

ANGUS COUNCIL

CONTRACT SERVICES COMMITTEE - 3 OCTOBER 2000

TRAINING PLAN 2000/2001

REPORT BY CONTRACT SERVICES MANAGER

ABSTRACT

The purpose of this report is to inform the Contract Services Committee of the departmental training plan which has been prepared to meet the needs identified by the training needs analysis carried out within all sections of the department.

1. RECOMMENDATION

It is recommended that the Contract Services Committee note the contents of this report.

2. BACKGROUND

As detailed in the department's Service Plan, the development and production of a departmental training plan is essential to ensure the ongoing and long term effectiveness of the department in providing high quality front line services to the people of Angus.

3. CURRENT POSITION

To ensure that the department can meet all legislative requirements and that all staff are suitably trained and qualified as required to carry out their duties, individual interviews were carried out and training needs analysis prepared within all sections of the department. The analysis resulted in three comprehensive training plans being prepared, one for each section of the department as attached.

While statutory and business needs have taken priority the department has, where possible, linked these to the personal development of staff. The interview process is closely linked with the further introduction of Appraisals for all staff and will assist the department in gaining liP accreditation in the future.

4. FINANCIAL IMPLICATIONS

There are no financial implications associated with this report, as all costs will be contained within the existing departmental budget.

5. CONSULTATION

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

M P Graham
Contract Services Manager
20 September 2000

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.