



**CROWN OFFICE  
& PROCURATOR  
FISCAL SERVICE**

SCOTLAND'S PROSECUTION SERVICE

**Meeting:** BUSINESS IMPROVEMENT COMMITTEE (01/17)

**Date:** 18 January 2017

**Chair:** John Dunn

**Attendees:** Keith Dargie  
Elaine Hales (Secretariat)  
Graham Kerr  
Anthony McGeehan  
Helen Nisbet  
Ian Walford  
Stephen Woodhouse

**Apologies:** Susan Cameron  
Nancy Darroch

**Agenda:**

1. Welcome, Apologies and Agreement of AOB
2. Minutes of Last Meeting and Action Log
3. Portfolio Dashboard
4. Risks
5. Stage 1 Report – Police Witness Scheduler
6. Stage 2 Report – Automatic ordering of full statements on receipt of Not Guilty plea in summary cases
7. Dual Screens
8. AOB

Item	
1.	<p>Welcome, Apologies and Agreement of AOB</p> <p>John Dunn welcomed Anthony McGeehan to the meeting. Anthony has replaced Cat Dalrymple as Head of Policy and Engagement and member of the Committee.</p> <p>Apologies were tendered on behalf of Susan Cameron and Nancy Darroch.</p>
2.	<p>Minutes of Last Meeting and Action Log</p> <p>The minutes of the meeting held on 29 November 2016 were approved.</p> <p><u>Actions from November meeting:</u></p> <p>Action 1: SMS Review report – carried forward to February meeting.</p> <p>Action 2: Stage 2 Fair Futures – A stage 2 type progress report will be submitted to the February meeting outlining the current stage and plan for going forward. As the project is governed by a Project Board, the report will be to highlight the requirement of Business</p>

	<p>Transformation and Delivery team resources rather than to seek formal approval to progress the project.</p> <p>Action 3: Benefits of Dual Screens – update provided at Item 7 of the Agenda.</p> <p>Stephen Woodhouse outlined the agreed procedure for publishing Committee minutes on COPFS external website. This will be applied to the Minutes commencing from January 2017.</p>
3.	Portfolio Dashboard
	<p>Elaine Hales presented paper BIC001-17 Portfolio Dashboard for discussion. The following key points were discussed:-</p> <ul style="list-style-type: none"> <li>• <u>Case Management in Court</u> Keith Dargie advised that a CapGemini resource was currently on site working to resolve the issue caused by Airwatch’s upgrade to iOS 10 and a definitive statement on the progress of the resolution was expected imminently from CapGemini. A special Project Board meeting was scheduled to take place on 19 January to consider the interim short term approach in respect of support of the current product. Keith went on to explain that they were not looking at re-writing the code which would still be iOS based but simplifying the structure to make it easier to support. In parallel a business case is being developed in relation to the roll-out of CMIC highlighting the costs, options, benefits and risks and will be submitted to the next BIC meeting.</li> <li>• <u>Sheriff and Jury Reform</u> John Dunn advised that Scottish Government is proposing to push back the timescales for implementation of the Sheriff and Jury Reform legislation from 27 March to 24 July 2017 which now clashes with the implementation of the new Police Powers. Separate implementation dates would have been preferred as this now raises difficulties around the additional work and engagement as well as July being a key leave and reduced programme period. A Minute is being prepared for submission to the Lord Advocate and Crown Agent outlining the key issues and will include the reference to the impact this will have on our budget, training (which was due to commence in January) and the profile of cases. Ian suggested that consideration should be given to working out what the potential savings would have been over the 4 months in order to build this into workforce planning and to seek recompense from Scottish Government.</li> <li>• <u>Electronic signature</u> Graham Kerr outlined the current position and that a decision was still awaited on whether e-signatures could be applied to CKits.</li> </ul> <p><b>Action: Anthony McGeehan to check progress and make investigations as to whether a signature is required at all.</b></p> <ul style="list-style-type: none"> <li>• <u>Corporate Applications</u> Keith Dargie provided an update on progress and advised that the Apps will be piloted in Business Services from the end of January.</li> <li>• <u>Productions</u> Graham Kerr provided an update on the work currently being undertaken to review all aspects of productions. Work is already well under way in relation to Banking of Cash Productions. In addition, one of the key areas for review will be to look at</li> </ul>

	<p>non-lodging of summary productions at local PF Offices and eventually not to produce them at court at all. Anthony McGeehan indicated there may be types of productions which will continue to be required to be produced, e.g. lock knives as photographs would not adequately show the locking mechanisms.</p> <p>Slippages of milestones were noted in relation to Case Management in Court and MI Projects. John Dunn highlighted that there will be changes required to the milestones for Sheriff and Jury following the proposal to delay implementation.</p>
4.	<p><b>Risks</b></p> <p>No risks were highlighted in reports submitted. It was agreed that Sheriff and Jury Reform risks should be reviewed at the next meeting.</p> <p><b>Action: Elaine Hales to add to February meeting agenda and request a copy of the Sheriff and Jury Reform risk log.</b></p>
5.	<p><b>Stage 1 Report – Police Witness Scheduler</b></p> <p>Graham Kerr presented paper BIC002-17 in relation to the Stage 1 Report for Police Witness Scheduler. Graham outlined the current and proposed solution and advised that requirements are being prepared by Police Scotland. There will be no cost to COPFS and the scheduler will be accessed through a desktop icon. It was noted that although responsibility lies with Scottish Courts this was an interim phase to facilitate the handing over of responsibility to SCTS.</p> <p><b>Decision: BIC approved progression to Stage 2.</b></p>
6.	<p><b>Stage 2 Report – Automatic ordering of full statements on receipt of Not Guilty plea in summary cases</b></p> <p>Graham Kerr presented paper BIC003-17 in relation to the proposed solution to enable full statements to be automatically ordered on receipt of a not guilty plea update in summary cases. While there would not be significant savings made, it would lead to a streamlined automatic approach. Graham indicated he would bring back analysis on the current position and comparisons for the new automated process. Anthony McGeehan highlighted that the automated process may require to be amended dependent on case forum.</p> <p><b>Action: Graham Kerr to check the position with Policy in relation to forum appropriate processes.</b></p> <p><b>Decision: BIC approved progression to Stage 2.</b></p>
7.	<p><b>Dual Screens</b></p> <p>Keith Dargie provided an update and advised that a paper outlining the industry and strategic benefits was almost complete. There would be no deviation from the previous paper submitted and engagement had commenced with business users in relation to deployment of the 800 screens that had already been purchased. Further analysis work would be carried out and resources secured prior to deployment. Although no timescales have yet been defined, Keith was hopefully it would be done by the end of February/March. No decision on additional screens will be made until detailed analysis and requirements have been prepared.</p>

	<b>Action: General paper including high level plan to be submitted by Keith Dargie to February BIC meeting.</b>
8.	AOB
	Nothing to note.