

SCTS ESTATES, HEALTH & SAFETY, FIRE AND SECURITY COMMITTEE
MEETING: Monday 24 July 2023 – WebEx

Members Present:

Sheriff Jillian Martin-Brown, SCTS Board (Chair)
Steven Dickson, SCTS Board
May Dunsmuir, President of the Health and Education Chamber, First-tier Tribunal for Scotland, 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
Daragh Stewart, Head of Service Delivery PSU, SCTS
Craig Robertson, Head of PSU Finance and Governance, SCTS
Kyle Williamson, Head of PSU Service Development, SCTS
Del Kaiser, Head of Health, Safety and Security, SCTS
Tim Barraclough, Executive Director Tribunals and OPG
Vince Guz, Programme Manager – EJC, SCTS
Karen Lawrie, Head of Secretariat, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

Steven D'Arcy, Corporate Secretary, SCTS

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 15 May 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 Chair provided an overview of the June 2023 SCTS Board meeting, which had a bearing on matters relating to the Estates Committee.

4. Draft annual report to the SCTS Board

4.1 Members reviewed the outline of their draft annual report to the SCTS Board. The report would be updated to reflect the conclusion of the recruitment for three non-executive members. It was hoped confirmation of successful candidates would be shared shortly.

4.2 A final draft of the report would be submitted to the next meeting for formal approval. The final report would be submitted to SCTS Board in November.

5. Finance Quarterly Update

5.1 The Executive provided an overview of the Finance Quarterly Update 2023-24. The 2023-24 allocated budget was £33.1m.

5.2 The Executive highlighted an overspend on operations Building Maintenance costs, however provided assurance that an action plan had been developed to investigate the cause of the overspend and return to balanced spend by March 2024.

5.3 Due to warmer than expected weather conditions and investment in Photovoltaic technology, an underspend had been identified on utility costs. This would continue to be monitored closely throughout the remainder of the year.

5.4 The Committee were advised that SCTS had been successful in their application to the Scottish Central Government Energy Efficient Grant Scheme. Funding for projects in Kilmarnock Sheriff Court and Peterhead Sheriff Court were underway. Further applications would be submitted in the next funding round.

5.5 The Committee welcomed the quarterly update and acknowledged the challenging economic and fiscal outlook for the coming year.

6. Sustainability

6.1 The Executive provided an update on the progress underway to meet the ambitious target of achieving net zero target by 2045 as set by the Scottish Government.

6.2 Following a successful recruitment campaign, a SCTS Sustainability Manager had been appointed and was now in post, this appointment would be key to championing the development of an initial SCTS Sustainability Strategy by September 2023.

6.3 The Executive informed the Committee of a new Sustainability Reporting Tool. SCTS and COPFS would be trialling the 'Achilles Tool' in order to more accurately measure, manage and verify Carbon Emissions. The Committee welcomed new sustainability monitoring. A presentation showing the features of the tool would be provided at a future meeting.

7. Health, Safety and Security Works Committee Report

7.1 The Committee reviewed the Annual Report from the Health and Safety/Security Works Committee. The report provided a comprehensive update on the work of the committee during the last year, including Health & Safety activities, Fire Safety, reports on incidents and operations that have been managed over the course of the year, this was presented by the new Head of Health, Safety and Security, Del Kaiser.

7.2 The Committee welcomed the update and were assured that adequate plans were in place.

8. Edinburgh Justice Campus (EJC) Update

8.1 The Committee received an update on progress the Edinburgh Justice Campus (EJC).

8.2 Phase one of the project, was completed in June 2023 with the successful relocation of the Scottish Law Commission (SLC) from their building at Causewayside to Parliament House, Edinburgh. The sale of the building at Causewayside was progressing.

8.3 Due to the current financial constraints, it was unlikely that funding would be available for Phase 2 of the Edinburgh Justice Campus programme, however should there be a late release of funding, plans were in place to utilise the spend in areas of phase 2.

8.4 As part of Phase 2 of the Business Case, the relocation of the Scottish Land Court and Land Tribunal based with George House, Edinburgh, to Parliament House, Edinburgh was discussed. The move would allow the COVID-19 Inquiry to be housed in George House.

8.5 The Committee welcomed the update and would welcome further updates when available.

9. SCTS Facilities Management Contract Tender

9.1 The Committee reviewed the re-tendering and procurement process for the Facilities Management Contract Tender. The current contract with Atalian Servest, held since 2016, was due to end in March 2024. It was anticipated that the Invitation to Tender would be published in September 2023.

9.2 The Committee acknowledged the progress made and noted the revised timeline for the contract retender. Progress reports would be provided at future meetings.

10. Capital Projects

10.1 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.

10.2 Evidence by Commission (EbyC) - Aberdeen Civil Annexe

The Aberdeen Civil Annexe EbyC suite works were progressing well. The EbyC suite was on track to be fully operational by August 2023. The Committee is to visit the new facility as part of their meeting in October 2023.

10.3 Aberdeen Queen Street

Essential roof repair works were required on the Tolbooth and Townhouse buildings where the Sheriff Court is located. Tolbooth works were currently underway, with the Townhouse Building due to proceed in August 2023.

10.4 Glasgow Sheriff Court – Replacement Atrium Roof

The contract was awarded to Morris & Spottiswood with a construction programme of works being finalised and work due to begin late July 2023. The works were expected to last approximately four months but were subject to weather conditions. The Committee would be given an update on progress in October.

10.5 Kirkcaldy Sheriff Court & Annexe Building

The refurbishment work began at Kirkcaldy Sheriff Court at the beginning of July 2023. Works were progressing well. Some members of staff had been moved temporarily to the recently refurbished annexe building nearby.

11. Dundee Civil Annexe

11.1 The Committee received an update on the proposed relocation of civil court business currently located within the Dundee Civil Annexe (Telephone House).

11.2 The business case had been submitted to Scottish Government (SG) and had received Ministerial approval. Scottish Ministers formally approved the Justice Hub project in June 2023 following completion of the Accountable Officer Process and the SG property controls process.

11.3 The Committee acknowledged the steps taken to ensure sufficient funding was available and the collaborative working to allow the project to achieve the necessary time constraints.

12. Any Other Business (AOB)

12.1 None

13. Papers for Scrutiny/Exception Reporting Only

13.1 The following paper had been circulated for scrutiny:

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

13.2 No comments were raised by exception.

14. Date of Next Meeting

14.1 The next meeting, 23 October 2023, would be held in-person in Aberdeen Sheriff Court and include a visit to the EByC suite within the Aberdeen Civil Annexe.

15. SCTS Estates Committee – Appraisal Exercise 2023

15.1 A summary of members' responses to the appraisal questionnaire was discussed in a members' only session following the formal meeting. Members were content with the operation of the Committee. It was agreed that a mix of virtual and in-person meetings was working well. Members expressed interest in holding future meetings across the SCTS Estate to allow them to view ongoing/completed Estates projects.

SCTS Secretariat
July 2023