

7 ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT - REGRADING OF POSTS (AN220-2003)

The Committee is requested to approve the regrading of the posts of Clerical Assistant (Special Collections) and Clerical Assistant (Skip Hire), both currently graded GS1/2, £10,068 - £13,416 to grade GS3, £13,650 - £14,211.

An evaluation of the grade of the post has confirmed that, due to the level of responsibility and duties carried out, the appropriate grade should be GS3.

The cost of the above proposal will be £531 in 2003/04 and £580 in a full financial year. These costs will be met from the existing Environmental and Consumer Protection Department Revenue Budget.