

FINANCE AND INFORMATION TECHNOLOGY COMMITTEE

11th MARCH 2003

PAYROLL AND PERSONNEL SYSTEM REPLACEMENT: STAFF TRAINING

REPORT BY CHIEF EXECUTIVE AND THE DIRECTORS OF FINANCE
AND INFORMATION TECHNOLOGY

ABSTRACT

This report confirms earlier estimates of staff training associated with the replacement of the payroll and personnel system and seeks approval for funding.

1. RECOMMENDATIONS

The Committee is recommended to approve the allocation of £30,000 for staff training from the current balances in the Information Technology Renewals and Repairs Fund.

2. BACKGROUND

The Committee has considered a number of reports relating to the replacement of the Council's computerised payroll and personnel systems. In particular the initial report (Report no 1185/01 Payroll and Personnel Systems) considered at the meeting of 16th October 2001 outlined the various elements of cost associated with the replacement programme including an initial estimate of £30,000 for the provision of staff training in the year of transition to the new system.

3. CURRENT POSITION

A considerable amount of preparatory work necessary for the implementation has now been undertaken and a detailed training requirement has been established. The training programme has been costed for the period up to implementation and has been confirmed to cost in the region of £30,000. The programme includes in the initial stages staff from Finance, Personnel Services, Education and Social Work who will play a key role in implementation and cascade training within their respective departments. Staff from other departments will be trained in using the system prior to going live.

4. FINANCIAL IMPLICATIONS

The training which will be provided by the authors of the system Northgate has been estimated at £30,000 and this can be met from the current balances in the Information and Technology Renewals and Repairs Fund

5. CONSULTATION

The Director of Law and Administration has been consulted in the preparation of this report.

6. HUMAN RIGHTS IMPLICATIONS

There are no Human Rights implications arising from this report.

AB Watson
Chief Executive

DS Sawers
Director of Finance

A Greenhill
Director of Information Technology

NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

