

## MINUTES

### **SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Thursday 17 September 2015, Parliament House, Edinburgh**

#### **Members Present:**

Sheriff Grant McCulloch, Non-Executive Member SCTS Board (Deputy Chair)  
Professor Hugh MacDougall, Non-Executive Member SCTS Board  
Tom Gorman, Non-Executive Member (external)  
Aileen Gomes, Non-Executive Member (external)  
Donald Wooley, Non-Executive Member (external)

#### **Attended:**

Richard Maconachie, Chief Finance Officer, SCTS  
David Currie, Director Property & Services, SCTS  
Noel Rehfisch, Corporate Secretary, SCTS  
Pam McFarlane, Sheriffdom Business Manager Lothian & Borders, SCTS  
Raymond Heard, Head of Estates Service Delivery, SCTS (Observer)  
John McMillan, Corporate Security Manager & DSO, SCTS (item 7 & 8 only)  
Karen Lawrie, Executive Support, Secretariat, SCTS (Minutes)

#### **Apologies:**

Sheriff Iona McDonald, Non-Executive Member SCTS Board (Chair)  
David Fraser, Acting Chief Operations Officer, SCTS

In the absence of Sheriff McDonald, the meeting was chaired by Sheriff McCulloch, Deputy Chair.

### **1. Minutes of the Meeting of 28 May 2015**

1.1 The Minutes of the last meeting of the SCTS Estates, Health & Safety, Fire and Security Committee were approved.

### **2. Matters Arising**

2.1 There were no matters arising and no outstanding action points from the last meeting.

2.2 The Chair reported on matters discussed or decisions made at Board meetings in June and August which had a bearing on estates matters. These included:

- Approval of the Business Case for additional courts at the High Court building in Saltmarket, Glasgow.
- A review of the initial evaluation report on the court closure programme.
- Noting that the estates management discretionary budget was £1.2m less for this year than in 2014-15.
- Receiving a broad outline of the Scotland Bill and its potential implications for the devolution of tribunals currently administered by Her Majesty's Courts and Tribunals Service to SCTS.

### **3. Review of Risk – Project RAG Report (SCTS/EST/Sep15/09)**

3.1 The Committee received the project RAG report. The majority of projects were on track and those rated “amber” were reviewed and discussed with Members content that the Executive continue to closely monitor progress. It was noted that one project was rated “red”, however Members were satisfied the Executive was exploring alternative solutions to bring the project back on track.

### **4. Deep Dive Session on Estates Matters**

4.1 David Currie, Director Property and Services, presented an overview of the Estates vision, priorities, achievements and risk mitigation – based on a presentation that had been given to the Audit and Risk Committee in August.

4.2 Members were pleased to note the shortlisting of SCTS as finalists in the “Partners in Corporate and Public Services” category at the Premises and FM Awards 2015, the results of which would be announced in November.

4.3 The Chair expressed the Committee’s thanks to David Currie and his team for all they had achieved in managing the SCTS Estate during a difficult financial climate.

### **5. Estates Budget 2015-16 (SCTS/EST/Sep15/10)**

5.1 Funding pressures currently faced by SCTS were outlined by the Executive. Due to significant pressures across other areas of investment in SCTS, the Estates team is operating within a tightly circumscribed budget which is particularly apparent in discretionary areas such as minor works and backlog maintenance.

5.2 The Committee examined the list of prioritised projects which detailed works already instructed and those of a lower priority that were still to be undertaken. It was noted that decisions on project priorities were agreed by Estates and Operations Directorates collectively to ensure the requirements of the business as a whole were fully considered in the prioritisation of works. The Executive agreed to update the project list to make clear the principal requirement for each project (e.g. statutory requirement, routine maintenance etc).

5.3 Members agreed the estates budget priorities for 2015-16 and welcomed sight of the list of “shovel ready” projects, which would be maintained to ensure full budget commitment and also to utilise any Scottish Government late release of funding.

### **6. Health, Safety and Security Works Committee Report (SCTS/EST/Sep15/11)**

6.1 John McMillan, Corporate Security Manager & Data Security Officer, presented the annual report of the Health & Safety and Security Works Committee (HSSWC) which provided a comprehensive report on security matters, management of data protection, the management of court productions and matters discussed at the Health, Safety and Security Works Committee.

### **7. Health and Safety Report – Voltage Optimiser (SCTS/EST/Sep15/12)**

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

## **8. Estates Strategy 2015-25**

8.1 The Committee were advised that an initial draft of the Estates Strategy has been completed, however further work was required. A near final draft would be submitted to the Executive to review before being circulated to Members for comments in advance of the next meeting. The final paper, incorporating any comments, would be reviewed by the Committee in November before being submitted to the SCTS Board in December.

***Action: Executive to circulate the Estates Strategy for Members to review and provide comments in advance of the next meeting.***

## **9. Justice Centre Update (SCTS/EST/Sep15/14)**

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

## **10. New Business Case – Wellington House (SCTS/EST/Sep15/15)**

10.1 The Committee noted the Executive's decision to underwrite the budget expenditure to enter a Memorandum of Terms of Occupation (MOTO) with Her Majesty's Courts and Tribunals Service to provide additional accommodation in Wellington House in Glasgow, for Tribunals Operations as well as alterations at Europa House, Glasgow and Bothwell House, Hamilton to accommodate an anticipated increase in business arising from changes to tribunals' legislation. Budget will be transferred from Scottish Government as part of the tribunal reform agenda.

## **11. Civil Court Reform Update**

*Sheriff Appeal Court & National Personal Injury Court*

11.1 The Executive reported that works on the new Sheriff Appeal Court in the Lawnmarket, Edinburgh and the National Personal Injury Court, situated in Edinburgh Sheriff Court, have both been completed. Business would commence in both courts on 22 September 2015.

## **12. Annual Report to the Board (SCTS/EST/Sep15/16)**

12.1 The Committee reviewed the draft outline of their Annual Report which would be submitted to the Board in December. Members were content with the draft report and suggested a summary of the areas covered in the Health, Safety & Security Works Committee should be included.

12.2 The Executive agreed to revise the draft report to incorporate the comments received at the meeting. The final report would be submitted to Committee in November for clearance.

***Action: Executive to revise the draft report to incorporate the comments received from Members at the meeting.***

## **13. Committee Appraisal (SCTS/EST/Sep15/17)**

13.1 The Committee agreed to adopt the revised system for annual appraisal which was developed by the SCTS Board in autumn 2014. The template for completion would be circulated to Members allowing responses to be collated for discussion at the next meeting.

#### **14. Any Other Business**

##### *Start times for future meetings*

14.1 Members considered the starting time for future Committee meeting and it was agreed that they would commence at 2.00pm.

##### *Minutes from Board Meetings*

14.2 At the request of committee members, the Executive agreed that consideration would be given to providing the minutes of SCTS Board meetings, with the papers or a link to the minutes, for future committee meetings.

#### **15. Date of Next Meeting**

15.1 The next meeting would be held on Thursday 19 November 2015 at 2.00 pm in Parliament House.

Scottish Courts and Tribunals Service  
September 2015