

**16 NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPARTMENT - REGRADING
AND REDESIGNATION OF POST (AN10-2002)**

At its meeting on 15th October, 2001, the Personnel and Management Services Committee approved Report No 634-2001 The Xplore Partnership - (a) Core Staffing 15 Shore Terrace, (b) Project Support, which included a recommendation to establish a fixed term post, to 31st March, 2004, of a Clerical Assistant/Receptionist graded GS1/2.

Following a request from the Director of Neighbourhood Resources and Development, the Director of Personnel and Management Services has examined the range of duties and responsibilities to be undertaken and, as a result, approval is now sought for the following:-

- (a) the post be regraded from GS1/2 SCP3-12 £9,680 - £12,899, to GS3 SCP13-15 £13,124 - £13,664;
- (b) the post be redesignated Senior Clerical Assistant.

The cost of this proposal, £2,477, will be fully met from the Xplore Partnership funding.