

Report on	Service Improvement Plan - Finance
Date of Meeting	6 June 2019
Reporting Officer	Head of Finance
Contact Officer	Head of Finance

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

1.0	Purpose of Report
1.1	To provide Members with an update in relation to the Finance Department Service Improvement Plan for 2019/20.
2.0	Background
2.1	The attached Service Improvement Plan (SIP) shows how the service provided by the Finance Department will contribute to Council's corporate objectives during 2019/20.
2.2	A Finance department SIP was also in place for 2018/19 and a section of the attached SIP details the performance overview for that year.
2.3	The SIP also includes a work plan and action plan for 2019/20 outlining the various actions to be taken by the Department over the current year.
3.0	Main Report
3.1	There are a number of actions and outcomes set out within the attached SIP which will be reported on over the course of 2019/20.
3.2	The SIP also includes details of risks relevant to the Finance Department and details of the mitigation measures in place to control these in the most appropriate way.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: All matters, except for non-recurrent costs such as the capital costs of the replacement of the financial accounting system, the short-term additional costs of legacy (current but being replaced) financial accounting system maintenance and

	<p>support and unavoidable yet to be determined short term additional costs (such as data migration consultancy costs and potential staff backfilling/temporary augmentation if essential) necessary to maintain BAU during system implementation, have been provided for within 2019/20 revenue budgets.</p> <p>In the medium to longer term, although the recurrent costs associated with the replacement finance application have been included within 2019/20 revenue budgets, depending on the future development of the new technology being adopted and the potential for Council to benefit from the adoption of yet to be developed functionality, there may be potential for occasional modest one-off capital requirement and modest additional revenue provision on a recurrent basis. Potential costs will be reported to Members as and when officers identify relevant cost-effective opportunities.</p> <p>Human: Officer time to specify Council requirements in relation to the financial accounting application and ultimately to implement it the new system will potentially be a significant distraction for one or more staff members away from their regular duties. This will be planned for and managed appropriately.</p> <p>Risk Management: Although replacement of the financial accounting application offers the potential of great benefits to Council, it is an important project, which could present significant challenges and risks to Council in terms of 'business as usual' and ultimately obtaining the best system at an affordable price within a reasonable and controlled timescale. This will be planned for and managed appropriately.</p>
4.2	<p>Screening & Impact Assessments</p> <p>Equality & Good Relations Implications: N/A</p> <p>Rural Needs Implications: N/A</p>
5.0	<p>Recommendation(s)</p>
5.1	<p>That Members note the contents of the report and recommend to Council that the attached Service Improvement Plan be adopted by Council.</p>
6.0	<p>Documents Attached & References</p>
6.1	<p>Finance Department Service Improvement Plan 2019/20</p>