

ANGUS COUNCIL



CONTRACT SERVICES COMMITTEE - 20 JANUARY 1998

SERVICE WIDE TRAINING AUDIT

REPORT BY CONTRACT SERVICES MANAGER

ABSTRACT

The purpose of this report is to update Members on the Training Audit carried out throughout the service and seek approval to use this as the basis for spending in future years.

1. RECOMMENDATION

The Committee is asked to note and approve the contents of this report.

2. BACKGROUND

Contained within the Contract Services Business Plan for 1997/98 was an undertaking to develop and maintain a service wide training audit (Clause 9.4.2 refers). A simple scheme, applicable to all sections of the service, has been devised. This consists of three sections:-

- Service requirements either legally or operationally
- Current staff qualifications
- Staff aspirations

Service requirements were drawn up by middle management, taking into account both legal obligations and operational requirements, e.g. the number of employees requiring WAMITAB Certificate of Competence in Waste Management (Waste Management Industry Training Board), Arboricultural Competence, Life-Saving Certificates, Signage and Coning Competence, etc. This obviously forms the control documentation for the department training plan.

Current staff qualifications were determined by one-to-one interviews by Line Managers with all contracted staff. This concentrated on skills relative to their existing position within the organisation and the whole range of duties that they might be expected to carry out.

At the same interview the opportunity was taken to establish individual's ambitions and career development aspirations both in academic and practical fields.

3. CURRENT POSITION

From the foregoing a service skills deficit has been identified and steps will be taken within the current financial restrictions to redress this deficit as the first priority. However, cognisance will be taken of the need to encourage staff development and a proportion of the service training budget will be ring fenced to support academic and appropriate practical advancement.

4. FINANCIAL IMPLICATIONS

As the expenditure on training is contained within the Service's Annual Estimates there are no direct financial implications arising from this report.

5./

5. CONSULTATION

The Chief Executive, Director of Finance, Director of Law and Administration and the Director of Personnel have been consulted in the preparation of this report.

M P Graham
Contract Services Manager
January 1998

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 this report.