

ANGUS COUNCIL

ENVIRONMENTAL & LEISURE SERVICES COMMITTEE – 28 AUGUST 2003

ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT - NEW POST OF IT ADMINISTRATOR

REPORT BY DIRECTOR OF ENVIRONMENTAL AND CONSUMER PROTECTION

ABSTRACT

This report recommends the establishment of a new post of IT Administrator within the Environmental and Consumer Protection Department

1. RECOMMENDATION

It is recommended that the Committee agree to the establishment of a new post of IT Administrator, grade AP2 (post number ECP06J08) within the Environmental & Consumer Protection Department following the award of funding for the post.

2. BACKGROUND

Following advice from the Director of Information Technology that IT systems administration support for Departments was not necessarily the preserve of the IT Department, this Department made a bid for funding as part of the 2003/04 and beyond Revenue Budget preparation process to establish a post of IT Administrator.

IT administration within the Department for systems such as Flare and Commercial Waste has been undertaken to date by Trading Standards Officers or Environmental Health Officers. The Flare Database, for example, has expanded so rapidly that dedicated IT support is now required. The new post will allow professional officers to concentrate more fully on their substantive duties.

Further discussions took place with the IT Department to develop the duties and responsibilities of the job to ensure that these did not duplicate or clash with the current services provided by the IT Department.

3. PROPOSAL

It is proposed to establish a new post within the Environmental & Consumer Protection Department of IT Administrator at grade AP2.

4. FINANCIAL IMPLICATIONS

The estimated cost in 2003/04 is £6,400 and the full year impact is £19,500. These costs will be accommodated within the previously determined Environmental and Consumer Protection 2003/04 Revenue Budget and will be accommodated in future years revenue budget exercises.

5. HUMAN RIGHTS

There are no human rights implications connected with this report.

6. CONSULTATION

The Chief Executive, Director of Finance, Director of Law and Administration, Personnel Services Manager and Director of IT have been consulted on the contents of this report.

S R Heggie
Director of Environmental & Consumer Protection

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.