



# MINUTES

## **SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE MEETING: Thursday 2 June – Parliament House, Edinburgh**

### **Members Present:**

Sheriff Iona McDonald, Non-Executive Member SCTS Board (Chair)  
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  
Karen Lawrie, Secretariat Business Manager, SCTS  
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

### **Apologies:**

Pam McFarlane, Acting Director Operations Delivery, SCTS

## **1. Minutes of the Meeting of 25 February 2016**

1.1 The minutes of the last meetings were approved.

## **2. Matters Arising**

2.1 There were no outstanding actions from the previous meeting.

2.2 The Minutes from the March and May meetings of the SCTS Board had been circulated along with the papers for the meeting. The Chair highlighted matters discussed and decisions made at the Board meeting which had a bearing on estates matters.

## **3. Review of Risk – Project RAG Report (SCTS/EST/Jun16/05)**

3.1 The Committee received the Project RAG Report, noting that of the 29 ongoing projects in the portfolio 2 were rated red, 9 amber and the remainder green. The Executive provided updates on the projects rated red and amber. Members were satisfied that issues were being managed appropriately.

## **4. Estates Budget Update (SCTS/EST/Jun16/06, SCTS/EST/Jun16/07 and an Oral update)**

4.1 The 2015-16 estates budget outturn was presented to the Committee for scrutiny. Members were satisfied that financial risks within the estates budget were managed appropriately in 2015-16. It was noted that the Scottish Government had agreed that £0.8m of the £1.5m originally allocated to the purchase of an Inverness Justice Centre site could be redirected towards backlog maintenance and investment in court room technology, as the purchase did not go ahead in 2015-16 as planned.

4.2 Following discussion, the Committee agreed the 2016-17 estates budget proposals and noted that funding would be kept under review throughout the year. Whilst it was accepted that the overall budget could not be increased concern was noted around the importance of investing in backlog maintenance, particularly where such maintenance was required to address health and safety issues and custody facility improvements. Reassurances were given that health and safety was a top priority and that the planned budget would cover all maintenance falling into this category. Members were also advised of significant investment that had already made in improving custody facilities with further works planned. The Executive would provide details at the next meeting on past spend on court cells, plans for the future and would consider whether additional funding for custody facility improvements might be obtained in future financial years.

**Action: David Currie to provide an updated Custody Risk Assessment, outlining investment made in recent years, to the next meeting.**

**Action: Richard Maconachie to consider Spending Review proposals making the case for additional funding to be made available for custody cell improvement.**

4.3 The Executive provided an update on Facilities Management Contract Tendering. There had been considerable interest despite the programme initially being delayed as it was the first major tender to use a newly established Scottish Government process. One challenge that may emerge from the tender related to contracting firms paying all staff at or above the Scottish Living Wage rate. The results of the tender evaluation will be shared with the Committee in advance of the next meeting if available.

## **5. SCTS Estates Strategy (SCTS/EST/Jun16/08)**

5.1 The Committee agreed that the draft Estates Strategy met their expectations and that they were content for the document to be issued to the SCTS Board for consideration at their next meeting.

5.2 Members noted the relatively high running costs per square metre in relation to Livingston Sheriff Court. The Executive confirmed the figure comprised of payment and other service charges in addition to the running costs. It was agreed the figure would be amended to show running costs only to provide a fair comparison with other courts.

**Action: David Currie to amend the Estates Strategy in relation to Livingston Sheriff Court running costs to allow for fair comparisons to be made.**

## **6. PSU Business Plan and Budget 2016-17 (SCTS/EST/Jun16/09)**

6.1 The Committee noted the PSU Business Plan priorities for 2016-17. It was mentioned that the format, which is used throughout the organisation, was useful and engaging. Members noted the key business delivery and development priorities and discussed the potential estates implications of business projected to take place in 2016-17.

## **7. Kirkcaldy Health Safety and Security Review – Update**

7.1 The Committee considered the proposed actions recommended in the report and the improvements made since the last update provided in February.

7.2 Members engaged in dialogue about the possibility of a Justice Centre in Kirkcaldy. Members discussed the potential benefits and impact of a Justice Centre on the current operating model in Fife noting the potential for improved collaboration with justice partners such as Police Scotland.

## **8. Disposal of Court Buildings – Stonehaven (Oral)**

8.1 A revised business case had been requested from the Stonehaven Town Partnership. The final business case would be circulated to the Committee for consideration ahead of any decision being taken on disposal.

**Action: The Executive will circulate the final business case to the Committee when it is received from the Stonehaven Town Partnership.**

## **9. Update on Inverness Justice Centre (SCTS/EST/Jun16/11 and SCTS/EST/Jun16/12)**

9.1 The Committee were updated on the progress being made in regards to the purchase of a site in Inverness to build a Justice Centre.

9.2 Various options in Inverness were being considered and the Committee were updated on these. An update would be provided to the SCTS Board in June.

9.3 The project team for development and delivery of the Justice Centre was now in place. Initial work with a local architect had reached its conclusion and, following a tendering exercise, Reiach and Hall Architects had been appointed.

## **10. Court Custody Facilities Update**

10.1 The Committee were updated on renovation work carried out in the custody cell area at Glasgow Sheriff Court. The Executive advised that following a visit by Her Majesty's Inspector of Prisons for Scotland, a clear distinction was made between SCTS holding cells and prison cells. Work was ongoing to ensure that there was a clear understanding of acceptable standards in relation to these facilities that was shared by the Inspectorate, SCTS and the contractors responsible for managing custody suites. The cell area in Glasgow had been renovated and plans were in place to remove in-cell urinals. Members noted the progress made and agreed that an update should be provided on this topic at future meetings.

## **11. Tribunals Accommodation – Glasgow Options (SCTS/EST/Jun16/14)**

11.1 The Committee noted the progress made in exploring accommodation options for tribunals staff in Glasgow. The lease on their current accommodation ended in December 2016 and the Executive were exploring both short and longer term options to deliver high-quality accommodation in the most efficient way.

11.2 An update was provided on work under way to identify and potentially secure a single larger tribunals site that would be capable of accommodating the future transfer of the reserved tribunals. There was also a possibility that the new site could provide facilities to hold Fatal Accident Inquiries and manage remote vulnerable witness business. Members noted the activity under way and agreed that this should be developed further, whilst maintaining the fall-back option of a shorter lease extension for existing tribunal staff based in Glasgow, should that approach need to be taken ahead of making longer-term commitments.

## **12. Any Other Business**

12.1 It was agreed that the next meeting will be held at Saltmarket, Glasgow on 8 September 2016, in order that Committee members can view the newly developed High Court accommodation.

SCTS Estates, Health & Safety, Fire and Security Committee  
June 2016