

# Report

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Report to:	<b>Finance and Information Technology Resources Committee</b>
Date of Meeting:	<b>22 November 2011</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Finance and Information Technology Resources Resource Plan 2011/2012 Quarter 2 Update</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Advise of progress against the Finance and Information Technology Resources Resource Plan as at 30 September 2011.

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendations:-

- (1) that the progress made to date against the programmes and projects contained within the Resource Plan is noted.

## 3. Background

3.1. The Finance and Information Technology Resources Resource Plan sets out objectives to be managed and delivered by the Resource for 2011/2012. It was approved by Committee at the meeting held on 14 June 2011.

3.2. The Resource Plan is a key element of the Council's performance management arrangements. It provides details of the national and local context within which the Resource operates and also identifies achievements for the previous year, reflects new improvement themes as appropriate and establishes objectives and priorities for the new year.

3.3. The timespan for Connect was from 2007 until 2011, however, to ensure that it remained current and could respond to changes at local and national levels a 2009 Mid Term review was carried out. As a result, the Resource Plan 2011/2012 now embodies the vision, priorities, objectives and improvement themes of the Council Plan 'Connect', based on the 2009 Mid Term review.

3.4. This report outlines progress made on our Resource Plan over the period April to September 2011.

#### 4. Resource Plan Objectives and Progress for 2011/2012

4.1. The Resource objectives for 2011/2012, and progress against these, are listed as follows, under the relevant Corporate Improvement Theme:-

Efficient and effective use of resources	
Resource Plan Objective	Progress
<p>Develop a Financial strategy in advance of the outcome of the comprehensive spending review to allow budget planning for 2012/13, and to review this as the three year settlement becomes available.</p> <p>Maintain and refine as appropriate financial management and corporate governance arrangements relating to the Council's short and long-term financial strategies.</p>	<p>The Core business of Finance Services is progressed well throughout the year with <b>all</b> services meeting performance targets.</p> <p>Elsewhere the core work of the service has concentrated on the preparation and consultation of savings proposals in advance of notification of grant income from the Scottish Government.</p>
<p>Prepare and Deliver a Procurement Strategy, to include sustainable practices, that supports savings between 2011/12 and 2014/15</p>	<p>The Procurement Strategy was completed on schedule and was approved by Finance and IT Resources Committee on 13 September 2011.</p> <p>The ongoing review of Procurement Services remains on track.</p>
<p>Facilitate achievement of the Council's priorities and objectives through delivery of the Information and Technology Strategy.</p>	<p>The Core business of Information Technology Services has also progressed well this year, with all sections meeting performance targets in respect of critical systems availability and problem resolution.</p> <p>In addition, the service has concluded, in conjunction with the ICT Programme Board, a re-prioritisation of IT projects from a Council perspective, resulting in an improved focus in reporting success to the Council's Corporate Management team.</p> <p>Major project success includes successful upgrade of the Council's EDRMs infrastructure as well as completion of the Fixed Telephony tender process.</p>

## Performance Management and Improvement

Resource Plan Objective	Progress
<p>Implement effective Best Value Management arrangements to ensure continuous improvement and effective and efficient service delivery.</p>	<p>Only four actions remain in 2011/12 from the original Audit of Best Value and Community Planning (2009) and these continue to be taken forward as appropriate.</p> <p>The analysis carried out in 2010 on relative importance, ranking and year on year performance of Statutory Performance Indicators will be refreshed in 2011. This provides an opportunity to consider improvement planning where required.</p> <p>Progress on the points included within the 2011 Assurance and Improvement Plan will be reflected within the Council's response to the Shared Risk Assessment, which will be prepared during November/December 2011.</p> <p>The Council's programme of self assessment (Empower) remains on target. The opportunity is being taken to learn from assessments and improve the approach, assisting participants and providing managers with effective improvement actions based on sound evidence.</p> <p>A draft outline for the new version of the Council Plan 'Connect' 2012 was agreed with the Executive Committee and work has begun to develop the detail to be included in terms of outcomes, objectives and priorities. Consultation with the public and employees took place during October 2011 which will also inform the Plan.</p>
<p>Implement a strategic response to the Scottish Government's Efficient Government Agenda.</p>	<p>In respect of the Efficient Government Agenda, the Resource has led several efficiency initiatives in respect of the National Diagnostic and Grant Thornton Alternative Service Delivery Assessment.</p> <p>Locally the Resource has made excellent progress in respect of the Diagnostics for both Finance and Information Technology Services, whilst providing further services via the Centre to a number of public sector organisations.</p>

## Governance and Accountability

### Resource Plan Objective

Ensure that high standards of governance are being exercised through the use of Scrutiny Forums, Audit Plans and Risk Management.

### Progress

The Action Plan relating to the Resource Governance Self Assessment has been agreed with the Senior Management Team and progress will be monitored and reported.

There is a planned programme of reporting to Scrutiny Forums which also includes presentations from the Council's external auditors PWC as necessary.

In respect of performance management, the Performance and Review Scrutiny Forum will for the first time this year receive a tailored report on red and amber measures. These will reflect Connect and Resources priorities and will be reported for Quarter 2.

Arrangements for reporting on Risk Management and Internal Audit work is sound in terms of governance arrangements. The new structure within the Resource, separating Risk and Audit, will help ensure Risk Management arrangements are being aligned to Council priorities and informing key decisions.

The Audit Plan for 2012/13 will be the subject of extensive consultation this year to maximise input to the process and ensure an adequate mix of both assurance and improvement project work exists.

## Vision and Strategic Direction

### Resource Plan Objective

Contribute to the Council's sustainability work through responsible procurement practices.

### Progress

The Service has completely revised their contribution to Sustainable Development. These measures remain on course to deliver.

## **5. Progress to date**

5.1. The Resource has 128 measures outlined in our Resource Plan which relate to the delivery of its objectives in relation to the appropriate Corporate Improvement Theme as detailed in Section 4. Progress on all measures is noted at Appendix 1.

### **5.2. Corporate Improvement Theme – Efficient and Effective Use of Resources**

The Resource has 60 measures pertaining to efficient and effective use of resources. As at the end of Quarter 2, 53 measures are classified as 'green' (achieved or on course to achieve). 2 Measures are reported as Amber and 5 measures will be reported at the end of the financial year.

Measures reporting as amber include the following:-

- There has been some slippage in respect of the upgrade, to release 12 of the Council's core financial systems. However, it is expected that the slippage will be recovered during the course of the project.
- Despite some excellent deliverables to the IT Programme in Enterprise Resources, the overall programme is marked as amber due to concerns in reconciling Roads Costing with iProc. This issue is being managed at a senior level within both Resources and is expected to be resolved before the end of the calendar year.

### **5.3. Corporate Improvement Theme – Performance Management and Improvement**

The Resource has 26 measures pertaining to Performance Management and Improvement. As at the end of Quarter 2, 25 measures are classified as 'green' (achieved or on course to achieve) and 1 measure will be reported at the end of the financial year.

In overall terms, this reflects well on the general progress made on Best Value and Improvement work since the Audit of Best Value and Community Planning.

### **5.4. Corporate Improvement Theme – Governance and Accountability**

The Resource has 13 measures pertaining to Governance and Accountability. As at the end of Quarter 2, 9 measures are classified as 'green' (achieved or on course to achieve). 1 measure is noted as being reported as amber (minor slippage), and 3 measures will be reported at the end of the financial year.

The measure reported as amber refers to Council-wide delivery of audit actions by due date. The Audit Manager is aware of these issues and additional monitoring arrangements are now in place to report progress to the Corporate Improvement Advisory Board.

### **5.5. Corporate Improvement Theme – Vision and Strategic Direction**

The Resource has 29 measures pertaining to Vision and Strategic Direction. As at the end of Quarter 2, 23 measures are classified as 'green' (achieved or on course to achieve). 1 measure is noted as being reported as amber (minor slippage) and a further 5 measures will be reported at the end of the financial year.

There is 1 measure reporting as amber at this time, and this reflects some slippage in respect of Sustainable Procurement Training. However, there has been some progress on this and it is not expected to impact upon the overall objectives of the service.

## 6. Financial Information

6.1. The Revenue Budget position for the Resource is noted below

Total Budget	Forecast Year to date	Actual Year to date	Variance explanation
£12.865m	£6.839m	£6.773	• Vacancies throughout the Resource

6.2. The Capital Budget position is noted as follows:-

Total Budget	Forecast Year to date	Actual Year to date	Variance explanation
£1.263m	£0.345	£0.278	• Profiling issue in relation to the Caird Centre Upgrade project

## 7. Employee Implications

7.1. There are no personnel implications arising from this report, other than a direct link to the Performance and Development Review process.

## 8. Financial Implications

8.1. Resource Plan objectives and more detailed Service Plans inform financial planning within the Resource. There are, however, no specific financial implications arising from this particular report and priorities have been delivered within existing revenue and capital resources.

## 9. Other Implications

9.1. In preparing the Plan, the risks associated with the activities of the Resource have been identified and evaluated. Those risks which require mitigation are noted in the Resource Risk Control Plan.

9.2. There are no implications for sustainability in terms of the information contained in this report.

## 10. Equality Impact Assessment and Consultation Arrangements

10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

10.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

14 October 2011

### Link(s) to Council Values/Improvement Themes/Objectives

◆ Values: Effective and Efficient use of resources

### Previous References

◆ Finance and Information Technology Resources Committee 14 June 2011

### List of Background Papers

◆ Finance and Information Technology Resources Resource Plan 2011/2012

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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