



**CROWN OFFICE
& PROCURATOR
FISCAL SERVICE**

SCOTLAND'S PROSECUTION SERVICE

Meeting: BUSINESS IMPROVEMENT COMMITTEE [02-18]

Date: 25 April 2018

Chair: Ian Walford, Deputy Chief Executive - IW

Attendees: Keith Dargie, Director of Information Systems Division - KD
 Nancy Darroch, Head of Business Management Local Court – ND (by VC)
 Elaine Hales, Secretariat - EH
 Graham Kerr, Director of Strategic Development - GK
 Anthony McGeehan, Head of Policy - AM
 Helen Nisbet, Serious Casework Group - HN
 Robert Tinlin, Non-Executive Director – RT
 Stephen Woodhouse, Director of Finance - SW

Apologies: John Dunn, Deputy Crown Agent Local Court - JD

Agenda:

1. Welcome, Apologies and Agreement of AOB
2. Minutes of Last Meeting and Action Log
3. BIC Remit – amended
4. Portfolio Dashboard, Prioritisation and ISD Portfolio
5. Programme of Review and Executive Board Update
6. AOB – Police Witness Scheduler

Item	
1.	Welcome, Apologies and Agreement of AOB
	Apologies were tendered on behalf of JD. IW chaired the meeting on JD's behalf.
2.	Minutes of Last Meeting and Action Log
	<p>The minutes of the meeting held on 27 February 2018 were approved.</p> <p>The Action Log was discussed and updates noted.</p> <ul style="list-style-type: none"> • ISD Delivery Plan – This has been drafted and will be circulated around BIC as soon as possible following liaison with key stakeholders. It was noted that although the document has not yet been published, a significant amount of work has already been happening around corporate Wi-Fi, new platform for CMiC, new multi-function devices etc. • BIC Communications – A detailed discussion took place around what should be contained with the next communication. It was agreed reference to lower level improvement committees and their relationship to BIC should be included. <p>ACTION: EH to draft communication in collaboration with IW, JD and ND.</p>
3.	BIC Remit - amended
	An updated Remit had been provided showing the changes agreed at the last meeting. However, further discussion highlighted a requirement for further clarity around what change

	<p>BIC governs and for reference to the staff survey results on change to be included as well as what structure is in place to deal with it. ACTION: EH to agree a form of words with IW, JD and ND and then recirculate to BIC for comment.</p>
4.	<p>Portfolio Dashboard, Prioritisation and ISD Portfolio</p>
	<p>KD explained the ISD Portfolio and the new portfolio approach being taken. In future ISD will provide a full portfolio for BIC oversight which gives transparency around ISD activity. KD to meet with RT to provide further information around the ISD Delivery Plan and Digital Strategy.</p> <p>Highlights were as follows:-</p> <ul style="list-style-type: none"> • CMiC – There is a significant amount of work ongoing and the rollout plan is being developed to provide a schedule of the next offices to take delivery of the CMiC. This will also reflect corporate Wi-Fi implementations for the confirmed priority rollout offices. ISD CMiC resiliency solutions will also be factored into the rollout plan. A new CMiC Transformation Manager is now in post and working to detail and plan the required project management framework planning. • Sheriff & Jury 21 – The final meeting of the Project Board has taken place with preparations underway for handover of the final products and to capture the lessons learned. The project is expected to close in May. Thereafter it can be removed from the Dashboard which may free up some ISD resources and enable BIC to review prioritisation of Stage 1 initiatives. • Sheriff & Jury Reform – This project is also in the closure phase with a group reviewing the remaining requirements to decide where they best fit. Thereafter this project can also be removed from the Dashboard. • MI Project – This project is now on track and depending on user testing over the summer months it should be ready for launch in July/August 2018. • Corporate Apps – This project is no longer reporting Amber RAG status and should be in a position at the June BIC meeting to consider closure with any further enhancements being taken forward within ISD routine business or coming back to BIC if it involves a larger piece of work. • Titan – The ISD element of this project should be completed within the next month with Policy work continuing beyond that. Although Phase 3 enhancements had been considered, these may no longer be required due to there being no significant number of challenges. It may be that this project can therefore be removed from the Dashboard after delivery of Phase 2.
5.	<p>Programme of Review and Executive Board Update</p>
	<p>A Programme of Review was discussed and it was agreed that it would be beneficial to dedicate a significant portion of the June meeting to discussing the Stage 1 initiatives. This would provide an opportunity to consider viability of the individual initiatives and their linkage with larger corporate digital improvements. It was also agreed that Lessons Learned sessions should be built in for closing corporate projects that are being governed by BIC.</p> <p>It was agreed that for the August meeting, the CMiC Project Manager be invited to provide an update on progress of that project and the Project Manager of the closed Sheriff and Jury Reform Project be invited in order for BIC to learn what support may be beneficial to Project Managers undertaking corporate projects in the future.</p>

6.	AOB – Police Witness Scheduler
	<p>A Stage 1 report had been approved by BIC last year in relation to this initiative, however, GK requested that this be removed from the current BIC Dashboard as it has become apparent that this initiative has wider corporate impact and should be governed by a Project Board. A further document will be produced for the June meeting outlining this proposal.</p>