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Business Process Improvement Committee (BPIC) Minutes 20 August 2020

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Business Process Improvement Committee, 20 August 2020

Chair:

Stephen McGowan, DCA, Local Court - SM

Attendees:

Ian Walford, Deputy Chief Executive – IW

Robert Tinlin, Non-Executive Director – RT

Keith Dargie, Chief Digital Officer - KD

Graham Kerr, Head of Business Management, Local Court - GK

Deborah Wilson-McKay, ISD - Head of Digital Portfolio – DWM

Anthony McGeehan, Head of Policy – AM

Apologies:

Amanda Hollis, ISD, Secretariat – AH

Bill Comrie, Head of Business Management, Serious Casework Group – BC

Agenda:

1. Welcome, Apologies and Agreement of AOB
2. Minutes of Last Meeting and Action Log
3. BPIC Portfolio and Projects: 2019/20:
 - a. 2019/20 BPIC Portfolio Projects Updates at 31 March 2020
 - b. 2019/20 Justice Digital Transformation Projects delivery positions at 31 March 2020
4. Digital Strategy Delivery Plan Update
5. BPIC Portfolio and Projects: 2020/21:
 - a. Overview of COPFS Criminal Justice Priorities and Target Operating Models
 - b. COPFS bids for additional digital capital funding for 2020/21
 - i. BPIC Corporate Improvement Priorities for 2020/21:
 - ii. BPIC Portfolio;
 - iii. Digital Transformation Programme
6. Any other business (AOB)

Welcome, Apologies and Agreement of AOB

The Chair welcomed members to the meeting. Apologies were received from Amanda Hollis and Bill Comrie.

Minutes of Last Meeting and Action Log

The minutes of the meeting held on 31 January 2020 were agreed and approved as the final version.

BPIC Portfolio and Projects: 2019/20:

KD presented papers BPIC(20)07 and BPIC(20)08 and updated the Committee on the delivery positions for the BPIC Portfolio Projects and for the Justice Digital Transformation Projects at 31 March 2020. BPIC noted the delivery positions and the plans for implementing the Witness Portal and Defence Agents Portal as part of the 2020/21 Digital Transformation Programme.

Digital Strategy Delivery Plan Update

KD presented paper BPIC(20)09 providing latest delivery positions and updates for the COPFS Digital Strategy Delivery Plan. BPIC noted the delivery positions and the key next steps.

BPIC Portfolio and Projects: 2020/21:

SM outlined the Criminal Justice System priorities and the COPFS and sector target operating model aims. SM also outlined the Criminal Justice Board and COPFS Justice Recovery Group governance and delivery groups. KD updated the committee on the Criminal Justice priorities activities to date, the proposed approach for capturing the information flow and assignment of projects to deliver the key aims identified, including where COPFS is the lead partner in providing the digital solutions or new casework processes.

BPIC were updated on items relating to the Criminal Justice Board's Recover, Renew and Transform (RRT) programme, including; transfer of documents electronically between COPFS and SCTS; email capabilities from iPads; CMiC expansion and the various small changes implemented by ISD to support key business aims as identified from COVID recovery plans as well as the infrastructure investments and upgrades in order to support the development of new digital services.

Reprioritisation Exercise and the Justice Digital Transformation Fund for 2020/21. BPIC noted and acknowledged the importance of this additional funding in supporting COPFS' strategic and business priorities. It was, however, noted that in some instances the funding received was less than the original bids submitted and therefore a review and assessment of the scope and delivery approaches for certain projects would be aligned with the available funding received.

DWM outlined the change in approach to managing the delivery of projects within the Digital Portfolio. This would take the form of agile project sprints and applications release planning and scheduling by adopting a MVP (minimum viable product) approach to speed up delivery timescales and target specific priority. An iterative approach with incremental changes would allow for the development of several solutions to be undertaken concurrently by segmenting the portfolio in order to derive cross project benefits from similar one piece of work. For example, utilisation of existing MI or research material to develop scope of work or assist with requirements definition. Focus on quality of delivery as well as quantity was being established by developing multiple programmes within the portfolio, and aligning resource and utilisation of key case management specialists within business areas for specification, product testing and delivery planning.

KD presented an outline of the delivery roadmap for the Digital Transformation Programme for 2020/21. Further work is needed to define the scope, resourcing and delivery of the projects. Confirmed delivery dates will be provided by end-September (factoring ISD’s focus on the major Digital Workplace Programme implementations and VDI and case management system upgrades over August and September). KD explained that BPIC monthly progress updates will be provided. BPIC noted the delivery roadmap and the approaches for confirming the project timelines and for communicating progress.

DWM outlined the change in approach to managing the delivery of KD outlined his plans for publishing a new Digital Strategy in Q3 of 2021/22, with a formal update on the delivery of the current digital strategy published in January 2021 to coincide with the 4yrs publication date. BPIC welcomed and commissioned the development of a new Digital Strategy.

AOB

No AOB raised

Actions Table

Meeting	Action	Member	Due Date	Update
30 November	LDD/Witness Citation Project	Keith Dargie	November 2020	Go Live is currently scheduled for week commencing 30 th November 2020, pending successful completion of joint COPFS and Police Scotland system to system testing and live release readiness (weekly delivery meetings held).

October 2020	Digital Transformation Programme Delivery Roadmap	Keith Dargie	October 2020	Confirm the Delivery Roadmap for the Digital Transformation Programme
31 January 2021	Digital Strategy Delivery Plan Update Communication	Keith Dargie	January 2021	<p>Updates provided to BPIC at each meeting. Project updates provided on PF Eye and part of project communications plans.</p> <p>KD will publish a formal statement detailing delivery of the Digital Strategy Delivery to coincide with the 4yrs publication of the strategy (incl. 'setting the scene' for the next Digital Strategy).</p>