CDO Architecture Review Board

Meeting	Architecture Review Board
Date and Time	30ʰ May 2024, 14:00 – 15:00
Location	MS Teams
Quorum	
Members	
Guest Speakers	
Observers	
Apologies & Deputies	
Secretary	

MINUTE OF Architecture Review Board 30/05/2024

<u>Decisions</u>

ARB-30/05/2024-D01: The service and technology (UiPath) provided by the Intelligent Automation Centre of Excellence was **endorsed** as the proposed standard for robotic process automation.

<u>Note of Meeting and Action Points</u>

1. **Agenda Item 1: Welcome, Introductions and Apologies**
   Chair welcomed members to the Architecture Review Board and introductions were made.

2. **Agenda Item 2: Previous Minutes**
   Minutes of the ARB held on 2nd May 2024 were approved.

3. **Agenda Item 3: Intelligent Automation Pilot – UiPath**
   jointly presented details of the recent robotic process automation (RPA) pilot exercise. This pilot was established as part of an urgent response to issues observed with disability benefit application processing times, and leveraged the support of the Intelligent Automation Centre of Excellence (IACoE) team and the service they provide centrally to Scottish Government departments and agencies. The ask of the Board was to retrospectively endorse the use of the service, including its underlying RPA technology (UiPath), as a proposed standard for robotic process automation within Social Security Scotland. The risks, costs and estimated savings of the use of the IACoE's service were presented, as were the next steps being followed since the implementation of the pilot exercise, including discussions pending with the Executive team on the further use of the service, and the need for development of RPA strategy, usage principles and standards. The (in effect "black box") solution was also presented at a high level, including detail of the hosting arrangements of the solution, installation on user devices, technical security measures in place and how virtual worker processes are designed and developed. Next steps also include the possibility of benchmarking with other organisation in order to explore future potential alternatives based on

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longer term automation business needs. This was welcomed by the Board, although it was noted that consideration should be given to the fact that organisations with older technology estates than that of Social Security Scotland may have greater motivation and need for the use of RPA technology.

The proposal to adopt the service and technology (UiPath) provided by the Intelligent Automation Centre of Excellence as the proposed standard for robotic process automation was endorsed, with the following actions recorded :-

ARB-30/05/2024-A01: ▮▮▮▮▮ to consider what level of solution documentation is necessary in this case, given the "black box" nature of the solution provided by the IACoE, noting that the need for an IT Service Design may be considered higher priority than the standard solution documentation.

ARB-30/05/2024-A02: Architecture team to consider recording some of the longer term risks associated with an RPA implementation within its branch-level risk and issues register.

ARB-30/05/2024-A03: ▮▮▮▮▮ to consider whether we should add Social Security Scotland to the Scottish AI Register (https://scottishairegister.com/), given the presence of optical character recognition (OCR) capability within the RPA solution it has deployed.

4. Agenda Item : AOB
There was no other business.
Chair thanked members for their attendance.

Next Meeting of the ARB: Thursday 13th June 2024.