

**7 ECONOMIC DEVELOPMENT DEPARTMENT - WORKING FOR FAMILIES FUND -
CHANGES TO ESTABLISHMENT (AN369-2004)**

Reference is made to Article I of the minute of the meeting of the Personnel Committee of 21 June 2004, which approved the temporary establishment of a Working for Families Co-ordinator, grade AP5, £22,398 - £24, 396, and a Working for Families Finance/Administrative Officer, graded AP2, £15,582 - £16,866, until 31 March 2006.

To overcome recruitment difficulties experienced in relation to the Co-ordinator post, a review of the duties and responsibilities of the post has been undertaken and confirms that the majority of duties could be undertaken by an additional Finance/Administrative Officer post, graded AP2, £15,582 - £16,866, with key strategic elements of the project being delivered by a Senior Policy Officer within the Economic Development Department.

In light of this, the Committee is asked to approve the deletion of one post of Working for Families Co-ordinator, graded AP5, £22,398 - £24,396, and the establishment of one additional temporary post of Working for Families Finance/Administrative Officer, graded AP2, £15,582 - £16,866, until 31 March 2006.

The net effect of these establishment changes will result in savings of £3,660 for the current year and £9,355 for the financial year 2005/06. However, the Working for Families Fund project is financed by the Scottish Executive and, therefore, the savings arising from these changes will mean less funding will require to be claimed for the project's staff costs in respect of the established posts.