

**12 WASTE MANAGEMENT DEPARTMENT AND ENVIRONMENTAL HEALTH AND TRADING STANDARDS DEPARTMENT - REDESIGNATION AND REGRADING OF POSTS (AN131-2004)**

At its meeting of 30th June, 2003, the Personnel and Management Services Committee considered Report No 437-2003 (Environmental and Consumer Protection - The Future) and agreed that the former Environmental and Consumer Protection Department should be split into two: Waste Management and Environmental Health and Trading Standards.

At that time, the Committee was advised that work was being carried out to establish the split between administrative, clerical and support staff. As part of that exercise, it has been established that additional responsibilities will fall to three posts.

Accordingly, the Assistant Chief Executive (Management) recommends that to reflect the changes in roles and additional responsibilities, the post of Financial Administration Officer in Waste Management should be regraded from AP2, £15,582 - £16,866 to AP3, £17,340 - £19,029; and that the post of Administrative Assistant in Environmental Health and Trading Standards should be redesignated to Administration Team Leader and be regraded from AP2 to AP3. In addition, it is recommended that the post of Clerical Assistant (Property) in the Waste Management Department is redesignated to Property Assistant and that this post is regraded from GS1/2, £10,068 - £13,416 to AP1, £14,211 - £15,204.

The total cost of implementing these proposals would be £3,480, inclusive of employer's costs, in a full financial year and this could be contained within the departments' Revenue Budgets.