

ABERDEEN CITY COUNCIL

COMMITTEE Finance & Resources DATE 17 June 2010

DIRECTOR Stewart Carruth

TITLE OF REPORT Infosmart Finance- Creditors Processing

REPORT NUMBER: CG/10/104

1. PURPOSE OF REPORT

To update Committee on progress in relation to the creation of a centralised Finance Processing Team (FPT).

2. RECOMMENDATION(S)

That Committee notes the content of the report.

3. FINANCIAL IMPLICATIONS

Following the recent matching pool exercise the FPT is to be reduced from 25 to 16 Full Time Equivalents (FTE). This also mirrors the size of some teams across other Councils undertaking a centralised approach.

This would however still equate to a budget saving of approx £183,000 in Financial Year 2010/11 against the Infosmart Finance Creditors project which has been identified following the acceptance of the 28th January 2010 report.

In quantifying savings, consideration also has to be given that since the preliminary figures were obtained some posts may have already been given up on the basis that InfoSmart is being introduced and the Council will move to a centralised approach. Therefore using Infosmart as an enabler, savings will be realised within Services but with an acknowledgement that this is related to the Infosmart Finance Creditors Project.

4. SERVICE & COMMUNITY IMPACT

This has links to the Council's Vibrant Dynamic and Forward Looking policy document;

Efficient Council and Fair Funding:

“5. Modernise service delivery and ensure there is appropriate investment in staff training, equipment and accommodation to deliver this”

5. OTHER IMPLICATIONS

None

6. Report

The Matching Process

Following the report being accepted at Finance & Resources Committee on 28th January 2010 work has now been completed on gathering information in relation to the Matching Pool for the Finance Processing Team (FPT).

The Committee report of 28th January stated that the figures were preliminary in terms of the number of FTE making up the FPT as 25. It is clear that due to variances in the information originally provided in 2009, and the recent exercise undertaken for the matching pool, that the number of FTEs will have to be reduced.

Reasons for the variances were:

- there were errors in the 2009 figures where work carried out by employees through the feeder systems was included and where information was provided incorrectly.
- some employees have now left the Council and although there are new employees carrying out some of the work, not all of it appears to have been taken account of in the recent information provided. It may be that in some cases we are working more efficiently and the work has been absorbed by the remaining employees.
- some employees now have different duties or have had large variations in their work allocation since the move away from the neighbourhood structure to the current structure.

The proposed reduction in number of FTE's to 16 against the preliminary figure of 25 means that less employees are at risk of not being matched in to the matching pool.

Meetings have now been concluded with all staff that had a significant link to the new amalgamated posts, and letters issued advising if they have been allocated a post within the FPT.

Infosmart Rollout Timetable

After initial contact at Directorate level, the rollout across the various Services in the Council will be carried out under a staggered four week rolling plan. The plan will incorporate:

Hardware From User Data obtained, raise calls for the replacement of any old PCs.
Week 1 – Communications and User Data Investigate Processes and Validate User Data
Week 2 – System Admin and Software Set up Requisitioners and authorisers and deploy software to PCs
Week 3 – Training An overview briefing for Requisitioners and authorisers and completion of Online training.
Week 4 – Go Live

The planned rollout of Infosmart to the Services will be as follows:

Education Culture & Sport – final phase will be completed by 23rd June 2010

Housing & Environment – to be completed by 9th July 2010

Office of the Chief Executive – to be completed by 16th July 2010

Corporate Governance – to be completed by 23rd July 2010

Staff from the above services matched to the FPT will take up their posts from Tuesday 1st June 2010

Social Care & Wellbeing – to be completed by 16th August 2010

Enterprise, Planning & Infrastructure – to be completed by 23rd August 2010

Staff from the above Services matched to the FPT will take up their posts from Thursday 1st July 2010.

The FPT will be located on second floor at the AECC. All suppliers will be written to prior to 1st July 2010, requesting that they issue all invoices to the AECC address for processing.

7. AUTHORISED SIGNATURE

Stewart Carruth
Corporate Director of Corporate Governance
scarruth@aberdeencity.gov.uk
01224 522550

8. REPORT AUTHOR DETAILS

Garry Stevens
Financial Services Manager
garrys@aberdeencity.gov.uk
01224 814842

9. BACKGROUND PAPERS

Infosmart Finance - Creditors Processing Report – Submitted to Finance & Resources Committee on Thursday 28th January 2010