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| Report to: | Finance and Information Technology Resources Committee |
| Date of Meeting: | 19 May 2009 |
| Report by: | Executive Director (Finance and Information Technology Resources) Executive Director (Corporate Resources) |

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| Subject: | National Entitlement Card (NEC) Administration |
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ obtain approval to recruit 2 FTE Support Services Assistants to support the ongoing rollout of the South Lanarkshire National Entitlement Card (NEC)/Smartcard Strategy.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- ♦ that 2 FTE Support Services Assistant posts at Grade 2 Level 1 are established on a 2 year fixed term basis within the Modernising Government section to support the South Lanarkshire NEC/Smartcard Strategy.

3. Background

- 3.1. A Corporate Smartcard Strategy paper was presented to the Corporate Management Team on 29 September 2007 with Finance and Information Technology Resources being identified as the NEC owner.
- 3.2. In February 2008 a temporary clerical assistant post was created within the Modernising Government team. The purpose of the post was to establish a central NEC Administration Unit to support and administer NEC/Smartcards.
- 3.3. Since the approval of the Corporate Smartcard Strategy several projects have been initiated: a rollout project in libraries to migrate library services onto existing NEC cards and a registration programme at secondary schools to increase the take up of Young Persons (YP) NEC and migrate cashless school meals services onto the cards.
- 3.4. During the rollout of YP NEC in schools, it has become apparent that schools require significant support throughout the registration process. Close monitoring of the card production process is also required. To alleviate the resource and time constraints on both Education Resources and the Education Business Systems team, additional responsibilities have been assigned to the NEC Unit.

- 3.5. While the initial bulk uptake and registration process at secondary schools will come to an end, there will continue to be an ongoing requirement to engage with schools every year to plan, monitor and support the P7-S1 NEC registration, production and distribution of cards. Through time a similar yearly schedule will also be required to support the renewal of photographs, production and issue of cards for S3/S4 pupils.
- 3.6. Additionally, the new South Lanarkshire Leisure System which was recently procured is compatible with NEC/smartcards. Therefore the Smartcard programme is about to engage with this project steering group. The full remit and scope of NEC objectives for this project have still to be agreed.

4. Proposal

- 4.1. To reflect the increased remit and responsibilities of the NEC Unit, it is proposed that an additional 2 Support Services Assistant posts are established. The posts have been evaluated in line with the Council's Competence Initiative and Job Evaluation Schemes and have been graded at Grade 2 Level 1.

5. Employee Implications

- 5.1. Two additional posts would be established, as follows:

| Post Title | Number of posts | Grade/SCP | Hourly Rate | Annual Salary | Gross Salary | Total cost (salaries and on costs) |
|----------------------------|------------------------|---------------------------|--------------------|----------------------|---------------------|---|
| Support Services Assistant | 2 | Grade 2 Level 1 SCP 27-33 | £ 9.04 – £ 9.89 | £17,245 | £21,556 | £43,112 |

6. Financial Implications

- 6.1. Funding for these posts can be accommodated from the Smartcard budget for an initial 2 years.

7. Other Implications

- 7.1. None.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. Consultation has been undertaken with the Trade Union.

Linda Hardie

Executive Director (Finance and Information Technology Resources)

Robert McIlwain

Executive Director (Corporate Resources)

20 April 2009

Link(s) to Council Values and Objectives

- ◆ Excellent Employer
- ◆ Accountable, Effective and Efficient

Previous References

- ◆ None

List of Background Papers

- ◆ Corporate Smartcard Strategy

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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