**CROWN OFFICE
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FISCAL SERVICE**

SCOTLAND'S PROSECUTION SERVICE

Meeting:	**BUSINESS IMPROVEMENT COMMITTEE** [08-17]
Date:	**18 December 2017**
Chair:	Ian Walford (Deputy Chief Executive (DCE)
Attendees:	Keith Dargie (Director of Information Systems Division (ISD)
Nancy Darroch (Head of Business Management – Local Court (HoBM) (by VC)
Elaine Hales (Secretariat) (by VC)
Graham Kerr (Director of Strategic Development (SD) (by VC)
Anthony McGeehan (Head of Policy)
Stephen Woodhouse (Director of Finance)
Apologies:	John Dunn (Deputy Crown Agent – Local Court (DCA)
Susan Cameron (Head of Business Transformation Delivery (BTD)
Helen Nisbet (Serious Casework Group (SCG)
Agenda:	1. Welcome, Apologies and Agreement of AOB
2. Minutes of Last Meeting and Action Log
3. Portfolio Dashboard
4. ISD Planning Grid
5. Prioritisation
6. Risks
7. Risk Guidance
8. Communications
9. AOB

Item	
1.	Welcome, Apologies and Agreement of AOB
	Apologies were tendered on behalf of John Dunn, Helen Nisbet and Susan Cameron. No AOB items raised.
2.	Minutes of Last Meeting and Action Log
	The minutes of the meeting held on 10 October 2017 were approved.

The Action Log was discussed and updates noted. |
| 3. | Portfolio Dashboard |
| | The Dashboard was discussed, content noted and highlights as follows - |

	- **CMiC** – UAT Phase 1 had concluded and was now being analysed. National rollout steps are underway. New Project Manager transformational arrangements are also underway with the current PM being assigned solely to the Fair Future Project. - **Corporate Wi-Fi** – Although an enabler to CMiC, this forms part of the wider Digital Strategy. A draft paper will be circulated by the IT Director outlining the investment and implementation proposals around mid-January. - **Sheriff and Jury 21** – The core requirements have been delivered and additional requirements feature on the ISD Planning Grid. Pathway requirements are being considered by the Project Board prior to launch. - **MI Project** – Analysis work has commenced and a report will be circulated in January detailing a definitive work plan. **ACTION: Secretariat to invite the MI Project Manager to the next meeting.** - **Fair Futures** – It was agreed that this Project does not meet the criteria for a BIC governed project and should therefore be removed from the Dashboard. This project will report directly to the Executive Board. - **Corporate Apps** – Following a significant UAT workshop in early December in relation to the Starters/Movers/Leavers Application, developers are now working on the outcomes. Subject to the Project Board's acceptance it is anticipated Corporate Apps will be rolled out across COPFS on 29 January 2018. Communications are being prepared prior to roll out and it was agreed should be posted from early January. - **Sheriff and Jury Reform** – It was agreed this project should remain visible on the BIC Dashboard until the project has formally closed. - **Titan** –This will be delivered in 2 phases with part 1 delivering the IT fixes in order to meet legislative requirements for January and part 2 delivering the electronic process by early March 2018.
4.	ISD Planning Grid
	The ISD Planning Grid was discussed and concerns raised that it may not assist BIC in relation to the prioritisation of projects. However, following explanation it was agreed that a report would be submitted by the IT Director proposing options on priority should any issues arise regarding allocation of ISD resources to progress existing or new projects. Phase 2 of Titan and Pathway were flagged as potentially falling into this category in the near future.
5.	Prioritisation
	Titan had been provisionally scored and included within the Portfolio Dashboard. **ACTION: Head of Policy to review priority scoring**.
6.	Risks
	No risks had been brought to the attention of BIC. Risk registers and project plans were being collated by BIC Secretariat for review ahead of the next meeting.
7.	Risk Guidance

		Draft Risk Guidance for BIC members and Project Managers was discussed and minor amendments proposed. **ACTION: Secretariat to update version and circulate to Project Managers and post to PF Eye as part of the Project Guidance pack.**
8.	Communications	
	According to the recent Staff Survey, change was still not being managed well within certain areas of COPFS. This matter was raised for consideration in relation to whether BIC should be doing more to promote the work of the Committee. Although alternative presentational formats were discussed, it was felt that good communications were being produced at project level and that should continue	
9.	AOB	
	No additional items had been raised for discussion.	