



**CROWN OFFICE  
& PROCURATOR  
FISCAL SERVICE**

SCOTLAND'S PROSECUTION SERVICE

**Meeting:** BUSINESS IMPROVEMENT COMMITTEE [07-17]

**Date:** 10 October 2017

**Chair:** John Dunn (Deputy Crown Agent – Local Court (DCA))

**Attendees:** Susan Cameron (Head of Business Transformation Delivery (BTD) (by VC))  
 Keith Dargie (Director of Information Systems Division (ISD))  
 Nancy Darroch (Head of Business Management – Local Court (HoBM) (by VC))  
 Elaine Hales (Secretariat)  
 Graham Kerr (Director of Strategic Development (SD))  
 Anthony McGeehan (Head of Policy) (by VC)  
 Ian Walford (Deputy Chief Executive (DCE))  
 Stephen Woodhouse (Director of Finance)

**Apologies:** 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 and Prioritisation
  4. ISD Portfolio Delivery Report
  5. Risk – MI Project
  6. Serious Casework Group Improvement Programme
  7. AOB

Item	
1.	Welcome, Apologies and Agreement of AOB
	Apologies were tendered on behalf of Helen Nisbet. No AOB items raised.
2.	Minutes of Last Meeting and Action Log
	The proposed amendments to the minutes of the meeting held on 16 August 2017 were agreed with the exception of the issue regarding Committee members being identified. It was agreed to take this matter off table for further discussion.  The Action Log was discussed and updated.
3.	Portfolio Dashboard and Prioritisation
	The Dashboard was discussed and content noted. It was agreed to remove the automatic ordering of full statements as this initiative was almost complete and falls within the remit of the Local Court Improvement Committee (LCIC). It was

	suggested Corporate Wi-Fi should be captured on the Dashboard as it was a significant piece of work and an enable for Case Management in Court (CMiC).
4.	<b>ISD Portfolio Delivery Plan</b>
	<p>The newly developed ISD Portfolio Delivery Plan, Portfolio Management and Governance approach being implemented within ISD was explained and discussed at length. This included Function Focussed Initiatives (FFIs) and how they would be channelled through ISD.</p> <p>Concerns were raised that CMiC UAT only featured on the Plan and no indication had been included on the work involved for roll out. Assurances were given that resources were in place should the application and environment being used in UAT be required to be rolled out to offices. ISD were continuing to work on the full Enterprise Solution in respect of CMiC which included resilience and Corporate Wi-Fi. Feedback was provided on enhancements to the ISD Plan to clarify the position of projects etc.</p> <p><b>ACTION: Updated ISD Portfolio Delivery Plan to be circulated monthly to BIC for information.</b></p> <p>Concerns were raised regarding the work involved and the resource implications for ISD in relation to Titan (the ability to review Undertaking and Interim Liberation conditions). Although original scoping has been carried out and would appear to imply this will be a significant piece of work, further analysis and discussion is required around the core requirements. It was agreed Titan should feature on the BIC Dashboard and that the Director of ISD will provide assurances regarding timescales for delivery and highlight issues should this have consequences to delivery of other projects.</p> <p><b>ACTION: Information on ISD's ability to deliver Titan requirements to be provided by week ending 20 October 2017.</b></p>
5.	<b>Risk – MI Project</b>
	<p>The MI Project continues to report a red risk status and as the Project Board felt they were at this time unable to manage that risk, it had been highlighted for BIC's consideration. Following lengthy discussion BIC did not accept that this had yet become an issue as alternative options were discussed in relation to resources. Although MI Book is scheduled for November this may be superseded by Titan.</p> <p><b>ACTION: IT Director to provide further context around ISD resource implications to BIC Chair by week ending 20 October 2017.</b></p>
6.	<b>Serious Casework Group Improvement Programme</b>
	<p>It was proposed that 4 initiatives</p> <ul style="list-style-type: none"> <li>• Specialist Casework MI and Workload (inc. FOS)</li> <li>• POCU App</li> <li>• Electronic Reporting CAAPD</li> <li>• Cold Case Data and Document Database</li> </ul>

	<p>contained with the BIC Portfolio be transferred to the new Serious Casework Group Improvement Programme. This Group is being set up along the same principles as the Local Court Improvement Committee. Concerns were raised that these may be bigger pieces of work than simply FFIs, however, assurances were provided that SCG would only be considering and developing those up to a point and should there be a requirement for ISD/BTD resources (outwith the normal Service Desk submissions) then they would be re-reported to BIC.</p> <p><b>Decision: BIC approved the 4 initiatives to be transferred to the SCG Improvement Programme.</b></p>
7.	AOB
	No additional items had been raised for discussion.