

SCOTTISH CIVIL JUSTICE COUNCIL

INFORMATION AND COMMUNICATIONS TECHNOLOGY COMMITTEE (ICTC)

MINUTES (APPROVED)

PARLIAMENT HOUSE, 4.30PM, MONDAY 12 JANUARY 2015

- Members present:** Lord Tyre (Chair)  
Lauren Wood (SCJC member, Citizens Advice Scotland)  
Craig McCorkindale (Scottish Court Service, Director for Civil Courts Reform)  
Stuart Duncan (Head of Delivery: Criminal Justice and Parole, Scottish Government) until item 4  
Anthony Jones (Solicitor representative)
- In attendance:** Yvonne Anderson (Depute in Charge of the Offices of Court)  
Jane MacDonald (Policy and Legislation Branch, Scottish Court Service)  
Edward McHugh (Deputy Legal Secretary to the Lord President)  
Susan Brodie (SCJC Secretariat)
- Apologies:** Cara Archibald (Criminal Justice IT Coordination Manager, Scottish Government)  
Gavin MacColl (Advocate)  
Marie-Louise Fox (Scottish Legal Aid Board)

**Item 1: Introduction, welcome, apologies and private papers**

1. The Chairman welcomed Anthony Jones who was appointed at the SCJC meeting of 24 November 2014. Anthony is a partner and head of Commercial Dispute Resolution within BTO Solicitors. Nicola Anderson was also welcomed in absence and it was noted that Jane MacDonald was in attendance on behalf of Miss Anderson. Attendance of others present and apologies were also noted at this, the third, Committee meeting of the ICT.
2. **The Committee agreed not to publish papers 4.1, 4.2, 4.3, 5.1 and 6.2.**

**Item 2: Minutes of Previous Meeting**

*Item 2.1: Minutes of previous meeting of 29 April 2014 [Paper 2.1]*

*Item 2.2: Notes of special meeting of 20 June 2014 [Paper 2.2]*

3. **The Committee approved the minutes of the previous meeting dated 29 April 2014 [Paper 2.1] and approved the note of a special meeting held on 5 June 2014 to discuss Justice Digital Strategy [Paper 2.2].**

### **Item 3: Justice Digital Strategy Implementation**

4. Stuart Duncan provided a hand out to members of the committee headed Justice Digital Strategy Governance Arrangements. This paper provided the Committee with information on how the Digital Strategy Implementation links with the National Digital Public Services Project. Mr Duncan provided a high level overview of areas within Phase 1 of the initial development and explained to members the meaning of Phase 2 of the initial development and what it means for Civil Justice to be within this area.
5. Craig McCorkindale provided the Committee with an oral update on Courts Reform and highlighted areas of particular interest to the committee members and the Committee's remit.
6. Mr McCorkindale provided an update on the Scottish Court Service (SCS) IT initiatives, specifically covering details of the procurement of the IT system, informing the members the company Kainos have obtained the contract to develop IT systems for SCS.

### **Item 4: Visits**

*Item 4.1 OPG – Electronic Power of Attorney Registration [Paper 4.1]*

*Item 4.2 SLAB – Online applications and implementation of project [Paper 4.2]*

*Item 4.3 HMCTS – Use of IT supporting and running of the courts and offices [Paper 4.3]*

7. Papers 4.1, 4.2 and 4.3 provided information on IT systems used in the respective areas. **Members noted these papers and agreed that a brief formal report, highlighting the key elements of the Committee's findings, should be submitted to the SCJC for information.**

### **Item 5: Access to Justice Committee**

*Item 5.1 – Management information issues arising from Access to Justice Committee Literature Reviews [Paper 5.1]*

8. Members discussed Paper 5.1 that highlights areas which the Access to Justice Committee wished to share with ICTC.
9. **Following discussion, the Committee agreed to note the paper and Mr McCorkindale agreed to inform Integrated Case Management Project (ICMS Project) of the paper.**

#### **Item 6: SCJC work programme**

##### *Item 6.1 SCJC Update*

10. Susan Brodie provided an update on the activities of the SCJC, SCJC Secretariat and an update of the activities of other SCJC Committees.

##### *Item 6.2 – ICT Report to RRWG & Rules Rewrite Style Guide [Paper 6.2]*

11. The report by the ICTC to the Rules Rewrite Group was noted with thanks and this has been incorporated into the Rules Rewrite Style Guide.
12. **The Committee noted this.**

#### **Item 7: Future work of the Committee**

13. **The Committee agreed the primary focus of this Committee is to continue inputting to the Justice Digital Strategy and ICT Steering Group.**

#### **Item 8: A.O.C.B**

14. There was no other business raised.

#### **Item 9: Date of next meeting**

15. **Members noted the next meeting is set for Tuesday 14 April 2015 at 4.30pm.**