

LEGAL AND CORPORATE PROJECT – ACTIONS COMPLETED

Purpose

1. To advise the Commissioners of the progress made to complete the agreed actions of the Legal and Corporate Project.

Background

2. The Executive Board reviewed and agreed the actions required during Phase II of the Legal and Corporate Project, and their allocation to the component parts of the FC, at a meeting in October 2017.
3. Director Central Services established a working group to take forward the actions allocated to Central Services and the FC. This group met monthly to review progress and discuss the actions underway.

Progress

4. The table at Appendix 1 outlines the actions and their current status.
5. Good progress was made and the majority of actions have been completed. The table at Appendix 1 outlines the actions and the steps taken to complete them.
6. There are no significant issues outstanding. Those issues remaining are in progress, but cannot be completed until April 2019 and in some cases, e.g. the transfer of paper records stored in Iron Mountain, may happen after the Closedown Project completes. In large part the outstanding work is to allow the remaining Shared Service teams to carry out their functions such as End of Year Accounts. Therefore, these actions have been allocated to members of the Closedown Team and overall responsibility for ensuring completion has been allocated to Nicol Sinclair.

Commissioners' Paper

Recommendation

7. Commissioners are asked to note that the Legal and Corporate actions allocated to Director Central Services have been completed as far as possible at this stage and that Nicol Sinclair will ensure that this project is closed when the final actions have been completed in April.

Jean Lindsay
Director Central Services
March 2019

Status: OFFICIAL – SENSITIVE

Annexes

Under the Freedom of Information Act 2000, Exempt Information, this paper has been withheld from publication as per Section 35(1)(a).