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## **1 Background**

- 1.1 Following the service wide introduction of the SAP database in May 2006, the system has become accepted as the software solution for providing both HR management and corporate information across the Authority.
- 1.2 In addition to the current staffing, attendance, sickness monitoring, e-recruitment, safety event reporting and business intelligence functions of SAP there are a number of other modules and supporting software tools contained within the specification of the system. Three of these additional functions are Training and Events Management (TEM) and Personal Development (PD) modules and the SAP Info Pak software tool.
- 1.3 During 2005, a full Official Journal of the European Community (OJEC) tender process selected SAP for the software solution and EPIUSE UK Ltd as the implementation partners.

## **2. Information**

- 2.1 The TEM module provides an IT tool, fully integrated within SAP, to enable the efficient planning, resource allocation and monitoring of all courses and undertaken by Training Centre.
- 2.2 The PD module will both complement and be integrated with TEM. It will provide an effective IT solution to plan, map and track all aspects of personal development in line with the principles of the Integrated Personal Development System. It will encompass Personal Development Reviews and their outcomes as well as detail the pathway and tracking of personnel who are in development at all levels.
- 2.3 The PD module also has the potential to provide an effective electronic system for recording and auditing Maintenance of Competence assessments of all operational staff, although this will require further evaluation.
- 2.4 The SAP Info Pak software package is an integrated training and document management tool which will complement existing and future rollout modules. It will give the organisation a dedicated SAP interactive end user training platform and a robust SAP document management system. It will provide end users with context-sensitive online user support; detailed interactive simulations and a web based training resource.
- 2.5 Although in principle SAP is a generic set of business solutions applied equally across any business sector, it is sufficiently flexible to meet the specific needs of individual organisations. This is often termed 'bespoke' to the organisation. WYFRS SAP system has some significant areas that are non-SAP standard and therefore 'bespoke'; in particular, shift planning, the officer's rota and return to work reports following a period of sickness. EPIUSE our SAP implementation partners have integrated WYFRS bespoke requirements into the overall system and along with WYFRS SAP data administrators, they have an in-depth knowledge and understanding of how each 'bespoke' aspect impacts on the overall system.

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- 2.6 The introduction of TEM and PD has been incorporated into HR functional objectives and performance/project monitoring systems for the period 2007 - 2009. If funds are granted for the purchase of these modules, both would be implemented by 31.12.2008.

### **3. Estimated Costs**

- 3.1 Whilst the TEM and PDM modules are contained within the current functions of SAP, they will require a degree of configuration to meet the needs of WYFRS. The estimated cost of this is £153,000 as broken down in the paragraph below

- Prepare tender specification – request for proposal £15,000
- Training Events Management - configuration of module £58,000
- Personal Development - configuration of module £58,000
- SAP RWD Info Pak – software £15,000
- Implementation Team Training £7,000

- 3.2 In addition to the capital cost there will be small amount of additional ongoing maintenance in respect of the SAP RWD info pack which will be met from within existing budget provisions.

- 3.3 Additional support will be required from staff within the Training Delivery (TD) and Training Support (TS) functions throughout the project. They will be required to provide assistance in the configuration of the SAP modules to meet WYFRS working practices, provide data input to populate the modules and staff training. As the requirement for support will be periodic rather than continuous these will be managed within existing staffing resources.

### **4 Financial Implications**

- 4.1 Expenditure on this scheme was not included with the draft capital bids and as a consequence there is no scheme included within the approved capital plan. However there are a number of large schemes included within the capital plan which are unlikely to be fully completed within the financial year which means there will be sufficient room within the overall capital expenditure ceiling to include this scheme.

- 4.2 The revenue costs of this expenditure in the form of capital financing charges will be £3,600 in the current year rising to £36,500 in a full year which will be met from within existing resources.

### **5 Equality and Fairness Issues**

- 5.1 There are no equality and fairness issues associated with this report.

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## **6 Conclusions**

- 6.1 Training Events and Personal Development modules and Info Pak software tool will build upon the introduction of SAP and move to the next phase of a single software solution for HR and Corporate information management.

## **7 Recommendations**

- 7.1 That Members approve the contents of this report and authorise the expenditure as detailed.