

SCOTTISH CIVIL JUSTICE COUNCIL

INFORMATION AND COMMUNICATIONS TECHNOLOGY COMMITTEE (ICTC)

MINUTES

PARLIAMENT HOUSE, 4.30PM, MONDAY 15 JUNE 2015

Members present: Lord Tyre (Chair)
Sheriff Sean Murphy
Lauren Wood (SCJC member, Citizens Advice Scotland)
Craig McCorkindale (Director for Civil Courts Reform, Scottish Courts and Tribunal Service)

In attendance: Kiera Dargie (Deputy Legal Secretary to the Lord President)
Susan Brodie (SCJC Secretariat)

Apologies: Stuart Duncan (Head of Delivery: Criminal Justice and Parole, Scottish Government)
Marie-Louise Fox (Director of Operations, Scottish Legal Aid Board)
Tony Jones (Solicitor)
Nicola Anderson (Policy and Legislation Branch, Scottish Courts and Tribunal Service)
Gavin MacColl (Advocate)
Cara Archibald (Criminal Justice IT Coordination Manager, Scottish Government)
Yvonne Anderson (Depute in Charge of Offices of Court, Court of Session)

Item 1: Introduction, welcome, apologies and private papers

1. The Chair welcomed all present to this the fifth meeting of the ICT Committee. In addition the Chair congratulated Miss Lauren Wood, now known as Mrs Lauren Bruce, on her recent marriage. The Chair confirmed Kiera Dargie was attending the meeting in Edward McHugh's absence and likewise Susan Brodie attending in Bridget Lee's absence. The Committee were also informed that Richard Maconachie, SCTS Chief Finance Officer, has been approved by the Council as a paper member of this Committee, taking the place of Lawrie McDonald who is no longer in post with SCTS. Apologies received were also noted.
2. **The Committee agreed not to publish papers 3.1, 3.1A, 6.1 and 6.1A.**

Item 2: Minutes of Previous Meeting

Item 2.1: Minutes of 14 April 2015 meeting [Paper 2.1]

3. **The Committee approved the minutes of the previous meeting dated 14 April 2015 [Paper 2.1].**

Item 3: Justice Digital Strategy Implementation

Item 3.1: SCTS/ICMS Project [Papers 3.1 & 3.1A]

4. Mr McCorkindale spoke to **Paper 3.1A** providing the Committee with a description of what the information meant including the glossary of buzzwords found under the paper headed Glossary of “Agile” Terms. Mr McCorkindale also explained the Product Backlog page which highlighted the building blocks of the integrated case management system, clarifying that each block consists of between 10 to 30 “user stories”.
5. The Committee discussed the possibility of viewing the system at some point which Mr McCorkindale thought would be appropriate on completion of the ALPHA phase around mid-July 2015. The key objectives for the SCTS are to:
 - demonstrate the capabilities of the integrated case management system to handle the basic electronic document management functions, (receive, store, retrieve, present, archive) that are needed to support the pre-court phase of the process for civil business;
 - have early worked examples of electronic submission to help tease out the core issues that users will encounter; and
 - provide the ability for a range of stakeholders to actively engage with the “look and feel” of the system (using tangible prototypes provided by Kainos) so as to rapidly inform the more detailed development of the system during BETA.

Once these three areas are complete members of this Committee will be invited to view the system. **The Committee agreed this should take place before its next meeting in October 2015.**

6. Mr McCorkindale stated to the Committee members that during the Discovery and Alpha stages there has been on-going engagement with the Law Society, particularly on their rollout of electronic practising certificates.

Item 3.2: SG/Justice Digital Strategy

7. In Ms Archibald’s absence, the Chair gave the Committee an update provided by Ms Archibald. “Deloitte are doing further development work on their business case to bring it to a level that Scottish Government can share with the Programme Direction Group. They are due to complete the Outline Business Case before Tuesday 30 June 2015”.

Item 4: Making Justice Work Programme

Item 4.1: SLAB update on current projects/online information

8. No update had been received from SLAB in Marie-Louise Fox's absence. The Chair informed the Committee a paper was being put before the next Council meeting seeking approval for a member of SLAB to attend the Committee in Ms Fox's absence.

Item 5: SCJC Work Programme

Item 5.1: SCJC update

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

Item 6: Civil Justice Council (England and Wales) Report

Item 6.1 Online dispute resolution for low value civil claims [Paper 6.1]

Item 6.1A Online dispute resolution – draft paper for SCJC [Paper 6.1A]

8. At the previous ICTC meeting in April, the Committee considered a report by the Civil Justice Council on Online Dispute Resolution for low value civil claims. The Committee asked the Secretariat to produce a paper to seek authorisation from the SCJC for the ICTC to take forward consideration of online dispute resolution with a view to making recommendations to the SCJC.
9. **The Committee agreed to put this paper, together with a copy of the Civil Justice Council Report on Online Dispute Resolution for low value civil claims, to the SCJC at its next meeting in July 2015.**
10. **The Committee also agreed that, if the paper was approved by the SCJC, they would invite Professor Richard Susskind (Chair of the Civil Justice Council's Online Dispute Resolution Advisory Group) to a future meeting of the ICTC to discuss Online Dispute Resolution.**

Item 7: A.O.C.B

11. There was no other business raised.

Item 8: Date of next meeting

12. **Members noted the next meeting is scheduled to take place on:**

- **Monday 26th October 2015 at 4.30pm**

**Scottish Civil Justice Council Secretariat
June 2015**