CROWN OFFICE
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FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Meeting: **BUSINESS IMPROVEMENT COMMITTEE** [01-18]

Date: **27 February 2018**

Chair: John Dunn, Deputy Crown Agent – Local Court - JD

Attendees: Keith Dargie, Director of Information Systems Division - KD
Nancy Darroch, Head of Business Management – Local Court - ND (by VC)
Elaine Hales, Secretariat – EH (by VC)
Robert Tinlin, Non-Executive Director - RT
Ian Walford, Deputy Chief Executive - IW
Stephen Woodhouse, Director of Finance - SW

Apologies: Graham Kerr, Director of Strategic Development - GK
Anthony McGeehan, Head of Policy - AM
Helen Nisbet, Serious Casework Group - HN

Agenda: 1. Welcome, Apologies and Agreement of AOB
2. Minutes of Last Meeting and Action Log
3. Portfolio Dashboard and ISD Portfolio
4. Risks
5. Review of BIC membership
6. BIC Communications and Stakeholder Analysis
7. Executive Board Update – Key highlights
8. AOB – BIC Programme of Review

Item	
1.	Welcome, Apologies and Agreement of AOB
	John Dunn welcomed Robert Tinlin, new Non-Executive Director to his first meeting of BIC. Apologies were tendered on behalf of Graham Kerr, Anthony McGeehan and Helen Nisbet. It was noted that Susan Cameron would no longer be part of BIC having been transferred full time to work on the Fair Futures Project.
2.	Minutes of Last Meeting and Action Log
	The minutes of the meeting held on 18 December 2017 were approved. The Action Log was discussed and updates noted. Risk Guidance **ACTION: EH to develop an off the shelf package for new Project Managers in relation to their responsibilities to BIC.**

3.	Portfolio Dashboard and ISD Portfolio
	The Dashboard was discussed, content noted and highlights as follows:- • **CMiC and Corporate Wi-Fi** –A detailed explanation was provided on the current status of CMiC and Corporate Wi-Fi. KD is preparing a paper that will outline the solution chosen for corporate Wi-Fi and the CMiC enterprise resilience solution and capabilities before the end of the current financial year. Rollout timescales for Wi-Fi and CMiC have yet to been defined, however, it is anticipated that corporate Wi-Fi will be implemented by the end of the financial year 18/19. A CMiC Transformation Manager has been appointed and will play a key role in working with business areas to define and implement the new digital processes and providing transformation support across all areas. • **Sheriff & Jury 21 Pathway/MI Project** – Local Court representatives had requested that BIC consider reprioritisation of the outstanding enhancements to the Pathway as they would provide significant benefits to the Function. This required to be balanced against the MI Project where development work had commenced and delivery of the solution was scheduled for the end of June/beginning of July. KD agreed to confirm a commitment to commence development of the Pathway enhancements in April to run in tandem with the work being undertaken on the MI Project. • **Corporate Apps** – The project is in its final stages with targeted workshops planned for post administrators and HR in relation to the starter/mover/leaver application. Assuming all goes to plan and acceptance testing confirmed, implementation will be just after the Easter period. • **Titan** – Phase 1 to cover legislation was implemented and phase 2 digital capabilities/full range of features is scheduled for completion by April. An update on the current status of Encryption and the SDS Website was requested and KD provided detailed information on how these pieces of work will align with the overall Digital Strategy and the strategic approach being taken in relation to transforming our case management and information systems infrastructure planning priorities. Although the Delivery Plan is not due to be published until mid-March, work will commence on the relevant Delivery Plan priority workstreams from the start of the new financial year. A meeting was offered with KD and RT to discuss the Digital Strategy and the Delivery Plan further. **ACTION: KD to circulate ISD Delivery Plan in advance of next BIC meeting**. **ACTION: KD to schedule a meeting with RT to discuss the Digital Strategy Delivery Plan.**
4.	Risks
	No risks highlighted through Project Progress Reports for BIC's attention.
5.	Review of BIC membership
	BIC's membership was discussed and changes to include the Director of Finance, Non-Executive Director and removal of the Senior Business Transformation Delivery

		Manager were agreed. In addition, some changes to the Remit itself were required to take account of the removal of the Business Transformation Delivery Team and to align it with the Resources and Operational Performance Committees. **ACTION: EH to track suggested changes and recirculate to BIC members for approval.**
6.	BIC Communications and Stakeholder Analysis	
		Staff surveys continue to highlight that change is not managed well within COPFS. As BIC governs many of the change projects there could be an opportunity to improve communications with internal and external stakeholders about the work that is being undertaken. Although individual projects communicate progress, there could be opportunities to bring together communications around the whole Corporate Portfolio. **ACTION: EH to discuss with key leads on the Communications Review and provide an update at the next meeting.**
7.	Executive Board Update – Key Highlights	
		BIC are required to provide updates on progress to the Executive Board. It was agreed to revisit this at the next meeting to review what key information Executive Board require.
8.	AOB	
		It was agreed that it would be helpful to have a yearly programme of review where in depth discussions could take place on BIC governed projects and for relevant Project Managers/Leads be invited to attend. **ACTION: EH to update draft Programme for next meeting.**