Business Transformation Programme - Update report February 2017

Report by Kenneth Lawrie, Chief Executive

1   Purpose of Report

The purpose of this report is to present the Business Transformation Programme – update report to Audit Committee.

2   Background

2.1   The Business Transformation Programme, Follow-up Review Report produced by Internal Audit and reported to Audit Committee in September 2016 noted the following recommendation with a target date of 31 December 2016:

'An annual update report summarising the work of Business Transformation should be produced and submitted to BTB, BTSG, Audit Committee and Council. This should summarise the active business transformational work streams, transformation funded projects, benefits realised and transformation savings'

2.2   The report attached as Appendix 1 is a response to the outstanding recommendation. Members should note that as the first annual report this looks back over a number of years to provide some background to the programme.

3   Report Development

3.1   The report has been drafted using input from various sources including existing information available in the regular reporting requirements for Business Transformation governance and also from key officers involved in the various strands.

3.2   Prior to presentation to Audit Committee the report was presented to and considered by a senior officers group and Business Transformation Steering Group.

3.3   It is recognised given the scale of the future financial challenge that it will be necessary to robustly track savings and performance across the full scope of the transformation programme and all other work programmes contributing to the delivery of the financial strategy. The annual report will be an important element of that approach.

4.1   Resource

There are no direct resource implications arising out of this report.

4.2   **Risk**

The report responds to issues and risks previously identified in a review carried out by Internal Audit.

4.3   **Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

☐ Community safety
☐ Adult health, care and housing
☐ Getting it right for every Midlothian child
☐ Improving opportunities in Midlothian
☐ Sustainable growth
☒ Business transformation and Best Value
☐ None of the above

4.4   **Key Priorities within the Single Midlothian Plan**

Although this report does not relate directly to the key priorities within the Single Midlothian Plan, ensuring an appropriate focus on transformation activity and programmes ensures effective use of resources to support the Council's objectives.

4.5   **Impact on Performance and Outcomes**

The Council's performance and outcomes will be improved by delivery of an effective Transformation Programme.

4.6   **Adopting a Preventative Approach**

Having a robust Transformation Programme contributes to safeguarding the Council's financial resources and delivery of services.

4.7   **Involving Communities and Other Stakeholders**

As the report is an internally driven requirement development has required engagement with relevant officers.

4.8   **Ensuring Equalities**

There are no equalities issues with regard to this report.

4.9   **Supporting Sustainable Development**

A robust transformation programme reduces the risk of threats to sustainable development.

4.10   **IT Issues**

There are no IT issues with regard to this report.

5   Summary

The Business Transformation Programme Update Report has been developed to respond to an outstanding Internal Audit recommendation and should enhance ongoing reporting and monitoring.

6   Recommendations

The Audit Committee is invited to:

1. Note and Consider the report

Appendix 1 –
Transformation Programme Update Report – February 2017

Date   14th February 2017

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