

## **SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE REMIT**

1. The Estates, Health and Safety, Fire and Security Committee acts on behalf of the Scottish Courts and Tribunals Board (SCTS) to ensure that the SCTS has the buildings, facilities and practices it needs, now and in the future, to fulfil the organisation's core functions as set out in the Judiciary and Courts (Scotland) Act 2008 and to meet its statutory and other obligations with reference to health, safety, fire and security.
2. The Committee undertakes a strategic decision taking and scrutiny function on behalf of the Board with reference to estates, health and safety, fire and security matters. The Committee will:
  - agree and review strategic planning for the SCTS estate, aligning investment priorities with longer-term business objectives;
  - consider the implications for the SCTS estate of strategic decisions taken by the SCTS Board or its Committees;
  - identify key risks to the effective, efficient and economical operation of the court estate and ensure that these are managed and mitigated effectively;
  - scrutinise information on the efficient management and progress of estates projects and wider estates strategy;
  - scrutinise information on SCTS performance towards delivery of its carbon reduction programme; and
  - scrutinise, on behalf of the Board, evidence on SCTS's compliance with its statutory and other obligations for health, safety, fire and security, taking account of reports and recommendations from the Executive's Health, Safety & Security Works Committee.
3. Responsibility for the day to day management of estates, health and safety, fire and security matters and budget decisions up to agreed limits are delegated to the SCTS Chief Executive and relevant officials as set out within an agreed Scheme of Delegation.

### **Membership**

4. External non-Executive members shall each have at least one UK, nationally recognised, property related professional qualification.
5. Current membership of the Committee comprises:
  - Sheriff Jillian Martin-Brown, SCTS Board (Chair)
  - David Caddick, SCTS Board
  - Steven Dickson, SCTS Board
  - May Dunsmuir, President of Additional Support Needs Tribunals for Scotland, non-Executive member
  - Luke Broadbent (non-Executive)
  - Joe Lynch (non-Executive)
  - Alan Cormack (non-Executive)

6. Attendees from the SCTS Executive are:

- Director Property and Services, SCTS (Executive lead)
- Chief Finance Officer, SCTS and
- Director Operations – SCTS

7. The Committee will appoint external non-Executive members to sit on the Committee. External members will be appointed for an initial period of four years, renewable once by mutual consent.

8. A daily remuneration and travel costs are paid by the Scottish Courts and Tribunals Service to non-Executive members of the Committee where these are not already met from public funds.

### **Meetings**

9. The Committee will meet approximately quarterly. A minimum of three Committee members, one of whom must be a member of the SCTS Board, must be present for the meeting to be deemed quorate. A secretariat function will be provided by the SCTS Secretariat.

SCTS Estates, Health & Safety, Fire and Security Committee  
October 2023