



**SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 13 May 2024 –WebEx**

Members Present:

Sheriff Jillian Martin-Brown, SCTS Board (Chair)
Luke Broadbent, Non-Executive Member
David Caddick, SCTS Board
Alan Cormack, Non-Executive Member
Steven Dickson, SCTS Board
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal
for Scotland, Non-Executive Member
Joe Lynch, Non-Executive Member

Attended:

Alice Wallace, Chief Finance Officer, SCTS
Kate Leer, Director Property & Services (PSU), SCTS
Yvonne Taylor, Principal Clerk of Session and Judiciary, SCTS
Steven D'Arcy, Corporate Secretary, SCTS
Daragh Stewart, Head of Service Delivery PSU, SCTS
Craig Robertson, Head of PSU Finance and Governance, SCTS
Del Kaiser, Head of Health, Safety and Security, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

None

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 12 February 2024 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 Committee received an update on the matters discussed at the Board meeting in March.

4. PSU People Survey Results

4.1 The Executive provided an overview of the Property Service Unit (PSU) Staff Survey Results for 2023. Improved scores across all core areas had been achieved. The overall employee engagement score had increased by 8 percentage points to 73% (this is 12 percentage points higher than the civil service average).

4.2 The Executive assured members that, while the 2023 results were positive, a local action plan had been developed to ensure continued improvement. It was noted that the PSU Management Team was mindful of the need to ensure continued support for the team and their wellbeing, particularly as the Unit had a number of large scale projects to manage.

4.3 Members acknowledged the positive results and welcomed the approach the PSU Management Team were taking to support their staff.

5. 2023-24 End Year Finance Report

5.1 The end of year financial report for Property and Services was presented. The allocated budget had increased by £2.5m, due to IFRS16 (Leases) transactions now being reflected in the PSU budget allocation. Further corporate reallocations allowed for a permitted overspend of £2.2m for the year. This was, in the main, to enable essential remedial works at Airdrie Sheriff Court where Reinforced Autoclaved Aerated Concrete (RAAC) had been found.

5.2 The Executive confirmed that all projects funded by the 2023-24 Scottish Central Government Energy Efficient Grant Scheme had been completed successfully.

5.3 The Committee welcomed the steps taken to utilise the available budget.

6. 2024-25 Budget Update

6.1 The Executive outlined the SCTS 2024-25 Budget allocation. Balancing the 2024-25 budget had been challenging given the financial pressures faced by the Scottish Government. . It was confirmed that PSU had now received their budget allocation for the coming year which included an increase in capital funding. Revenue savings had been sought from the PSU 2024-25 budget which reflected accelerated revenue expenditure in 2023-24 and partial offset of those savings by increased capital allocation in 2024-25. Additional capital funding would be targeted at completion of remediation work at Airdrie and enhanced building maintenance works.

7. PSU Business Plan

7.1 The key objectives in the PSU Business plan for 2024-25 were outlined. A key focus for PSU over the coming year would be in relation to sustainability, maintaining the estate and the delivery of projects in support of the key outcomes in the overall SCTS Business Plan for 2024-25.

8. SCTS Facilities Management (FM) Contract Tender

8.1 Mark Allan, Senior procurement specialist, joined the meeting to provide members with a comprehensive overview of the journey of the FM contract retender exercise. It was noted that OCS Group UK had been awarded the contract, which would commence on 1 July 2024. The contract would be in place for 7 years with an option to extend for up to a further 2 years.

8.2 The Committee welcomed the informative update, noting the importance of a smooth transition. The OCS Group had recently merged with the existing provider, Atalian Servest, who had provided Facilities management services to the SCTS since 2016. The Executive confirmed that they would work closely with the new provider on the implementation of the NEC4 Contract, a relatively new form of contract.

9. Reinforced Autoclaved Aerated Concrete (RAAC) Update

9.1 The Executive provided members with a progress update on the ongoing remedial work at Airdrie Sheriff Court where RAAC had been identified. Contingency arrangements remained in place to manage business in the short term. Works to reopen parts of the building had been instructed and were underway. It was anticipated that these works would allow all business, which was normally scheduled in Airdrie, to return to the Court by end of September 2024. Modular accommodation for staff offices was now in place and being configured for use with an anticipated move in date of 28 May.

9.2 The Executive advised that longer term options, including the potential for a full refurbishment of the current facility, demolition and rebuild either on the existing site or on a new site or, the development of an enhanced facility that could support new business types and new ways of working, was in development.

9.3 The Committee commended the continuing flexibility and resilience of the staff, judiciary and partner agencies working in Airdrie. A further update would be provided to the Committee when available.

10. Dundee Civil Annexe

10.1 The Committee received an update regarding the relocation of the Civil Court business at Dundee into a new Justice Hub at Quadrant House. The Executive confirmed that that the new Dundee Justice Hub would become operational in early June with two digitised civil courtrooms, two new trauma informed vulnerable witness evidence suites and accommodation for staff and members of the judiciary.

10.2 The new Hub would also feature a bespoke evidence by commission suite (EbyC), to further support the most vulnerable when giving evidence. It was anticipated the EbyC suite would be operational from late August.

11. Capital Projects

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

11.2 Evidence by Commission – Phase 2

SCTS had received additional capital funding in 2024-25 to create a further two evidence by commission (EbyC) suites. This would support legislation coming into force that will set a presumption that children under 16, and vulnerable witnesses, should have their evidence pre-recorded in all solemn cases. The new facilities would be created in the sheriffdoms of North Strathclyde and South Strathclyde, Dumfries & Galloway. They would supplement the four existing bespoke EbyC suites (located in Aberdeen, Edinburgh, Glasgow and Inverness). A fifth one in Dundee would open this summer – ensuring national coverage by April 2026.

11.3 Glasgow Sheriff Court – Replacement Atrium Roof

The programme of works for the replacement of the Atrium roof at Glasgow Sheriff Court had now been completed on time and on budget.

12. Edinburgh Justice Campus (EJC) Update

12.1 Vince Guz, Programme Manager Edinburgh Justice Campus (EJC), joined the meeting to provide an overview of progress since the February Meeting.

12.2 The Phase 2 Business Case had not been submitted to the Scottish Government at this time due to the known financial climate, however, should a late release of funding be received, plans were in place to utilise the spend on certain aspects of phase 2.

13. Sustainability Strategy

13.1 The Executive informed the Committee that the SCTS Sustainability Strategy 2024-2027 had been published in April.

13.2 The Board Sustainability Champion and Estates Committee Member, Steven Dickson, noted that whilst positive sustainability changes had been implemented throughout the estate in

recent years, the importance of staff behaviours regarding sustainable practices (e.g. reducing paper usage, reusable water bottles etc) should be encouraged.

13.3 The Committee welcomed the publication of the new strategy commending clear and concise style. Members acknowledged that areas of the strategy may need amended if the Scottish Government had revoked its targets of cutting greenhouse gas emissions by 75% by 2030 however the net zero target of 2045 remains unchanged.

14. Health, Safety and Security Works Committee Report

14.1 The Executive provided the Committee with an overview of the work of the Health, Safety and Security team and the Health and Safety/Security Works Committee (HSSWC). They highlighted the main activities of the Health & Safety team, Fire Safety, reports, confiscations and health and safety incidents that have occurred in the last quarter.

14.2 A review of the audit programme frequency has been conducted which involved engaging court management, justice partners and reviewing previous audit outcomes. This review led to the development of a new audit programme which would not only ensure flexibility but would also enhance the overall effectiveness of the Health and Safety programme. Depending on the building classification, audits would be carried out annually, biannually or every three years. No major areas of concerns or recurring safety themes had been observed during recent audits.

14.3 The Health and Safety team continued to work closely with the Judiciary in order to offer comprehensive security guidance and support. The Executive was currently engaging with Police Scotland to explore additional procedures that could be implemented to enhance judicial security.

14.4 The Committee were updated on the three month pilot at Edinburgh Sheriff Court which commenced on 13 May to assess a new policing model. The pilot would be evaluated on a continuous basis with the assurance that it will be halted if issues arise.

15. Any Other Business (AOB)

15.1 The Committee were informed that Malcolm Graham had been appointed as the new SCTS Chief Executive. He would commence duties at the end of July 2024.

15.2 The Chair advised members that May Dunsmuir's appointment had been extended until May 2025.

16. Papers for Scrutiny/Exception Reporting Only

16.1 The following paper had been circulated for scrutiny:

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

17. Date of Next Meeting

17.1 The next meeting would take place on the 15 July in Aberdeen Sheriff Court and would include a visit to the Evidence by Commission Suite within the Aberdeen Civil Court Annexe.

SCTS Secretariat
May 2024