

**PROGRESS WITH OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS OF THE BUSINESS SERVICES COMMITTEE
AS AT 29 FEBRUARY, 2024**

	Item Title	Date of Meeting	Action Agreed	Responsible Officer	Progress to Date
1.	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 on 18 April 2024.
2.	Request to Write Off Unrecoverable Debts Arising from Salary Overpayments	11 01 2024	Officers to prepare and bring a report to Committee detailing the position on salary overpayments in the last 5 years with a particular focus on improvements in the process to mitigate any salary overpayments made and include information about the largest overpayments/data about recovery figures for future benchmarking.	Euan Proudfoot	Officers within Finance have commenced work on collating the required information on salary overpayments that have been identified within the past 5 years, including the value of the overpayments, the reasons why they arose, and the total amount recovered. The timeframe for completing this work and bringing a report to Committee is currently being assessed, taking account of workload demands relating to the budget and year-end activities.

3	Aberdeenshire's Digital Strategy Implementation Update	11 01 2024	<p>Contact the Head of Housing to confirm if information about the use and actual data from mould and damp sensors would be communicated to the Communities Committee.</p> <p>Provide an update on Live Life Aberdeenshire System Replacement and the Harbours Payment online service.</p>	Kate Bond / Kerry Thorneycroft	<p>The Head of Housing has been made aware of the request.</p> <p>Update provided by email to Members on 24 January 2024.</p>
4	Annual Report of Activity under the Regulation of Investigatory Powers (Scotland) Act 2000 Policy	11 01 2024	<p>Update the Annual Report as follows:</p> <p>Appendix 1 - change 'Infrastructure Services' to 'Environment and Infrastructure Services' (page 172);</p> <p>Appendix 3 - change references to the Chief Executive from 'his' to 'his/her' (paragraph 20 and 35).</p>	Robin Taylor	Policy updated on 11 January and is now available on Arcadia.
5	Estates Development and Investment Strategy	11 01 2024	Officers to update the Strategy based on comments shared at committee (clarifying 3.0 – Economic Environment, with an emphasis on job creation) and thereafter, provide annual update reports to Committee.	John Gahagan / Mike Robertson / Simpson Buglass	The strategy is in the process of being updated; the annual update will be provided in January of each year.
6	Office Space Strategy	11 01 2024	Officers to prepare a report for Committee with an update on the Council's whole office estate, including an update on Operation OYNE.	Allan Whyte / Karen Wiles	The requested reported will be presented to Committee on 18 April 2024.