

<b>Report on</b>	Service Improvement Plan - Finance
<b>Date of Meeting</b>	4 July 2018
<b>Reporting Officer</b>	Head of Finance
<b>Contact Officer</b>	P Kerr

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To provide Members with an update in relation to the Finance Department Service Improvement Plan for 2018/19. .
<b>2.0</b>	<b>Background</b>
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 2018/19.
2.2	A Finance department SIP was also in place for 2017/18 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 2018/19 outlining the various actions to be taken by the Department over the current year.
<b>3.0</b>	<b>Main Report</b>
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 2018/19.
3.2	The SIP also includes details of a number of risks relevant to the Finance Department and details of the mitigation measures in place to control these in the most appropriate way.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial:  All matters, with the exception of the replacement of the financial accounting application, have been provided for within 2018/19 budgets. In the medium to longer term, some of the costs associated with the replacement of the application will be funded by the amounts included in the revenue budgets for the support and maintenance of the existing system. However, depending on the technology adopted and the state of the market,

	<p>there may be a modest one-off capital requirement and additional revenue provision on a recurrent basis. Potential costs will be reported to Members in due course.</p>
	<p>Human:</p> <p>Officer time to specify Council requirements in relation to the financial accounting application 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:</p> <p>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>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	<p>Equality &amp; Good Relations Implications:</p> <p>N/A</p>
	<p>Rural Needs Implications:</p> <p>N/A</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Members note the contents of the report and recommend to Council that the attached Service Improvement Plan be adopted by Council.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Finance Department Service Improvement Plan 2018/19