

### **3 PERSONNEL DEPARTMENT - EMPLOYMENT DISABILITY UNIT - REVIEW OF POST (AN355-2006)**

The Assistant Chief Executive (Management) has undertaken a review of the Administrative Section in the Employment Disability Unit, and recommends that the post of Senior Clerical Assistant, graded GS1/3 (£10,938 - £15,441), be redesignated Clerical Assistant, and regraded GS1/2 (£10,938 - £14,577), and the hours of the post be reduced to 20 hours per week.

Implementation of this recommendation would result in savings of £3,700 in the current financial year, and £10,712 in a full financial year.

The Committee is requested to approve this recommendation.