

MEMORANDUM OF UNDERSTANDING

Between **The Scottish Government** and the **Cabinet Office of Her Majesty's Government**, hereinafter referred to as "**The Participants**".

1. This Memorandum of Understanding operates in accordance with the principles and provisions outlined in the Memorandum of Understanding and Supplementary Agreements on Devolution between the UK Government, Scottish Government, Welsh Government and Northern Ireland Executive and is consistent with and complemented by other guidance on common working arrangements. This agreement is in no way legally binding.
2. In recognition of the fact that:
 - (i) The Scottish Government is committed to realising the opportunity of digital innovation to support more widespread adoption of digital tools, to better serve the people of Scotland. The Scottish Government will adopt new methods of service provision, utilising advances in digital and open government.
 - (ii) The UK Government is building a digital government based on user needs. It is building on openness and transparency to strengthen people's trust in government and deliver digital public services. In doing so it is changing the way that the UK government provides services, thereby saving money and supporting growth and building the UK digital economy.
3. The Participants have come to the following understanding. They will mutually support each other's goals to:
 - (i) Provide better digital public services which are fully accessible and so straightforward and convenient so that the public at large prefer to use them;
 - (ii) Build digital skills and capability in government (e.g. an Executive Education programme for senior officials / skills exchange). In Scotland we have embedded Digital Champions Training aimed at CEOs and Director/leadership level; with

- GDS support, Scotland has begun to implement The Scottish Digital Academy Model to offer agile courses and will look to extend this to cover a wider curriculum
- (iii) Ensure that people who are offline, or are online but have limited digital capability, have appropriate support in place to help them use digital public services, and are encouraged and supported to go online; and;
- (iv) Commit to open standards for government information, data and software; promoting interoperability and the development of Open Source solutions that can be shared.
4. The Participants will exchange information and experiences on the development of digital government services and reforming traditional approaches to technology. Specifically we will agree to share:
- appropriately anonymised (where necessary) discovery, alpha, beta and live work all associated outputs
 - work together with industry to increase collaborative opportunities
 - support skills exchange on specific programmes/projects where possible
 - providing independence governance roles on boards where appropriate.
5. The Participants commit, where possible, to working towards and conducting their activities based on the following principles of digital development, acknowledging that they will not be able to meet all upon signing:
- **User needs** - the design of public services for the citizen
 - **Open standards** - technology requires interoperability and so a clear commitment to a credible royalty free open standards policy is needed
 - **Open source** - future Government systems, tradecraft, manuals and standards are created as open source and are shareable between members
 - **Open government** (transparency) - be a member of the Open Government Partnership and use open licences to produce and consume open data
 - **Connectivity** - enable an online population through comprehensive and high quality digital infrastructure.
 - **Standards and Policies** - enable a Framework through shared Standards, Policies and approaches to enable delivery of good online services

- **Assurance and Controls** - shared information on frameworks to inform approaches for stopping unnecessary expenditure and deliver value for money. Aiming to deliver sustainable government reform and leveraging central expertise to apply a smarter, cross-Government approach identifying duplicative spend, and potential for re-use
 - **Assisted digital** - a commitment to support all its citizens to access digital services
 - **Adoption and sharing of tools, platforms and services** - enabling consistent transparent ways of working and delivering to customers, sharing data to make services more effective. It being noted adoption of each participant's individual platforms and services may be subject to individual SLAs. The Digital Directorate, representing the Scottish Government and its Executive Agencies, will lead the development and co-ordination of detailed SLAs for common tools, platforms and services, with support from the Cabinet Office.
 - **Learning and Development** - to share learning and development in the DDaT area, including support through a GDS Academy and future learning development initiatives and developments.
 - **DDaT Professions** - to consider adoption of consistent job descriptions and skills expectations for roles defined within the Professions Framework, covering the roles defined as specialist across the DDaT Function
 - **Communities of Practice** - enable sharing of the approach to creating communities of expertise across the DDaT Function areas to bring specialist expertise together and continue to support development of roles falling within the Function successfully to the benefits of delivering the best services
 - **Industry Partnerships** - to promote each participants opportunities to work effectively with the industry sector
 - **Commitment to share and learn** - work together to help solve each other's issues wherever they can
6. The Participants will promote contact and exchange of experts including secondments on a range of roles and professions
7. The Participants will develop joint agreed plans on a case by case basis regarding how any collaboration activities will be funded and resourced.

8. The Participants can, as appropriate, designate other institution or institutions to participate in any joint activities and seek to work at all levels of government.

9.

- (a) This Memorandum of Understanding will come into effect on the date of the signature of both Participants and will continue to have effect for a period of five (5) years unless terminated by either Participant giving three (3) months written notice to the other.
- (b) The Memorandum may be renewed for a period of five (5) years at a time.
- (c) The Memorandum may be amended by mutual consent of the Participants through an Exchange of Notes between the Participants.
- (d) The Participants aim to monitor and review progress of activities carried out under this Memorandum at least annually via meeting or written correspondence.

Signed in duplicate at St Andrew's House, Edinburgh, on this 30th of April 2018, in the English language.

Sarah Davidson

Director General Organisational
Development and Operations

(REDACTED SIGNATURE)

Kevin Cunnington

Director General Digital, Data and
Technology

(REDACTED SIGNATURE)

For the Scottish Government

For the GDS / Cabinet Office

of the United Kingdom

of Great Britain

and Northern Ireland