

## **EAST AYRSHIRE COUNCIL**

### **CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE**

**12 FEBRUARY 2002**

#### **INFORMATION TECHNOLOGY TRAINING**

##### **Report of the Depute Chief Executive and Director of Corporate Resources**

### **1. PURPOSE OF REPORT**

- 1.1** To propose the creation of a new post of Assistant Training and Development Officer (ICT) which will reduce the Council's dependence on external training providers for ICT training and increase actual training delivered.

### **2. BACKGROUND INFORMATION**

- 2.1** The Personnel and Property Sub-Committee on 19 May 1998 noted the establishment of an in-house ICT training resource within the Training and Development accommodation at the Lugar Offices and approved the establishment of a Training and Development Officer (ICT). Prior to the provision of these specialist resources, the Council relied entirely on external providers for ICT training provision.
- 2.2** At the time of the original report, it was envisaged that the Training and Development Officer (ICT) would initially have to concentrate its efforts on the provision of tutor led training to the virtual exclusion of other, important service development tasks. This is still the case but it has proved necessary to reintroduce external provision to meet employees development needs as Information Technology becomes an increasing feature of the Council's services.
- 2.3** Of the Council's IT training events during June 2001 - March 2002 51 days will have been undertaken by external training providers at a cost of £1,785. In the period from January - March 2002, further ICT training events run by external providers over 18 days are planned at a further cost of £6,300.
- 2.3** The original report indicated that, in order to allow the Training and Development Officer (ICT) to devote time to essential service development priorities, it might prove appropriate to create further in-house staffing resources. That is now the case.
- 2.4** It is proposed that an additional, part-time (three days per week) post of Assistant Training and Development Officer (ICT), graded AP3 (£16,673 - £18,296), be created with effect from 1 April 2002. This post would concentrate exclusively on the delivery of ICT training, with some limited involvement in course development and review. It should be noted that the Training and Development Officer (ICT) will continue to have an important 'hands-on' role in the delivery of ICT training. The introduction of the Assistant post will generally support the senior post and will provide the type of training currently bought in from external providers but at a financial saving to the Council.

### **3. POLICY IMPLICATIONS**

**3.1** The introduction of the Assistant Training and Development Officer (ICT) will allow the Training and Development Officer (ICT) to devote more time and attention to important service development issues in support of the Council's ICT strategy. The new post itself will play an important role in supporting the development of employees' ICT skills.

### **4. FINANCIAL IMPLICATIONS**

**4.1** As noted above, the present arrangement of using external training providers to augment the services of the Training and Development Officer (ICT) will cost nearly £18,000 in 2001/02 to provide 51 days training. The proposed post will cost £12,000 in a full year and it is estimated that the post would be able to deliver 80 –90 days training per year. Thus, the arrangements proposed would allow savings of £6,000 to be made **and** will increase service delivery by up to 76%.

**4.2** In order to effect these changes, the Director of Finance, when finalising the estimates for 2002/03, will transfer sufficient funds (£12,000) from the 'training budget' to 'Employee Costs' to fund the employment of the Assistant Training and Development Officer (ICT). The balance of £6,000 will contribute to the efficiency savings required to be achieved by the Department of Corporate Resources during 2002/03.

### **5. RECOMMENDATIONS**

**5.1** The Sub-Committee is asked to approve the establishment of a part- time Assistant Training and Development Officer, graded AP3, subject to consultation with the Trade Union.

Fiona Lees,  
Depute Chief Executive and Director of Corporate Resources.  
eb/eb  
30 January 2002.

### **LIST OF BACKGROUND PAPERS**

1. Report to Personnel and Property Sub Committee of 19 May 1998

Anyone wishing further information should contact Graham Haugh, Head of Personnel on (01563 576092).

**AGENDA**