the Scottish Government's approach of adopting a 'learning by doing' method to the net zero journey.

## **8. Edinburgh Justice Sector Property Rationalisation**

8.1 The Committee received an update on progress in mobilising the Edinburgh Justice Sector Property Rationalisation Project (EJSPR). The Edinburgh Justice Campus Project Board, which included representatives from the Scottish Government Property and Finance Teams as well as other interested organisations had now met three times.

8.2 An outline business plan had been approved by the Project Board and would be formally submitted to Scottish Ministers for their consideration. The outline business case detailed the broader EJCRP programme and more specifically, a funding request in respect of Phase 1 of the project

8.3 The Executive confirmed that, as the plans for phase 2 of the programme had been based on pre-COVID assumptions on operational requirements, there would be a full review of business requirements for all stakeholders prior to plans being finalised. The inclusion of sensory suites and specialist hearing suites would also be considered should available space be identified.

8.4 The Committee acknowledged the progress made with the EJCRP programme and welcomed the appointment of the SCTS programme leads. Members offered their support to the programme as it progressed and would ensure a member of the committee was available to join the project board in due course.

## **9. Major Capital Projects**

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

### **Dundee Sheriff Court Annexe**

The Executive and the Executive Team were exploring alternative accommodation options and reviewing court modelling. Concerns on timescales and budgetary pressures were noted.

## **10. Any Other Business (AOB)**

10.1 This was David McIlroy's last meeting as his appointment to the SCTS Board would end in June. The Executive thanked David for his leadership of the Committee during the last two years. Prior to Chairing the Committee David had been a member of the Inverness Justice Centre Programme Board and provided invaluable insight and experience to their discussions.

## **11. Papers for Scrutiny/Exception Reporting Only**

11.1 The following papers had been circulated for scrutiny:

- COVID-19 Update
- PSU Business Plan 2022-23
- Review of Risk – Project RAG Report

11.2 No matters were raised by exception.

## **12. Date of Next Meeting**

12.1 The next meeting would be held on 8 August 2022.

