
DUMFRIES AND GALLOWAY ADULT LITERACY AND NUMERACY ACTION PLAN.

1. Reason for Report

- 1.1 To seek approval for the establishment of a post of Administrative Assistant for the project.

2. Background

- 2.1 In September 2001 Members were informed of the Scottish Executive Report on Adult Literacy and Numeracy in Scotland. Circular ELLD1/01 giving details to Local Authorities on the funding to be made available to support the implementation of Adult Literacy and Numeracy Action Plans accompanied the Committee report.
- 2.2 In Dumfries and Galloway £508,648 has been made available from April 2001 to March 2004 to implement a strategy for improving adult literacy and numeracy levels.
- 2.3 A Report to the Education Committee in May 2002 sought, and received, approval to seek European funding in addition to the amount allocated by the Scottish Executive.
- 2.4 Applications have been submitted which, if successful, could take the total value of the project to over £850,000.
- 2.5 The Action Plan submitted to, and approved by, the Scottish Executive requires the setting up of tracking systems for learners, the keeping of accurate records, the setting up and administration of systems and databases. These will provide the statistical information required by the Scottish Executive, and if the bids are successful, for European funding purposes.

3. Appointment of an Administrative Assistant

- 3.1 This paper seeks permission to establish a post of Temporary Project Administrative Assistant for the duration of the project, i.e. until March 2004, with the possibility of an extension to June 2004 if European funding bids are successful.
- 3.2 The post has been graded by the Council's Personnel Department at AP2, £14,984 - £16,217.
- 3.3 The post will be funded from the finance allocated to Dumfries and Galloway by the Scottish Executive with a contribution from European funding if one or more of the bids are successful.

4. Recommendations**Members are asked to:**

- 4.1 Approve the establishment of a post of temporary Administrative Assistant for up to two years.**
- 4.2 Request further reports as appropriate.**

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Background Papers:

Adult Literacy and Numeracy in Scotland: The Stationery Office, 2001.
Scottish Executive Enterprise and Lifelong Learning Department: Circular ELLD 1/01: Action Plans on Adult Literacy and Numeracy.
Community Learning Strategy: Education Committee Report dated 25th August 1999.
Community Learning Strategy: Education Committee Report dated 23rd February 2000.
Adult Literacy and Numeracy in Scotland: Education Committee Report dated 24th August 2001.
Dumfries and Galloway Adult literacy and Numeracy Action plan: Education Committee Report dated 8th January 2002.
Dumfries and Galloway Adult Literacy and Numeracy Action Plan: Education Committee Report dated 22nd February 2002.
Dumfries and Galloway Adult Literacy and Numeracy Action Plan: Education Committee report dated 22nd April 2002.