

Report on	Finance Service Improvement Plan 2021-22
Date of Meeting	6th May 2021
Reporting Officer	Head of Finance
Contact Officer	Head of Finance

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	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 2021/22.
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 2021/22.
2.2	A Finance department SIP was also in place for 2020/21 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 2021/22 outlining the various actions to be taken by the Department over the current year.
3.0	Main Report
3.1	There are several actions and outcomes set out within the attached SIP which will be reported on over the course of 2021/22.
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 business as usual (BAU) during system implementation, have been provided for within 2021/22 revenue budgets.</p> <p>In the medium to longer term, although the recurrent costs associated with the replacement finance application have been included within 2021/22 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 and payroll applications and ultimately to implement 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: The replacement of the financial accounting and payroll applications offer the potential of great benefits to Council but could present significant challenges and risks to Council in terms of delivery timescales as the implementations will be progressed while the staff are also delivering BAU. This risk, together with risks associated with potential for cost overruns, will be kept under review and managed appropriately.</p>
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That Members note the contents of the report and recommend to Council that the attached Service Improvement Plan be adopted by Council.
6.0	Documents Attached & References
6.1	Finance Department Service Improvement Plan 2021/22