

**PROGRESS WITH OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS OF THE BUSINESS SERVICES COMMITTEE
AS AT 11 JANUARY, 2024**

	Item Title	Date of Meeting	Action Agreed	Responsible Officer	Progress to Date
1.	COMMITTEE REVIEW PROCESS STAGE 2: PROCUREMENT COMPLIANCE	15 09 2022	Agreed that a report would be brought back to the Committee in 6 months with additional information, including an update on the implementation of the Action Plan.	Craig Innes	The investigation report is on the agenda for this meeting.
2.	BUSINESS SERVICES FINANCIAL PERFORMANCE AS AT 30 APRIL 2023	08 06 2023	Officers to reconvene the Office Space Strategy Working Group	Rob Simpson	Office Space Strategy MOWG meeting took place on 20 December 2023 and the report will be submitted to the Full Council on 16 January.
3.	Outturn Review of the Performance of the Treasury Management Function for the Period 1 April 2022 to 31 April 2023	14 09 2023	Officers to provide further information on the figures related to the Common Good Fund	Alison Alexander/ Fiona Stewart	The Common Good Policy consultation has now finished and Officers are analysing the responses and will bring a report to the Committee in early 2024.
4.	Participation Request Annual Report 2022/23	14 09 2023	Officers to work with Area Managers to ensure there is feedback process to capture the experience and qualitative insight of the Participation Request process. Prepare and circulate a briefing note highlighting feedback of the Participation Request process.	Business Services	Briefing issued to Members on 7 December 2023.

5.	Financial Performance as at 30 September 2023	16 11 2023	Officers to provide further information on the numbers of posts to date that had been subject to the voluntary severance scheme.	Aileen Kennedy	Information issued to Members on 8 December 2023.
6.	Staff Health and Wellbeing Plan	16 11 2023	Copy of presentation to be circulated to Committee.	Committee Officer	Circulated to Committee by email on 16 November 2023.
7.	Business Services' Mid-Year Performance Monitoring Report – April 2023 to September 2023 (Council Priorities)	16 11 2023	Officers to feed back to colleagues in Environment and Sustainability Members comments around missed bin collections due to changes in routes, and need for more clarity to communicate how missed bins will be resolved.	Rob Simpson	Email sent to Director of Environment & Infrastructure Services on 16 November 2023.