

### **3 FINANCE DEPARTMENT - REVENUES DIVISION - REDESIGNATION OF POST AND REGRADING OF POSTS (AN418-2003)**

At the request of the Depute Chief Executive (Finance), the Assistant Chief Executive (Management) has reviewed the duties and responsibilities of a number of posts in the Liaison Section, Revenues Division.

The Committee is asked to approve the following recommendations:-

- the redesignation of one post of Administrative Assistant to Senior Liaison Officer, and the regrading of this post from AP3 (£17,340 - £19,029) to AP3/4 (£17,340 - £21,732);
- the regrading of 7 posts of Liaison Assistant from AP1 (£14,211 - £15,204) to GS3/AP2 (£13,650 - £16,866);
- the regrading of one post of Investigation Officer from GS3 (£13,650 - £14,211) to AP1 (£14,211 - £15,204).

In addition, the Assistant Chief Executive (Management) was requested to review the duties and responsibilities of other posts in the Division. As a result of this exercise, the Committee is asked to approve the following further recommendations:-

- the regrading of one post of Administrative Assistant, Income Control (Cashiers) from AP3 (£17,340 - £19,029) to AP3/4 (£17,340 - £21,732);
- the regrading of 5.5 posts of Administrative Assistant (Recovery/Non Domestic Rates) from AP2 (£15,582 - £16,866) to AP3/4 (£17,340 - £21,732);
- the regrading of one post of Administrative Assistant (Overpayments) from AP2 (£15,582 - £16,866) to AP3/4 (£17,340 - £21,732).

The cost of implementing these recommendations would be £5,100, inclusive of employer's costs, in the current financial year, and £13,600, inclusive of employer's costs, in a full financial year. These additional costs can be contained within the Department's Revenue Budget.