

**PROGRESS WITH OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS OF THE BUSINESS SERVICES COMMITTEE
AS AT 18 APRIL, 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	Report is on the agenda.
2.	Request to Write Off Unrecoverable Debts Arising from Salary Overpayments	11 01 2024	Officers to prepare and bring a report to the 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/ Karlyn Watt	Officers within Finance are continuing to collate 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. A report will be presented to the Committee on 13 June 2024.
3.	Office Space Strategy	11 01 2024	Officers to prepare a report for the Committee with an update on the Council's whole office estate, including an update on Operation OYNE.	Allan Whyte / Karen Wiles	Report is on the agenda.
4.	Business Services Financial Performance as at 31 December 2023	29 02 2024	Officer to gather details of the projects that have been ongoing this year that have incurred expenditure from the Digital Strategy Reserve.	Rob Simpson / Shirleyann Gordon	This will be incorporated in the next Digital Strategy Update which will be brought to the meeting of the Committee on 13 June 2024.